



Notice of meeting of

Executive

To:	Councillors Steve Galloway (Chair), Aspden, Sue Galloway, Jamieson-Ball, Reid, Runciman, Sunderland, Vassie and Waller
Date:	Tuesday, 29 January 2008
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 Monday 28 January 2008, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 31 January, 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. Exclusion of Press and Public

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annex B to Agenda Item 7 (Establishing an Integrated Youth Service for York) on the grounds that it contains information which is likely to reveal the identity of an individual and information relating to negotiations in connection with a labour relations matter arising between the authority and its employees. This information is classed as exempt under paragraphs 2 and 4 respectively of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 3 - 16)

To approve and sign the minutes of the meeting of the Executive held on 15 January 2008.

4. 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 Monday, 28 January 2008.**

5. Executive Forward Plan (Pages 17 - 20)

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

6. Annual Governance Statement (Pages 21 - 40)

This report introduces the Annual Governance Statement (AGS), which replaces the Statement on Internal Control (SIC), advises the Executive of the changes resulting from this new statutory requirement and seeks approval for a proposed process and timetable for completion of the 2007/08 AGS.

7. Establishing an Integrated Youth Service for York (Pages 41 - 62)

This report summarises the progress towards establishing an integrated service for young people in York, following the decision

in principle at the Executive meeting on 27 February 2007 to adopt a directly-managed model when responsibility for the Connexions service transfers to Local Authorities in April 2008.

8. Age Friendly Cities (Pages 63 - 70)

This report asks the Executive to consider the implications of a notice of motion, received from Councillor Potter on behalf of the Older People's Assembly, prior to its referral to full Council, in accordance with Standing Orders.

9. Minutes of Working Groups (Pages 71 - 78)

This report presents the draft minutes of the Local Development Framework (LDF) Working Group held on 18 December 2007 and asks Members to consider the advice given by the Group in its capacity as an advisory body to the Executive.

10. 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.

This page is intentionally left blank

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

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

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

Further information about what's being discussed at this meeting

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

Access Arrangements

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

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

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

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোঅবী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ مہیا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

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

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

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING

EXECUTIVE

DATE

15 JANUARY 2008

PRESENT

COUNCILLORS STEVE GALLOWAY (CHAIR),
ASPDEN, SUE GALLOWAY, JAMIESON-BALL,
REID, RUNCIMAN, SUNDERLAND, VASSIE AND
WALLER

131. 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. The following interests were declared:

- Cllr Reid – a personal, non-prejudicial interest in Annex B to agenda item 14 (Capital Programme – Monitor Two), insofar as it mentions Bedern Hall, as a member of the Company of Cordwainers).
- Cllr Waller – a personal, non-prejudicial interest in agenda item 13 (Second Performance and Financial Monitor 2007/08) insofar as it relates to certain schools, as a school governor.

132. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of Annex B to Agenda item 14 (Capital Programme – Monitor 2), on the grounds that it contains information relating to the financial or business affairs of particular persons (including the authority holding that information), which is classed as exempt under paragraph 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006).

133. MINUTES

RESOLVED: That the minutes of the Executive meeting held on 18 December 2007 and the Executive meeting (Calling-In) held on 27 November 2007 be approved and signed by the Chair as a correct record.

134. PUBLIC PARTICIPATION AND OTHER SPEAKERS

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

With the Chair's permission, Liz Young, representing UNISON, spoke in relation to agenda item 10 ([Easy@york](#) Options for Phase 2). She sounded a note of caution in relation to the benefits of Phase 1 of the project, which she felt had been overstated, and expressed concern in relation to some aspects of Phase 2; in particular, the reliance on funding from directorates and the appropriateness of the [easy@york](#) model for some vulnerable customer groups, who may be disadvantaged by lack of internet access.

135. EXECUTIVE FORWARD PLAN

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

136. MINUTES OF WORKING GROUPS

Members considered a report which presented the minutes of the following meetings of working groups and other advisory bodies to the Executive:

- the Local Development Framework Working Group (LDFWG) meeting on 13 November 2007;
- the Social Inclusion Working Group (SIWG) meeting on 21 November 2007 (draft minutes);
- the Economic Development Partnership Board (EDPB) meeting on 28 November 2007 (draft minutes).

There were no specific recommendations contained in the minutes, but Members' attention was drawn in particular to the comments of the LDFWG on phase 1 of the City of York Strategic Housing Land Availability Assessment, the initial comments of the SIWG on the User-Led CIL, the proposals of the EDPB to review the Board's membership and the EDPB's comments on the Future York Group report and the City Centre Partnership proposals.

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the minutes of the LDFWG, and the subsequent adoption at full Council on 29 November 2007 of the Statement of Community Involvement 07 (Minute 24 refers), be noted.

(ii) That the minutes of the SIWG be noted, in particular the progress towards a Centre for Independent Living (with the need for the involvement of disabled people) and the work being carried out to involve young people in the City on decisions that matter to them (Minute 19 refers), and that any future recommendations on how the Council can support the Anti Poverty Strategy be welcomed (Minute 20 refers).

(iii) That the minutes of the EDPB be noted and that Officers be requested to ensure that any options presented on the restructuring of the Board (Minute 17 refers) address the objectives, powers and resources available to any new

board, together with the implications for democratic accountability.¹

REASON: To fulfil the requirements of the Council's Constitution in relation to the role of working groups and to respond appropriately to the groups' advice.

Action Required

1. Take into account the issues raised in Resolution (iii) JB
when drafting options for restructuring the Board.

137. POST OFFICE CLOSURES

Members considered a report, produced in relation to a motion approved at full Council on 29 November 2007, which set out the current position on the proposed closure of post offices in the City of York, updating a previous report on this subject presented on 27 February 2007.

The Government's Area Plan proposal for North Yorkshire involved the closure of four post offices in the City – Clifton, Haxby Road, Micklegate and Fulford. The Post Office had now published a Network Change programme to implement the closure of up to 2,500 Post Offices across the country, mitigated by the introduction of about 500 service points or 'Outreaches'. Public consultation was now under way on these proposals. The report set out:

- The Post Office's criteria for the proposed closures
- An outline of the Council's original response to the DTI's questionnaire, submitted in March 2007
- The views of the consumer body Postwatch on the proposals
- Details of alternative branch access for customers of the branches earmarked for closure
- The possible social and economic effects of branch closures
- Information on the Council's own accounts with the Post Office
- Comments on the approach of the Network Change programme (paragraphs 39-43).

An additional annex to the report (Annex 6) had been prepared and circulated at the request of the Group Leaders, following their meeting on 4 January. This detailed the actions taken by Officers in response to the Council motion and set out details of a petition presented at the same Council meeting, on behalf of residents of Clifton Ward objecting to the closure of post offices in their area.

It was suggested that the response be based upon the comments set out in paragraphs 39-43 of the report). Officers confirmed at the meeting that the final version would also take account of the comments on individual closures received during consultation and the Shadow Executive's comments on the impact of future housing developments and the knock-on effect of previous closures.

RESOLVED: (i) That the report be endorsed and that the comments in paragraphs 39-43 be used as a basis for the response to the closures, as follows:

- The programme is driven by the desire to cut losses not by an examination of social need or business viability
- No regard has been given to the social role of Post Offices in communities or with small businesses
- There are concerns about a piecemeal approach rather than the application of strict criteria - which has led to past closures and potentially future closures
- If any rural Post Offices are saved due to community role, will further urban Post Offices in York be set for closure
- The Government has failed to grasp the opportunities for greater commercial freedom, new products and services

(ii) That authority be delegated to the Chief Executive, in consultation with the Council Leader, to finalise the Council's response to the consultation.¹

REASON: To emphasise the Council's view on the role that Post Offices play within the community at large.

Action Required

1. Draft and submit response to consultation, in line with these decisions. JB

138. COMMUNITY LEADERSHIP AND NEIGHBOURHOOD MANAGEMENT

Members considered a report which set out Officers' views on the implications of a Notice of Motion submitted for full Council via the Executive, in accordance with Standing Order 11(i).

The Notice of Motion, reproduced in full in paragraph 2 of the report, proposed a new approach to community leadership and neighbourhood working and asked the Executive to report back to Council on various aspects of this proposal.

Members were invited *either*:

- To refer the Notice of Motion to Council on 24 January 2008 (Option A) or
- To ask Officers to bring a more comprehensive report on the implications of the Notice of Motion to the Executive in February, when the Director of Neighbourhood Services would be report on potential neighbourhood models, as indicated at the briefing to Group Leaders on 7 December 2007 (Option B).

Option B was recommended, as this would enable Officers to respond more comprehensively on the Notice of Motion and to set out its implications alongside the issues raised in the report on neighbourhood management models.

RESOLVED: That consideration of this Notice of Motion be deferred until full Council on 10 April 2008, to enable a full analysis of the implications to be included in the report to the Executive in February 2008 on neighbourhood management models.¹

REASON: So that these issues can be considered in their proper context.

Action Required

1. Include analysis of the implications of this motion in Neighbourhoods report to Executive in February. GR

139. REVIEW REPORT: A NEW APPROACH TO CITY MANAGEMENT

Members considered a report which outlined the scope of and progress on a new approach to city management, requested by Group Leaders as part of their review of Council policy and procedures. This request was set out in the 'policy prospectus' – the 12 month agreement on political management arrangements made in May 2007 between the four Group Leaders.

The report set out progress on the four parts of the new approach, namely; extended public consultation arrangements, improved communications, development of devolved decision making arrangement for local communities and capacity building for the voluntary sector. It also touched upon the Group Leaders' request for a report on the management of estates at a local level.

It was noted that the report on the local management of estates was currently scheduled for the Executive meeting on 26 February and not 29 January as indicated in the report.

RESOLVED: (i) That the report form the basis of further development work on the policy prospectus.

(ii) That Officers be asked to provide milestones for the communications strategy initiative and to circulate details to Group Leaders.¹

REASON: In order to progress and monitor the new approach to city management.

Action Required

1. Circulate details of milestones to Group Leaders. GR

140. EASY@YORK OPTIONS FOR PHASE 2

Members considered a report which presented options for a second phase of the [easy@york](#) programme, extending the reach of the current York Customer Centre (YCC), together with a revised analysis of the benefits and savings of the first phase.

In respect of Phase 1, the York Customer Centre (YCC) had gone live with new processes and systems in February 2007. There were now 112 users of the systems across 12 different teams and the current processes formed a solid basis for moving forward. A full analysis of the benefits from Phase 1 was attached as Annex 1 to the report. Briefly, these included:

- 99% of customers satisfied with the service
- Over £29k savings already re-invested into the handling of service requests, due to a 29% reduction in switchboard type requests
- Customer complaints reduced by 91%
- 11% of York Pride Action Line (YPAL) requests coming through the self-service e-form route
- 93% student council tax applications made via self service
- 40k electronic payments made, saving £64k processing costs
- on track for 500 online planning applications
- 70% of all Council Tax Service requests fully automated.

Key lessons learnt from Phase 1, which would inform Phase 2 of the programme, were set out in paragraphs 16 to 22 of the report.

With regard to moving the programme forward into Phase 2, Members were asked to consider the following options:

Option 1 – end [easy@york](#) after Phase 1 in May 2008. This would have a detrimental impact on the CPA and the Council's reputation with customers and would threaten the viability of the move to Hungate.

Option 2 – commence Phase 2 with a recommended scope of: Housing Management & Housing Repairs; Adult Social Services, Advice, Information & Referral; Corporate Recruitment & HR Processes; Improvement of Neighbourhood Services; Licensing; Mobile Working for easy processes; Parking. This would deliver customer service improvements and support the move to Hungate.

Option 3 – commence Phase 2 with an extended scope from that outlined in Option 2, to include two out of the following: design and provision of face to face contact in Hungate; revisiting the Highways Service; Warden Call. This was the recommended option, with a third programme scheme to deliver out of scope face to face contact in Hungate and Highways (but not Warden Call), as it would give capacity to deliver more improvements and efficiencies.

In response to the comments made by the speaker on this item (Minute refers), Officers noted that the overall customer satisfaction on Phase 1 was high and had not been over-stated. Web-based contact would supplement rather than replace face to face contact for services such as Advice and Information in Housing and Adult Social Services.

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the claimed benefits of Phase 1 of easy@york be noted.

(ii) That Option 3 (commence Phase 2 with an extended scope) be agreed, as set out in paragraph 127 of the report, subject to further work to analyse what is needed for Hungate and to deliver proposals to build this into the programme.¹

REASON: In order to deliver more improvements and efficiencies with an expanded scope for the project.

(iii) That Officers be asked to review further the extension of the project to include the Warden Call and Electoral Registration models, as resources become available.²

REASON: In order to extend the scope still further, subject to available resources.

(iii) That regular, robust and transparent financial performance reports be provided on the savings achieved by the Phase 1 and Phase 2 projects compared to the target outcomes identified in the report.³

REASON: To ensure that a rigorous monitoring system is put in place, in view of the Council's substantial investment in this programme, which is expected to be self-financing.

Action Required

- | | |
|---|----|
| 1. Carry out analysis of Hungate requirements before implementing Option 3. | SA |
| 2. Keep these potential additions to the project under review. | SA |
| 3. Ensure that a performance reporting system is in place. | SA |

141. INTELLIGENT TRANSPORT SYSTEMS (ITS) STRATEGY (LISTED ON FORWARD PLAN AS 'REAL TIME TRAVEL COMMUNICATIONS STRATEGY')

Members considered a report which set out the current position of the Council's ITS Strategy, which utilised the Urban Traffic Management and Control (UTMC) and the Bus Location and Information Sub System (BLISS), together with the steps being taken to expand the system and improve reliability.

The development of ITS was a key element of York's overall strategy for improving access to transport and reduce transport's environmental footprint in the City. It aimed to 'provide travellers with the right information at the right time in the right format.'. To this end, it was intended to develop the UTMC and BLISS elements in three core areas over the next five years, namely:

- Increased use of interactive displays on street and in public spaces
- Delivery of real time information on mobile devices / cars / homes

- Provision of 'near future' predictions, using advanced data analysis techniques.

Details of this 'ITS Vision' were set out in paragraph 18 of the report.

Members' attention was also drawn to the development of a Variable Message Sign (VMS) Messaging Protocol describing the type of messages it was permitted to show on the VMS. This would enable more officers to access the system and set messages, thus increasing regular and consistent usage of Driver Information VMS.

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the developments being made to expand the ITS systems in the City and to continue to improve reliability be noted.

(ii) That the adoption of the VMS messaging principles, as outlined in the report, be approved, for incorporation into the forthcoming VMS Messaging Protocol to ensure consistent use of the Variable Message Signs.¹

(iii) That the three elements of the ITS Vision be approved as the basis for the development of York's Intelligent Transport Systems, and that Officers be requested to incorporate into their development plans a performance indicator covering reliability.²

(iv) That a further report be presented to Executive in 12 months' time, with an interim update being circulated to Group Leaders in 6 months' time.³

REASON: To ensure the continued development of the ITS and to continue to increase its contribution to the delivery of the Council's LTP objectives.

Action Required

- | | |
|---|----|
| 1. Produce VMS Messaging Protocol incorporating these principles. | JB |
| 2. Continue to develop ITS in line with ITS Vision, incorporating a reliability PI. | JB |
| 3. Arrange for production and circulation of interim and full report within these timescales. | JB |

142. TRAFFIC MANAGEMENT ACT 2004: IMPLICATIONS FOR PARKING

Members considered a report which advised them of the implications for parking services of Part 6 of the Traffic Management Act 2004 and asked them to decide on the level of the penalties to be charged by the Council following implementation of Part 6, on 31 March 2008.

Part 6 of the Act replaced Part II and Schedule 3 of the Road Traffic Act 1991 and provided for the civil enforcement of most parking contraventions. It also introduced the concept of differential penalty charges, allowed PCNs to be issued by post in certain circumstances and made changes to the administrative procedures involved in the processing of PCNs.

The differential charges meant that a higher charge would be made for those contraventions that caused the most disruption and danger to other road users. Local Authorities had the option to decide whether the higher and lower rates for their area should be set at 'Band 1' or 'Band 2', as follows:

	Higher Rate (More Serious)	Discount Charge (if paid within 14 days)	Lower Rate (Less Serious)	Discount Charge (if paid within 14 days)
Band 1	£60	£30	£40	£20
Band 2	£70	£35	£50	£25
(Current Charge	£60	£30	N/A	N/A

It was recommended that Band 2 be chosen, in compliance with government guidance that local authorities select the band that would encourage compliance with the regulations, maintain public acceptability and produce a self-financing system of civil enforcement. It was noted that the Statutory Guidance also recommended that applicants for the post of Civil Enforcement Officer (the new name for Parking Attendants) should undergo Criminal Records Bureau (CRB) checks, as they would work near schools.

Having noted the comments of the Shadow Executive, it was

RESOLVED: (i) That the contents of the report be noted.

(ii) That Band 2, the higher rate, be adopted as the penalty charge rate to operate in the City of York area from 31 March 2008.¹

REASON: This rate is considered to be consistent with a high level of public acceptability and compliance, and is likely to provide a self-financing system.

(iii) That the Council review its policy on CRB checks, including for existing staff members in sensitive roles.²

REASON: To ensure a consistent policy.

Action Required

1. Implement Band 2 rate from 31 March.
2. Review corporate CRB Policy.

JB
GR

143. SECOND PERFORMANCE AND FINANCIAL MONITOR 2007/08

Members considered a report which provided details of the headline performance issues identified at the latest performance monitor session, presented the latest projection of the Council's revenue income and expenditure for the current year and sought approval for budget virements and contingency funding requests.

Progress on the Council's existing corporate priorities was detailed in Annex 1 to the report. The monitor had highlighted extremely good improvement, in particular, on: decreasing landfill and increasing recycling; reducing violent crime and anti-social behaviour; cleaner streets and open spaces. Staff related performance was set out in Annex 2 and indicated an encouraging improvement in staff sickness levels since the introduction of revised procedures in October 2007. Officers also reported good progress within the Housing section in relation to the CPA score for the current year. Key issues identified by the monitor, to be addressed before the end of the 2007/08 financial year, included:

- Detailed reporting on the new approach to reducing staff sickness absence
- Producing more data on equalities, to show what needs to improve
- Development of a reputation strategy by Marketing & Communications
- Continued management of budget areas that were overspending
- Continued control of capital schemes and spend profiles.

With regard to financial performance, it was projected that the Council would underspend by £2,901k if current action by Directors continued to be successful. However, this was largely due to non-recurring savings, an improved position on interest rates and the ability to defer borrowing, without which the position would have been a net overspend of £934k. Any overspends must therefore continue to be fully monitored and underlying pressures addressed, so as to leave as much scope as possible to reduce the impact of any service cuts and Council Tax increases in the medium term. Members were asked to consider the following virement and contingency fund requests for which Executive approval was required:

- Virement of £295k from ITT underspend to easy@york to fund enterprise licenses
- Virement to offset the £295k increase in Property Services' internal rental charge to Neighbourhood Services for the EcoDepot against Neighbourhoods' expected profit from its trading activity.
- Job Evaluation - Transfer of the remaining £94k from the recurring base budget to cover project costs

The Shadow Executive had reserved their position on this item.

RESOLVED: (i) That the performance issues identified in the report be noted and that the Executive place on record its thanks to

Directors and staff for their contribution towards the continued improvement in public service standards in the City.

REASON: To enable corrective action to be taken on these performance issues, whilst acknowledging the progress made overall.
(ii) That the supplementary estimate request of £200k from the contingency fund for City Strategy bus pass costs, as set out in paragraph 49 of the report, be approved.¹

REASON: In accordance with the Executive's Constitutional powers to make decisions on this level and grant supplementary estimates.

(iii) That the virements over £250k set out in paragraph 50 be approved.²

(iv) That the transfer of £295k between the general fund and the traded activities profit from Neighbourhood Services, as set out in paragraph 51, be approved.³

REASON: The virement requests are within the budget areas for which the Executive is the responsible body.

(v) That the one-off transfer in 2007/08 from the job evaluation base budget to the project costs, as set out in paragraph 48, be approved, subject to further information being provided on the detail of Annex 14, and in particular the justification for the £150k 'ongoing management costs' of the pay and grading project.⁴

REASON: The virement request is within the budget areas for which the Executive is the responsible body, but more information is needed.

Action Required

- | | |
|---|----|
| 1. Update budget records to take account of this change. | SA |
| 2. Adjust the budget on the ledger in accordance with this virement. | SA |
| 3. Adjust the budget on the ledger in accordance with this transfer. | SA |
| 4. Provide the details requested then adjust the budget on the ledger in accordance with this transfer. | |

144. CAPITAL PROGRAMME - MONITOR TWO

Members considered a report which presented the likely out-turn position of the Council's 2007/08 Capital Programme, based upon the spend profile and information to November 2007, and sought approval for certain changes to the programme.

The report highlighted:

- The Moor Lane roundabout scheme, on target for completion by February
- The re-opening of Yearsley swimming pool after repairs
- Inclusion of a scheme to provide a multi-use games area for Derwent Infant and Junior schools (£0.7m)
- Completion of the Skills Centre, to open in January
- Rapid progression on the replacement of Joseph Rowntree school
- Progression of designs for the new pool on the York High site
- [Explore@Acomb](#) Library Learning Centre, on target for completion in February
- The start on site of the Fishergate homeless hostel
- The York High scheme, on target for completion in November
- New offices at Hungate – planning application due for submission by Easter.

An out-turn of £46.839m was predicted against the current approved budget of £52.686m. Details of the variances in each portfolio area making up this underspend were summarised in paragraph 6 of the report. It was noted that in year capital receipts were forecast to be down against target by £3.3m, mainly due to timing issues. However, this had been partially offset by corresponding slippage of £1.8m and there also remained capital receipts of £5.4m carried over from 2006/07. Full details of the re-stated 2007/08 to 2010 Programme were attached as Annex A to the report and Capital Receipt projections for this period were set out in (exempt) Annex B.

The Shadow Executive had reserved their position on this item.

RESOLVED: (i) That the addition to the capital programme of the Multi Use Games Area (MUGA) at Derwent Infant and Junior School, as set out in paragraph 10(a) of the report, be approved.¹

(ii) That the re-profiling of £6m from 2007/08 to future years, as set out in Annex A, be approved.²

(iii) That the re-stated capital programme summarised in Table 10 at paragraph 28 and detailed in Annex A be approved.³

(iv) That the capital receipt projects for 2007/08 to 2010/11, as summarised in (exempt) Annex B, be noted, and that it also be noted that there is currently an embargo on the sale of additional leisure land.

REASON: To enable the effective management and monitoring of the Council's capital programme.

Action Required

1. Update the programme spreadsheets in accordance with this change.

SA
SA

2. Update the programme spreadsheets in accordance with this change. SA
3. Update the programme spreadsheets to reflect the re-stated programme.

S F Galloway, Chair
[The meeting started at 2.00 pm and finished at 3.25 pm].

This page is intentionally left blank

EXECUTIVE FORWARD PLAN

Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 12 February 2008		
Title & Description	Author	Portfolio Holder
<p>Revenue Budget 2007/08 to 2009/10</p> <p><i>Purpose of the report: To consolidate the budget proposals from Directorate EMAPs and consider added corporate issues with a view to setting the Council's budget.</i></p>	Janet Lornie	Executive Member for Corporate Services
<p>Capital Budget 2007/08 to 2009/10</p> <p><i>Purpose of the report: To consider the capital budget proposals from Directorate EMAPs and consider corporate funding of the Capital Programme.</i></p>	Tom Wilkinson	Executive Member for Corporate Services
<p>Treasury Management Policy 2007/08 – 2009/10</p> <p><i>Purpose of the report: To conform to statutory requirements by setting the Council's Treasury Management Policy & Strategy and Performance Indicators for the period to 2010.</i></p>	Tom Wilkinson	Executive Member for Corporate Services
<p>Bids for Funding from the Council's Venture Fund</p> <p><i>Purpose of the report: This report provides detail of Venture Fund bids.</i></p> <p><i>Members are asked to: Consider and approve Venture Fund bids for the forthcoming financial year.</i></p>	Tom Wilkinson	Executive Member for Corporate Services

Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 26 February 2008

Title & Description	Author	Portfolio Holder
<p>CPA Use of Resources 2007</p> <p><i>Purpose of report: To advise Members of the outcomes of the 2007 CPA UOR assessment, prior to national publication by the Audit Commission.</i></p> <p><i>Members are asked to: Note the information contained in the report.</i></p>	Liz Ackroyd	Executive Member for Corporate Services
<p>Review Report – Neighbourhood Management</p> <p><i>Purpose of report: To consider models of neighbourhood management, seek clarity over the corporate role of Neighbourhood Action Plans, discuss options for devolution at a Ward Committee or Area Forum level, the impact of community call for action and the transfer of community assets, amongst other issues. The report also provides a context of the current structure of the Neighbourhood Management Unit.</i></p> <p><i>Members are asked to consider the information provided and agree a way forward.</i></p>	Andy Hudson	Executive Member for Neighbourhood Services
<p>Future of City Archives Services</p> <p><i>Purpose of the report: The report will update Members on options for future development of the City Archive service over the next 20 years.</i></p> <p><i>Members are asked to: Consider options that they wish to see further developed.</i></p>	Charlie Croft	Executive Member for Leisure & Culture
<p>Review of Sub-National Economic Development and Future Working Within the Leeds City Region</p> <p><i>Purpose of report: To set out background information on the Government's review of sub-</i></p>	Roger Ranson	Executive Leader

<p><i>national economic development and regeneration and to consider the implications for the Leeds City Region.</i></p> <p><i>Members are asked: Consider the proposed specific actions in order to maximise the benefits for York arising from the sub-national review, working within the context of the Leeds City Region.</i></p>		
<p>Businesses in City Centre Peripheral Streets</p> <p><i>Purpose of report: Referral of a motion presented to Council regarding businesses in City Centre peripheral streets, particularly Micklegate, Goodramgate and to a lesser extent Fossgate.</i></p> <p><i>Members are asked to: Consider specific actions in order to respond to the issues in the motion.</i></p>	Roger Ranson	Executive Leader

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
<p>Revised Framework Agreement – Derwenthorpe</p> <p><i>Purpose of report: To advise Members of the revised terms.</i></p> <p><i>Members are asked to: Approve revised terms.</i></p>	Bill Woolley	Executive Member for City Strategy	29 January 2008	11 March 2008	As the revised framework agreement has not yet been finalised

This page is intentionally left blank

**Executive**

29 January 2008

Report of the Assistant Director of Resources (Audit & Risk Management)

Annual Governance Statement

Summary

- 1 The purpose of this report is to introduce to Members the Annual Governance Statement (AGS) which will be published as part of the 2007/08 Statement of Accounts, and which replaces the Statement on Internal Control (SIC). The report also advises Members of the changes resulting from this new statutory requirement, and on the process which will be followed to enable publication of the 2007/08 AGS.

Background

- 2 CIPFA/SOLACE originally published a guidance document for local authorities in 2001, called *Corporate Governance in Local Government: A Keystone for Community Governance*. The guidance was not mandatory but was intended to help authorities to develop and maintain strong governance arrangements. The Accounts and Audit Regulations 2003 introduced the requirement for each local authority to conduct a review of the effectiveness of its system of internal control and to publish a SIC as part of the annual accounts. The Council first published a SIC in 2003/04.
- 3 The SIC formed an important part of the overall process within the Council for monitoring and reporting on the adequacy and effectiveness of its corporate governance arrangements, particularly those in respect of risk management and internal control. Publication of the SIC enabled the Council to formally report on governance related issues identified during the relevant accounting period. The SIC demonstrated openness and accountability to the public and other stakeholders, and provided:
 - a framework for improving the adequacy and effectiveness of corporate governance arrangements, and;
 - evidence for CPA.
- 4 The Department for Communities and Local Government issued guidance in 2006 (Circular 03/2006) which gave the CIPFA/SOLACE Corporate Governance Framework document 'proper practice' status.

- 5 CIPFA/SOLACE recently published an updated Framework document. The new document '*Delivering Good Governance in Local Government Framework*' sets out six core principles of governance which authorities are required to adopt:
- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
 - Members and officers working together to achieve a common purpose with clearly defined functions and roles;
 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
 - Developing the capacity and capability of Members and officers to be effective;
 - Engaging with local people and other stakeholders to ensure robust public accountability.
- 6 The new guidance also introduced the requirement on local authorities to prepare an Annual Governance Statement (AGS) instead of a SIC (from 2007/08 onwards). In preparing the AGS it is necessary to address the overall governance arrangements of the organisation rather than specifically the systems of internal control.

Annual Governance Statement

- 7 The Council adopted a new local Code of Governance in September 2007 which reflects the new CIPFA/SOLACE framework. Although the process followed to prepare the SIC was robust and will form the foundation for preparing the AGS a number of changes are required to ensure that the Council:
- has formally compared its existing governance arrangements against the CIPFA/SOLACE framework and the local Code of Governance, and has reported on the extent of compliance;
 - can clearly demonstrate that the process has corporate ownership;

Existing Process for Preparing the SIC

- 8 The Council had developed a robust system to prepare the annual SIC. The process was coordinated by the Officer Governance Group, and included:
- Inviting key Members (with governance responsibilities) to identify and report significant control issues;

- Requiring each Directorate to complete a detailed control self assessment, designed to identify the existence, and measure the effectiveness of, key controls;
 - Completing a similar corporate key control self assessment;
 - Each Director being required to complete and sign a Directorate Assurance Statement (using the information gathered through the Directorate self assessment and other sources);
 - The S151 Officer and the Monitoring Officer being required to complete and sign a similar Assurance Statement;
 - A detailed review by Internal Audit of all audit and inspection reports to gather evidence of possible significant control issues;
 - A follow up review of significant control weaknesses reported in the previous year's SIC.
- 9 The review process also took into account the opinion of the Chief Internal Auditor on the overall adequacy and effectiveness of the Council's internal control environment.
- 10 The Officer Governance Group evaluated the control issues identified through the review process and considered which should be disclosed as significant control weaknesses. The significant control issues identified through the process were discussed with the Leader and a copy of the proposed SIC was considered by Corporate Management Team (CMT). The draft SIC was also presented to the Audit and Governance Committee prior to it being reported to the Executive for their approval and recommendation to Full Council (as part of the report on the Statement of Accounts). The SIC was signed by the Leader and the Chief Executive.
- 11 Although not specifically recommended by CIPFA, the Council already linked the SIC process to the CIPFA/SOLACE Corporate Governance framework and made clear reference to it.

Required Changes

- 12 To enable preparation of the AGS it is proposed that:
- the process continues to be coordinated by OGG but that CMT is engaged at an earlier stage;
 - the existing process (including the Directorate and Corporate self assessments) is adapted so that it clearly focuses on the six governance principles rather than simply the Council's system of internal control;
 - CMT formally takes ownership of the corporate self assessment and any identified weaknesses;
 - Greater emphasis is placed on the importance of the Assurance Statements prepared by the Directors, the S151 Officer and the Monitoring Officer;

- The Chief Executive is also required to complete and sign an Assurance Statement;
- Chief Officers are made more aware of their governance responsibilities;
- For the 2007/08 AGS, Internal Audit will initially map the Council's existing governance arrangements and identify gaps. This exercise will help to confirm the existence of the current governance arrangements, identify ownership and assess the level of assurance required;
- In future years, Internal Audit will provide independent assurance on the effectiveness of these governance arrangements. This will necessitate some changes in emphasis when the Audit Plan is prepared.

Action Plan Monitoring for the 2006/07 SIC

13 Internal Audit is currently undertaking a follow up exercise to identify the progress which has been made in addressing the significant control issues identified in the 2006/07 SIC. The results of this review will be reported to the Audit and Governance Committee in April. A copy of the final 2006/07 SIC is attached for information (see annex 1).

Proposed Timetable

14 The following timetable is proposed for the 2007/08 AGS;

Action	Target Completion Date
Completion of amendments to Directorate and Corporate key control self assessments by Internal Audit	31/01/08
Deadline for receipt of Directorate key control self assessments	30/4/08
Deadline for the completion of the Corporate key control self assessment	30/4/08
Deadline for receipt of Directorate Assurance Statements	9/5/08
Deadline for receipt of Chief Executive, S151 and Monitoring Officer Disclosure Statements	9/5/08
Completion of exercise for mapping the Council's Governance processes and evidence gathering (by Internal Audit)	9/5/08

Deadline for the receipt of control/governance related issues from Members	9/5/08
Consideration of identified control weaknesses by OGG, for possible inclusion in the AGS	16/5/08
Deadline for the preparation of the draft AGS and circulation to OGG	23/5/08
Consideration of the draft AGS by CMT	4/6/08*
Completion of the formal consultation on the draft AGS with the Leader and Chief Executive	11/6/08
Final amendments to the AGS to be completed	13/6/08
Audit and Governance Committee to receive the Annual Report of the Chief Internal Auditor, and the Review of the Effectiveness of Internal Audit.	TBA*
Audit and Governance Committee to consider the draft Annual Governance Statement	TBA*
Executive to receive the Annual Governance Statement (together with the 2007/08 Statement of Accounts)	TBA*
Full Council to approve the Annual Governance Statement (together with the 2007/08 Statement of Accounts)	TBA*
AGS to be signed by the Leader and Chief Executive	TBA*

* June 2008 - dates of meetings to be confirmed.

Consultation

15 Not relevant for the purpose of the report.

Options

16 Not relevant for the purpose of the report.

Analysis

17 Not relevant for the purpose of the report.

Corporate Priorities

18 This report contributes to the Council's overall aims and priorities by helping to ensure probity, integrity and honesty in everything we do. It also contributes to all the improving organisation effectiveness priorities.

Implications

19 The implications are;

- **Financial** – there are no financial implications other than the time required to undertake the review of key controls and prepare the AGS.
- **Human Resources (HR)** – there are no HR implications to this report.
- **Equalities** - there are no equalities implications to this report.
- **Legal** - there is a legal requirement for the Council to publish a Annual Governance Statement as part of the annual Statement of Accounts.
- **Crime and Disorder** – there are no crime and disorder implications to this report.
- **Information Technology (IT)** - there are no IT implications to this report.
- **Property** - there are no property implications to this report.

Risk Management Assessment

20 The Council will fail to comply with legislative requirements if it does not publish a Annual Governance Statement with the annual Statement of Accounts. The Council would be criticised by the external auditor if the process followed to prepare the Annual Governance Statement was not sufficiently robust. This in turn would adversely impact on the Council's CPA score for the Use of Resources and therefore its overall CPA score when it is re-assessed.

Recommendation

21 Members are asked to:

- note the new statutory requirement for the Council to produce an Annual Governance Statement and to publish this as part of the 2007/08 Statement of Accounts;

Reason

To ensure that the Council complies with relevant legislation.

- consider and agree the proposed process and timetable for completion of the 2007/08 AGS;

Reason

To ensure that the Council complies with relevant legislation.

Author:

Max Thomas
Audit and Fraud Manager
Audit and Risk Management
Telephone: 01904 552940

Chief Officer Responsible for the report:

Liz Ackroyd
Assistant Director (Audit and Risk Management
Telephone: 01904 551706

Report Approved



Date 27/12/07

Specialist Implications Officers

Not applicable

Wards Affected: Not applicable

All



For further information please contact the author of the report

Background Papers

- Accounts and Audit Regulations 2003 (as amended)
- CIPFA/ SOLACE guidance:
Corporate Governance in Local Government: A Keystone for Community Governance
Delivering Good Governance in Local Government Framework

Annexes

Annex 1 – 2006/07 Statement of Internal Control

This page is intentionally left blank

2006/07 STATEMENT ON INTERNAL CONTROL

STATEMENT ON INTERNAL CONTROL

1. Scope of Responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

Corporate governance is the system by which local authorities direct and control their functions and relate to their communities. The framework for corporate governance recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) identifies three underlying principles of good governance, namely:

- openness and inclusivity
- integrity
- accountability.

The principles of corporate governance should be embedded into the culture of each local authority. Furthermore each local authority has to be able to demonstrate that they are complying with these principles.

Although the Council has not yet formally adopted a local code of corporate governance, the principles and standards contained in the framework document are recognised as good working practice, and hence are supported and followed. This Statement forms part of the overall process within the Council for monitoring and reporting on the adequacy and effectiveness of the corporate governance arrangements, particularly those in respect of risk management and internal control.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place within the Council for the year ended 31 March 2007 and up to the date of approval of the Statement of Accounts.

3. The Internal Control Environment

The requirement to have a sound system of internal control covers all of the Council's activities. The internal control environment within the Council consists of a number of different key elements, which taken together contribute to the overall corporate governance framework. The key elements of internal control within the Council consist of policies and guidance, political and managerial structures and processes, strategic planning processes, management and decision making processes, financial management, compliance arrangements, risk management, internal audit, counter fraud activities and performance management.

STATEMENT ON INTERNAL CONTROL

Policies and Guidance

Specific policies and written guidance exist to support the corporate governance arrangements and include:

- The Council's Constitution
- Codes of Conduct for Members and Officers
- Protocol on Officer/Member Relations
- Financial Regulations and Procurement Rules and Procedures
- Member and Officer Schemes of delegation
- Registers of interests, gifts and hospitality
- Corporate policies, for example those relating to Whistleblowing and the Prosecution of Fraud and Corruption
- Asset Management Plan
- Strategic Risk Register
- Guide to Managing Financial Risks
- Register of Breaches and Waivers of Financial Regulations.

Political and Managerial Structures and Processes

The Council is responsible for agreeing overall policies and setting the budget. The Executive is responsible for decision making within the policy and budget framework set by the Council. The Council's Management Team has responsibility for implementing Council policies and decisions, providing advice to Members and for coordinating the use of resources and the work of the Council's Directorates.

Both the Executive and the Council's Management Team meet every fortnight. The Executive and the Council's Management Team monitor and review Council activity to ensure corporate compliance with governance, legal and financial requirements. The Quality Control Group also reviews reports before they are presented to the Executive to ensure that all legal, financial and other governance issues have been adequately considered.

The Council has scrutiny arrangements which include the review of policies, budget and service delivery to ensure that they remain appropriate. Since the approval of the new Constitution in May 2006, the Council has had an Audit and Governance Committee. The purpose of the Audit and Governance Committee is to act as the responsible body charged with governance at the Council. In doing so it provides independent assurance on the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and it oversees the financial reporting process.

Strategic Planning Processes

The Council has developed a strategic planning process that is intended to reflect political and community objectives and act as the basis for corporate prioritisation. The Council's Corporate Strategy expresses the Council's thirteen priorities for the next three years. Champions have been appointed for each of the priorities, and they are responsible for overseeing progress. The Council has also developed a standard service planning process which is intended to improve the integration of planning, resource allocation and performance management.

STATEMENT ON INTERNAL CONTROL

Management and Decision Making Processes

The Council has established an organisational effectiveness programme which incorporates the actions arising from four of the thirteen priorities in the Corporate Strategy. The aim of the programme is to improve management and decision-making processes as well as building capacity. The programme and associated actions are being developed around the following four priorities;

- Improve our focus on the needs of customers and residents in designing and providing services
- Improve leadership at all levels to provide clear, consistent direction to the organisation
- Improve the way the Council and its partners work together to deliver better services for the people who live in York
- Improve efficiency and reduce waste to free-up more resources

Corporate management and leadership is supported and developed through the Corporate Leadership Group. Management and decision making processes are also being developed through the work of the Corporate Operations Group.

Financial Management

The Director of Resources (as the Section 151 Officer) has the overall statutory responsibility for the proper administration of the Council's financial affairs, including making arrangements for appropriate systems of financial control. The Council operates a system of delegated financial management within a corporate framework of standards and financial regulations, comprehensive budgetary control systems, regular management information, administrative procedures (including the segregation of duties) and management supervision.

Compliance Arrangements

Ongoing monitoring and review of the Council's activities is undertaken by the following officers to ensure compliance with relevant policies, procedures, laws and regulations:

- The Section 151 Officer
- The Monitoring Officer
- The Chief Internal Auditor
- Finance officers and other relevant service managers.

A report is presented to Members on an annual basis detailing compliance with the Council's Financial Regulations. In addition, compliance arrangements are subject to ongoing scrutiny by the District Auditor and other external agencies. The Officer Governance Group also monitors, reviews and manages the development of the Council's corporate governance arrangements. The group comprises the Section 151 Officer, the Monitoring Officer and the Chief Internal Auditor.

Risk Management

The Council has adopted a formal system of Risk Management. Although responsibility for the identification and management of risks rests with service managers, corporate arrangements are co-ordinated by the Risk Management Service to ensure that:

- the Council's assets are adequately protected
- losses resulting from hazards and claims against the Council are mitigated through the effective use of risk control measures
- service managers are adequately supported in the discharge of their responsibilities in respect of risk management.

STATEMENT ON INTERNAL CONTROL

The system of risk management includes the maintenance of a risk register, to which all directorates have access. The risk register includes corporate, operational, project and partnership risks, in accordance with best practice in local government. The risk register is used to monitor risks and identify appropriate action plans to mitigate risks. Relevant staff within the Council have also received training, guidance and support in risk management principles.

Internal Audit and Fraud

The Council also operates internal audit and fraud investigation functions in accordance with the Accounts and Audit Regulations 2003 (as amended). The Internal Audit & Fraud Team undertakes an annual programme of review covering financial and operational systems and including systems, regularity, and probity audits designed to give assurance to Members and managers on the effectiveness of the control environment operating within the Council. Through its work the team also provides assurance to the Section 151 Officer in discharging his statutory review and reporting responsibilities. In addition the team provides:

- advice and assistance to managers in the design, implementation and operation of controls
- support to managers in the prevention and detection of fraud, corruption and other irregularities.

Performance Management

The Council recognises the importance of effective performance management arrangements and has been working to secure improvements. The service planning process now incorporates full consideration of actual and planned performance. Each directorate reports performance to Members on a regular basis.

4. Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its systems of internal control. In preparing this Statement a review of corporate governance arrangements and the effectiveness of the Council's systems of internal control has been undertaken. This review has been co-ordinated by the Officer Governance Group, which comprises the Director of Resources (the Section 151 Officer) and the Head of Legal, Civic and Democratic Services (the Monitoring Officer) and the Head of Audit and Risk Management (the Chief Internal Auditor). The review included consideration of:

- the adequacy and effectiveness of key controls, both within individual Directorates and across the Council
- any control weaknesses identified and included on the Corporate Governance Assurance Statements signed by each Director
- any control weaknesses or issues identified and included on the Disclosure Statements signed by the Section 151 Officer and Monitoring Officer
- any control weaknesses or issues identified and included in the annual report of the Chief Internal Auditor, which was presented to the Council's Audit and Governance Committee
- significant issues and recommendations included in reports received from the District Auditor and other inspection agencies
- the results of internal audit and fraud investigation work undertaken during the period
- the views of those Members and officers charged with responsibility for governance, together with managers who have responsibility for decision making, the delivery of services and ownership of risks
- the Council's risk register and any other issues highlighted through the Council's risk management arrangements
- the outcomes of service improvement reviews and performance management processes
- those control issues identified in the 2005/06 Statement of Control.

Following the review of the adequacy and effectiveness of key controls within the Council an action plan has been prepared which details the areas where improvements in governance arrangements and the control environment are considered to be necessary. The action plan will be co-ordinated and monitored on an ongoing basis by the Officer Governance Group.

STATEMENT ON INTERNAL CONTROL

5. Significant Internal Control Issues

The corporate governance arrangements in place within the Council have identified a number of significant control issues. Specific actions have been taken or are proposed, to address the control issues identified. These are detailed in the following table, with an * indicating that details have previously been reported to Members.

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Sickness			
<p>The levels of sickness across the Council remain higher than for comparable local authorities. The 2005/06 SIC identified continuing weaknesses in the Council's procedures for monitoring and reporting sickness absence. Although good progress has been made to address the underlying control weaknesses, there is still insufficient evidence that the improved arrangements have been fully embedded.</p>	<p>A corporate Attendance Management Policy was implemented in October 2006. Work has also been undertaken to improve the Council's management information on sickness. The following actions are planned;</p> <ul style="list-style-type: none"> a) Revised procedures and guidelines to support the implementation of the Policy will be issued to staff. b) Revised corporate management reporting arrangements will commence in October 2007. c) A strategic review of the Council's Occupational Health arrangements will be undertaken. This will include consideration of the benefits of proactive health promotion and early interventions designed to minimise the occurrence of unavoidable sickness absence. Any changes will be closely aligned with the Council's well-being agenda and participation in the Health & Safety Executive's Strategic Intervention Programme. <p>Responsibility – Director of People and Improvement</p>	October 2007	<p>2005/06 SIC* Performance and Financial Monitoring Reports * Annual report of the Chief Internal Auditor *</p>

STATEMENT ON INTERNAL CONTROL

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Recruitment and Selection Procedures			
As identified in the 2005/06 SIC, the Council's Recruitment and Selection Policy is not always followed. Although good progress has been made to address the underlying control weaknesses, there is still insufficient evidence that the improved arrangements have been fully embedded.	<p>Directorate Management Teams have been briefed on the revised Recruitment and Selection Policy and processes. Staff have also been made aware of the new requirements. A further follow up audit to examine compliance with the revised policy and procedures, will be undertaken in 2007/08.</p> <p>Responsibility – Director of People and Improvement</p>	September 2007	2005/06 SIC *
Health and Safety			
The Council has a Health and Safety Team within the Human Resources Department which provides professional health and safety advice to all service areas. The 2005/06 SIC identified the need to develop greater consistency in health and safety performance and a more robust corporate framework in order to drive improvement and ensure compliance with legislation and best practice. It was also recognised that the Council needed to satisfy itself that adequate resources were available to provide professional advice and meet statutory requirements. Although some progress has been made there is still insufficient evidence that the required processes are fully embedded across the Council.	<p>During 2006/07 progress was made to develop appropriate Corporate health and safety policies. In January 2007, the new post of Director for People and Improvement was created with a specific role of Council Health and Safety Champion. In March 2007, an additional Health and Safety Advisor post was created to increase the capacity within the team to provide professional advice. Council Officers met with the Health and Safety Executive (HSE) to discuss a proposed management model and associated work plan. The proposals were positively received by the HSE. The associated documents will be presented to Directorate Management Teams before the end of July 2007 for their formal acceptance.</p> <p>Responsibility – Director of People and Improvement</p>	September 2007	2005/06 SIC * H&S Prohibition Notices

STATEMENT ON INTERNAL CONTROL

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Competition and Procurement			
<p>The Council's competition arrangements and procurement rules and procedures contribute to the efficient and effective use of resources and the delivery of best value. The 2005/06 SIC identified continuing weaknesses in the Council's competition and procurement arrangements. New Financial Regulations, encompassing comprehensive procurement rules were adopted by Full Council in May 2006, and a training programme to raise awareness was undertaken across directorates. The Corporate Procurement Strategy has however been delayed. During the period the procurement of goods and services across the organisation has also not always complied with EU procurement legislation and the Council's procurement rules and procedures.</p>	<p>The Corporate Procurement Strategy will be adopted in June 2007. The Strategy will include a Competition Policy and a strategic plan for developing the use of procurement by the Council. It will also cover the function of procurement as a whole at the Council over the next three years. In addition, the overall competition and procurement framework will be strengthened by the adoption of a;</p> <ul style="list-style-type: none"> a) Strategic Procurement Programme - this is a programme of strategic procurements that will take place across the Council over the next five years. b) Thin-client methodology. c) Procurement practitioner guidance manual. <p>Responsibility – Director of Resources</p>	December 2007	<p>2005/06 SIC *</p> <p>Annual Breaches and Waivers report *</p> <p>Annual report of the Chief Internal Auditor *</p> <p>Corporate and Directorate Assurance Statements</p>
Accounting Misstatement			
<p>The 2005/06 Statement of Accounts included a material misstatement. The misstatement was caused by a change in government guidance on the valuation of social housing, with the change not being reflected in the annual valuation exercise. Although this was a technical accounting issue, controls should have existed to identify the error before the final valuation figures were included in the approved Statement of Accounts.</p>	<p>For the closing of the 2006/07 accounts, the Head of Finance has carried out a case file review for each department/finance manager. In addition, the Director of Resources has met with the Head of Finance and the accountancy manager to review the draft accounts and question key elements, in particular those related to the balance sheet.</p> <p>In future, steps will be taken to concentrate this work around the identification and review of key changes to the accounts compared to previous years.</p> <p>Responsibility – Director of Resources</p>	June 2006	<p>Annual Governance Report 2006 (External Audit) *</p> <p>2006 Annual Audit and Inspection Letter (External Audit) *</p> <p>Annual report of the Chief Internal Auditor *</p>

STATEMENT ON INTERNAL CONTROL

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Equalities			
<p>Although the Council has an equalities strategy there is insufficient evidence that the Council's policies and procedures are fully embedded within each directorate. Equalities monitoring arrangements need to be strengthened. Staff awareness also needs to be improved so as to ensure compliance with equalities legislation.</p>	<p>The Council's Equality Strategy and action plan is currently being reviewed and updated. The Corporate Equalities Leadership Group has also recently been established to promote the equalities agenda. Four key areas for improvement have been identified;</p> <ul style="list-style-type: none"> a) Monitoring in respect of employment procedures and service users. b) Training for staff. c) Community engagement. d) Awareness of the equalities agenda and Equalities Unit's work programme. <p>Responsibility – Director of People and Improvement</p>	March 2008	Corporate and Directorate Assurance Statements
Business Continuity			
<p>Business continuity plans and procedures are required to enable the Council to respond effectively to any major events which may impact on the city and/or the ability of the Council to maintain its services. The 2005/06 SIC identified continuing weaknesses in the Council's business continuity arrangements. Although the Council has approved a Business Continuity Policy and Strategy and each directorate has appointed a business continuity champion, the quality of individual directorate plans is still not at the required standard.</p>	<p>A review has been undertaken of the progress made to complete business continuity plans throughout the Council. As a result of the review, the format of the plans has been significantly amended to meet new national guidance. An exemplar document has been prepared together with a template for use by all groups and directorates. This exemplar and template is currently being implemented across the Council with a view to completing group plans by mid autumn. Further work on business continuity has included the preparation of an information document, which has been distributed to businesses in the city.</p> <p>Responsibility – Director of City Strategy</p>	April 2008	2005/06 SIC * Corporate and Directorate Assurance Statements

STATEMENT ON INTERNAL CONTROL

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Partnership Governance Arrangements			
<p>The Council currently has a database of the partnerships it has an interest in, and a partnership support and development programme. All of these are designed to improve the effectiveness of partnerships and ensure good management arrangements are in place. However, there is still a need to further develop the Council's monitoring and support arrangements to ensure that all partnerships have suitable governance and performance management arrangements in place.</p>	<p>The Council has recently increased its investment in partnership working by creating a Strategic Partnerships Team, that has responsibility for consolidating and improving the Council's approach to partnership working.</p> <p>The governance arrangements of the Local Strategic Partnership were reviewed in late 2006, to reflect the new requirements of the Local Area Agreement and proposals in the Local Government White Paper. An Executive Delivery Board was created to focus on delivery of the Local Area Agreement. These new governance arrangements will be implemented during 2007/08.</p> <p>It is anticipated that the processes of revising the Community Strategy and reviewing the Council's corporate priorities during 2007/08 will further identify links between partners, and promote the need for high standards of governance and performance management.</p> <p>Responsibility – Director of City Strategy</p>	<p>March 2008</p>	<p>Delivery of Corporate Objectives through the LSP - report (External Audit) *</p> <p>2006 Annual Audit and Inspection Letter (External Audit) *</p>

STATEMENT ON INTERNAL CONTROL

Control Issue	Action Taken or Proposed	Due Date	Source(s)
Project Management, Programme Management and Benefit Realisation			
As identified in the 2005/06 SIC, some progress has been made to develop in-house management skills and capacity. However, there was still a need to ensure consistency across the Council. As a result major projects do not always realise the anticipated benefits to the Council. The resources to support key projects also remain limited. Only limited progress has been made to address these issues during 2006/07.	Improving project and programme management is a key action within the Organisational Effectiveness Programme (OEP). Specific improvement work in conjunction with the Audit Commission and the OEP Board has been started. Initially this work is using the OEP as a pilot area, and will continue, building on learning from other key projects (for example, easy@york) during the first part of 2007/08. Once this phase of work is completed (September 2007), it is proposed that the approach and key principles will be applied to other projects during the second half of the year. Responsibility – Director of People and Improvement	March 2008	2005/06 SIC * Corporate risk register * Review of Project Management and Programme Management Arrangements – report (External Audit)

We have been advised on the implications of the result of the review of the effectiveness of the system of internal control by the Executive, and are assured plans to address known weaknesses and promote continuous improvement are in place.

Signed
D. N. Atkinson
Chief Executive

Dated

Signed
Cllr S. F. Galloway
Leader of the Council

Dated

This page is intentionally left blank



Meeting of the Executive

29 January 2008

Report of the Director of Learning, Culture and Children's Services

Establishing an Integrated Youth Service for York

Summary

1. This report summarises the progress towards establishing an integrated service for young people in York, since the decision in principle at the Executive meeting on 27 February 2007 to adopt a directly-managed model when responsibility for the Connexions service transfers to Local Authorities in April 2008.
2. The report is largely the same as one considered on 21 January 2008 at the meeting of Executive Members for Children's Services and Advisory Panel, who will have been able to scrutinise it in detail. This should enable the Executive, acting on the recommendations from that meeting (which will be reported orally), to focus on the principles involved. The Executive is asked to confirm the decision to proceed with the transfer of staff.
3. The report analyses the financial, HR and other risks associated with the transfer, and advises the Executive of the steps taken to minimise these. Certain details of the negotiations with the current contractor are contained in an "exempt" Annex.
4. The report also outlines some of the detailed planning work that has taken place, including a structure for the new service that will be used as the basis for making progress with the appointment of a new Head of Service and other senior manager positions. It covers other HR, IT and property implications, and the plans that have been drawn up to achieve a smooth transfer. Finally, the report also covers three minor contracts with third parties that are currently the responsibility of the Connexions Service. All of these issues will have been scrutinised in detail by the Advisory Panel, and the Executive is asked to note their conclusions.

Background

5. As the Executive was advised in February, a number of statutory duties that are currently the responsibility of the Connexions partnership will transfer to the Local Authority from 1 April 2008. The main functions include the provision

of careers information, advice and guidance for young people, as well as more specialist services to promote participation in education and training post 16. LAs will become responsible for targeted reductions in the number of young people who are not in employment, education or training (NEET).

6. Connexions York and North Yorkshire operates on a sub-contracted basis. The lead body is North Yorkshire County Council, which employs the staff in the central Connexions team. This team then contracts with Vosper Thorneycroft/Guidance Services (VT/GS) to provide the core services such as careers education, and with a range of other smaller providers of more specialist services.
7. In February 2007, the Executive considered the choices available from next April, including rolling over existing contracts, putting some or all of the functions out to tender, or bringing the majority of the services in-house. They opted for the latter option as being consistent with our vision for a wholly integrated, locality-based youth service, incorporating all the elements of information, advice, guidance, support and positive activities for young people aged 13-19. This vision is also consistent with the new service arm within Learning, Culture and Children's Services that incorporates all aspects of our preventative and early intervention activities.

Consultation

8. Consultation has taken place with a wide range of partners and other stakeholders. This has informed our detailed work on the scope and structure of the new service. Consultation has also taken place with young people, who now inform our service planning on a regular basis.
9. Negotiations have taken place with the current service provider, VT/GS, and these are continuing. Through VT/GS, we have also begun to communicate with the staff who will be involved in the transfer, all of whom received a personal letter from me before Christmas setting out the present position. We have also had a preliminary and informal meeting with Unison; further negotiations will take place in the New Year.
10. Detailed planning has been overseen by the Integrated Youth Service Project Board, on which sit the two Executive Members with responsibilities in this area, as well as representatives of the LCS, Voluntary Sector and Learning Partnership.

Options

11. The key options were considered by the Executive in February 2007 when the decision was taken in principle to bring these functions in-house; there is no need to rehearse these arguments again.

Analysis

12. It may, though, be worth re-articulating the vision for the new service in a little more detail. We would certainly subscribe to the Government's view that the main objective of the newly integrated services is about *empowering young people, giving them somewhere to go, something to do and someone to talk to*. In other words:

- *Young people will have more choice and influence over services and facilities that are available to them. Young people will be encouraged to volunteer and contribute to their local community.*
- *Information, advice and guidance services for young people will be more flexible and accessible. For young people experiencing difficulties there will be better-targeted support, coordinated by a lead professional.*
- *We will develop new and innovative ways of delivering services to young people and will share these new ways of working with others to bring about real and positive change for young people.*
- *We will aim to ensure that young people have access to a wide range of positive activities, and secure for young people an appropriate offer of "places to go and things to do" that reflects the Government's ambition for youth opportunities set out in the national standards.*

13. We believe our detailed planning will enable us to move closer to these goals in the months and years ahead. The new drop-in centre at Castlegate is an exemplar of the kind of quality of service that we would eventually like to extend city-wide. The introduction of services based on locality "hubs" will enable us to explore new synergies with other parts of the service, and with external partners.

14. Our work since February has involved detailed planning for the new service, and action to reduce the risks inherent in such a move. This is covered in the following sections.

Corporate Objectives

15. As Members were advised when first considering this issue last February, the vision for the new service is consistent with a number of Council priorities including: increasing skills and knowledge, improving health and lifestyles, and improving the life chances of the most disadvantaged and disaffected young people.

Financial implications

16. The financial, HR and legal implications of this exercise are intertwined. On the financial front, we are seeking to fund most of the *one-off* costs associated with the transfer (mainly accommodation and IT costs) from funds laid aside for this purpose from within the Youth Services and Connexions budgets. The

details are at Annex A. We have asked the Executive Member for Children's Services to approve this expenditure in principle, subject to a reasonable degree of officer discretion over the detailed programme of works and the priorities within it.

17. The *ongoing* costs of running the Connexions component of the portfolio of services for young people will be covered by a Government grant. This has now been confirmed at £1,391,800 in 2008-09, not much different from the estimate of £1,408,702 made for the Executive last February. This will rise to £1,418k in the subsequent year, and fall back to £1,396.5k the year after. We consider that this is sufficient to maintain and develop a high quality service for young people in York, consistent with the original vision.
18. Annex A sets out our best estimate of a budget for the Connexions component of the Young People's Services, including anticipated staffing costs, pensions, premises, and internal support services. It seems prudent at this stage to maintain a contingency element to allow for a negotiating margin (see below), or in case the one-off transitional monies prove insufficient to cover essential accommodation and IT costs. This has been set at £45k in 2008/09 and £39k in 2009/10. If any of this contingency remains unspent it will be invested in further enhancing the services for young people.

HR implications

19. As Members will be aware, transfers of this nature are governed by the Transfer of Undertaking (Protection of Employment) (TUPE) regulations which protect the terms and conditions of staff who transfer from one employer to another – except for pensions and pension-related benefits. The budget at Annex A can be balanced if our view of the TUPE position prevails. However, at the time of writing some elements of this remain a matter of dispute with VT/GS. Should we lose the arguments, we could potentially face additional full year costs of up to £132k, although we would take steps to minimise this. Further details are set out at Annex B, which we recommend is exempt from public disclosure. The first call for funding any additional costs would be the contingency sums set aside within the Connexions budget in Annex A and referred to at paragraph 18. In addition to this, the Children's Services budget report for 2008/09 (elsewhere on this agenda) recognises the risks inherent in the Connexions transfer and recommends that the Executive retains further resources within the Corporate Contingency budget. The Executive would only be invited to release this additional contingency in the event that arguments around the TUPE transfer are lost.
20. Annex B also refers to the consultations that will need to take place with Unison in the New Year; one informal meeting has already been held. The Annex suggests a negotiating position. In broad terms, we intend to transfer the new staff into the Council on their existing terms and conditions, apart from some minor administrative issues (such as payday). The new staff, of whom there are 37 in total, will be offered access to the North Yorkshire Pension Scheme. This has been included in the costings.

21. HR colleagues have been involved in the detailed planning for the transfer. We have sent an initial “welcoming” letter to all 37 staff (making it clear that final decisions have yet to be made by Members), and we will send them further communications as the date of transfer draws nearer. The new staff will be allocated to a restructured service arm which we have provisionally titled “Young People’s Services”; this will retain the Connexions “sub-brand” (which is a national requirement) while still achieving the vision of integrated, locality-based teams. More detail on the proposed structure, and the thinking behind it, is offered at Annex C. This structure will be used as the basis for evaluating and filling the senior positions, according to the Council’s normal HR policies.
22. No changes are envisaged to the terms and conditions of existing Youth Service frontline staff. We are sensitive to the need to manage carefully any concerns they may have. Overall, their reaction to the proposed integration has been very positive.

Legal implications

23. Colleagues from legal services have also been involved throughout the planning phase and their advice has been crucial in our negotiations with VT/GS. We have with their help examined carefully all other potential costs and liabilities associated with the transfer. We are satisfied that we have identified all potentially significant ones. The risk of unforeseen liabilities arising after the transfer date will be minimised through the signing of a carefully-worded transfer document which we will seek to agree with VT/GS containing standard indemnity clauses.

IT Implications

24. Colleagues from IT are now planning the detailed work needed to provide the new staff with equipment (PCs and – for mobile staff – laptops). The capital costs of purchasing the equipment, and the installation costs as we currently envisage them, will be funded from grants generously provided by the Connexions service.
25. The IT is essential to ensure the Connexions staff can operate the new Management Information System from day 1. As the existing system is the property of VT/GS, a decision has been made to source a new system that will be hosted by NYCC. Following a procurement exercise, a contract to build the new system has been awarded to a company called “Aspire” who have a track record in this field. Work is now in hand to ensure the successful migration of data from the old systems to the new one. Again, the costs of this have been funded by Connexions.

Property Implications

26. It is envisaged that the new service will operate from three locality-based hubs at Kingswater, Moor Lane and Fulford – in addition to the very successful city centre site at Castlegate which opened in the summer of 2007. A project has been undertaken with colleagues from Property Services to identify and cost

the works that will be need to bring these properties up to the necessary standard to accommodate the new staff and operate the service for young people. Staff have also been consulted about this.

27. Perhaps inevitably, the cost of implementing all of the desirable accommodation upgrades exceeds the funds available, as set out in Annex A. However, we are satisfied that all of the essential work can be carried out within budget and in time to ensure continuity of service. The remaining elements will be put onto a longer-term programme. Over time, we would like to see all three “hubs” operating to the same high standards as Castlegate, and in due course we will see whether there are any funds available from partners to start to achieve this.
28. The Central Team for the new Young People’s Services will need to move out of Kingswater in order to accommodate the new “hub.” We have been pursuing a number of options for re-siting the central team and will offer Members an oral update on the present position.

Equalities and Crime and Disorder Implications

29. There are no significant equalities or crime and disorder implications – except to the extent that an expanded and integrated service for young people in York will be better positioned to work well with the Youth Offending Team and the Safer York Partnership in their crime prevention activities.

Other Implications

30. The majority of Connexions’ responsibilities are discharged through the “core” contract with VT/GS. However, Connexions also commission three well-regarded “Intensive Personal Adviser” services through small contracts with The Centre for Separated Families, CSi, and York College. Full details of these are set out at Annex D. We have recommended to the Executive Member for Children’s Services that these contracts be rolled over for a further year, pending a full impact assessment in 2008. This will provide a welcome degree of stability in these three important specialist areas of work. To achieve this, Members need to waive the LA’s financial regulations in relation to these small contracts for this interim period.

Risk Management

31. In a sense, this whole report has been about the steps we have been taking in order to minimise the risks that are inevitably associated with a transfer of this scale and nature. The financial risks are mainly around the outstanding TUPE issues and are explained in more detail at Annex B. We believe these risks are now within acceptable boundaries, and that the contingency sums laid aside (as outlined in paragraphs 18 and 19 above) provide sufficient protection for all likely scenarios. For the reasons explained more fully in Annex B, it is not sensible at this stage to spell out *exactly* what steps we would take were we to lose the remaining arguments around the TUPE issues,

but Members can be assured that we would move rapidly to rectify any potential overspend.

32. There is a clear risk to continuity of service to young people if something unforeseen happens between now and 1 April, such as failure to achieve all of the accommodation upgrades or IT installations. There also is a significant risk in migrating to a new MIS system with a new supplier – but no realistic alternative to the steps we have taken. Both of these risks can be minimised with the continued goodwill of the staff concerned (both within the Youth Service and the Connexions team). Good communications will be essential in the weeks ahead in order to preserve this. Members should be aware that the mood is a very upbeat one.
33. To sum up, and in compliance with the Council's risk management strategy, we believe we have brought all of the risks that might arise (ie Legal and Regulatory, Financial, People, System and Technology, and Operational) below the threshold where they would require a separate Action Plan. They will, though, still need regular monitoring, in that the composite risk (in terms of likelihood times impact) should be assessed as MEDIUM. This monitoring will be carried out by the Integrated Youth Service Project Board.

Recommendations

34. The Executive is asked, having taken note of the recommendations of the Executive Members for Children's Services and Advisory Panel,

to note the detailed work that has been undertaken to plan for the new integrated service for young people in York since the decision in principle to bring the Connexions service in-house, including wide consultation with stakeholders, staff and young people, and intensive negotiations with the current service provider;

Reason: to ensure that the Council discharges its statutory obligations in the most efficient and effective manner, consistent with the vision of a professional, holistic, locality-based service for young people.

to note the financial and other risks that exist, particularly around the TUPE matters that are still a matter of dispute with the current provider, the actions taken to minimise such risks, the contingency sums laid aside within the Connexions budget and also the Corporate contingency budget, and to note the actions and remit described in the exempt Annex that have been discussed in more detail with the Executive Member for Children's Services;

Reason: to agree that while these risks cannot be eliminated altogether, our negotiations and preparations have brought them within acceptable levels.

to agree that the decision to bring the Connexions Service in-house from 1 April 2008 be confirmed, and that the necessary steps be taken to effect a smooth transfer of staff and functions from that date;

Reason: to initiate the final steps needed to effect the transfer, including confirmation to the staff affected, and the drawing up of the relevant transfer documentation.

35. The Executive is also asked to note the following issues that will have been considered in more detail by the Executive Member for Children's Services:

the proposed structure for the new service that is set out at Annex B;

Reason: to enable the new staff to be allocated to a suitable function and location, and to allow the senior posts to be graded and filled according to the Council's HR policies.

the IT and property implications, and the proposed upgrades to accommodation at Kingswater, Fulford and Moor Lane, and the one-off costs set out in Annex A that have been submitted to the Executive Member for approval, subject to reasonable officer discretion over the detailed works schedules and the priorities within them.

Reason: because these are significant elements in the transfer and the upgrades are necessary to ensure continuity of service with minimum risk.

three minor but significant contracts with third parties that are currently held by Connexions (described in detail at Annex D) that we have recommended be considered as temporarily exempt from the authority's financial regulations and rolled over for a further year pending a fuller impact assessment.

Reason: to provide continuity of service in three much-valued areas.

Contact Details

Author:

Paul Murphy
Assistant Director, Partnerships
and Early Intervention

Chief Officer Responsible for the report:

Pete Dwyer
Director, Learning, Culture and Children's
Services

LCCS
Tel No. 554203

**Report
Approved**

 Yes

Date

7 January 2008

Specialist Implications Officer(s)

Financial : Sue Rothney, Principal Accounting Technician, Tel No 554229

HR: Lisa Thompson, HR Advisor, Tel No 554593

Legal: Matthew Waterworth, Senior Assistant Solicitor, Tel No 551095

IT: Laura Conkar, ICT Client Officer, Tel No 554347

MIS: Vesna Oldham, Business Development Consultant, Tel No 551985

Property: David Steel, Building Surveyor, Tel No 553338 and Barry Jones,
Children and Families Planning Officer, Tel No 554351

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

All Yes

For further information please contact the author of the report

Background Papers:

“Future of the Connexions Service” – Report to the Executive, 27 February 2007

Annexes

Annex A – Financial Implications

Annex B – Exempt Information

Annex C – Proposed Structure for the new service

Annex D – Details of three minor contracts

This page is intentionally left blank

Annex A – Financial Information

One-off costs associated with the transfer

The *accommodation costs* associated with the transfer will consist largely of adaptations to existing premises to enable them to operate as fully-featured hubs under the new structure, and to house additional members of staff.

A programme of capital works has been identified at the three sites as follows:

Fulford

- Upgrades to the toilet facilities in the Caretaker's House to make them DDA compliant
- New entrance lobby in caretakers house
- New Interview Room
- Adaptations to Fulford Youth Centre to provide two interview rooms
- Professional Fees

Estimated total cost: £57-65k

Moor Lane

- Upgrades to toilet facilities
- Conversion and fitting out of office/storage space
- Provision of a cycle shelter
- Professional Fees

Estimated total cost: £27-30k

Kingswater

- Remodelling the existing accommodation
- Professional Fees
- Costs of temporarily housing the existing staff

Estimated total cost c £75k

Estimated Total cost £159-£170k

This will be financed from the following sources:

Transitional funds already made available by Connexions:	£50k
Connexions Transition Fund within the Youth Service Budget	£36k
Youth Service capital underspend that we wish to reallocate	£31k
Additional Connexions money allocated from their own underspend	£20k
Total	£137k

As the total cost of the desirable works exceeds the funds available, a prioritisation exercise is now being carried out. We are satisfied that we have sufficient funds to complete the **essential** works, and the remaining components will be added to a longer-term programme as funds permit. We may also be able to identify other small pots of money to add to those identified above, and if need be we can draw on the contingency element built into the ongoing budget below.

The *IT costs* associated with the transfer comprise the purchase of PCs and laptops, and the costs of installation including small works, trunking and furniture. These are estimated at approximately **£60k**. The bulk of these costs will be covered from Connexions' IT budget, although some elements will overlap with the accommodation alterations identified above. We are satisfied that we have sufficient resources to cover the cost of IT installation and maintenance.

Ongoing budget for the Connexions element of the Youth Services

With the assistance of colleagues from Financial Services, we have drawn up the following provisional budget for the next three years:

Ongoing Budget for Connexions

	2008/09	2009/10	2010/11
	£	£	£
On-going Revenue			
<u>Expenditure</u>			
Staffing Costs	1,085,955	1,117,913	1,146,280
Premises	60,000	60,000	60,000
Supplies & Services	25,000	25,000	25,000
Support Services	50,000	50,000	50,000
Other	125,600	125,965	126,339
Contingency	45,245	39,123	0
Total Expenditure	1,391,800	1,418,001	1,407,619
<u>Income</u>			
Grant	1,391,800	1,418,001	1,396,446
Total Income	1,391,800	1,418,001	1,396,446
Net On-going shortfall	0	0	-11,173

The contingency element in the first two years will enable us to deal with any unexpected items that may yet arise in the short and medium term, particularly those related to accommodation and IT, and any minor HR issues as set out in the next Annex. We will address the small shortfall in the third year in the longer term.

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Annex C - Proposed Structure for Young People's Services

This outline structure (illustrated on the next page) has been formulated to deliver a new, integrated set of services to young people from April 2008 and is consistent with the indicative budget available for the new service from April 2008. At an operational level the structure envisages integrated teams of Youth and Connexions workers managed by Team Leaders, based in three locality hubs in line with overall City of York locality policies. Locality Team leaders will also have a wider remit in facilitating joint work with other agencies such as the Youth Offending Team and Children's and Families Services through targeted youth support approaches. Castlegate, the young people's city centre one stop shop, is already delivering an integrated advice, guidance, support and counselling service for young people and adults age 16 to 25 and much of the good practice and recent experience of building this team will be applied when establishing locality teams.

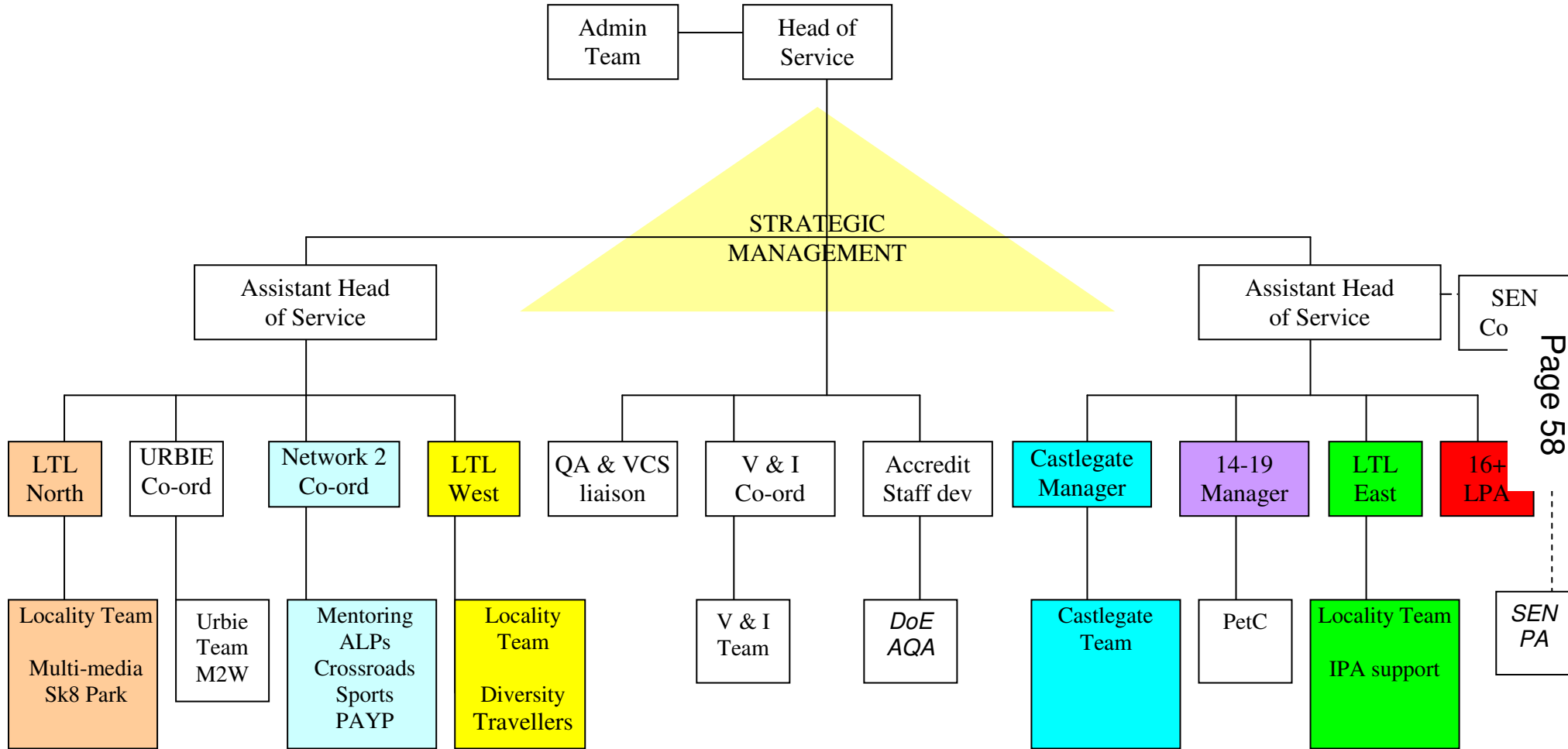
There are co-ordinators who will support a consistent city-wide approach to enable the service to fulfil its wide range of responsibilities, such as Voice and Influence, and Careers Education and Guidance Quality Standards.

At a senior level, the structure envisages a Head of Service and two Assistants, one leading on Youth Service activities and one on Connexions Grant Funded Services. Assistant Heads will also have oversight of the services from the hubs to ensure that an integrated service and high quality provision is available to young people. This is, we believe, the best way to achieve the integration of two groups of staff, providing a degree of continuity during a transitional period as well as taking the opportunity to look at new and creative ways to provide a high quality service to young people in the City of York which includes positive activities, information, advice and guidance and targeted youth support.

Once members have approved the proposed structure, we will proceed to evaluate and fill the senior posts according to the normal HR policies. For other management and front line staff posts we envisage that existing post holders will transfer across under TUPE or City of York HR arrangements.

We have also been considering the question of a new name and branding for the integrated service. Our provisional view is that we should simply refer to "Young People's Services" as an umbrella term, with the emphasis in future on the subsidiary "brands" that young people better recognise – eg Network2, Duke of Edinburgh, Connexions. We are required by Government to retain "Connexions" itself as a nationally-recognised brand. We will however consult young people about this once the new service has settled down and will report back to Members at a later stage.

City of York Young People's Services - Operational line management



Key: LTL – Locality Team Leader SEN – Special Educational Needs Staff dev – Staff Development and training M2W – Momentum on Two Wheels Project
 V & I – Voice and Influence Accreditation – Accreditation and awards ALPs – Alternative Learning Programmes IPA – Intensive Personal Advisers
 DoE - Duke of Edinburgh's Award AQA – Amalgamated Qualifications Agency PetC – Positive engagement through choice QA – Quality Assurance
 LPA – Lead Personal Adviser PAYP – Positive Activities for Young People Programme VCS – Voluntary and Community Sector

This page is intentionally left blank

Annex D – Connexions smaller contracts

Connexions York and North Yorkshire has worked closely with voluntary and community sector and other specialist providers in the City in order to ensure that the advice, guidance and support services have the best possible reach to vulnerable young people.

Since 2002 Connexions has funded specialist provision within the VCS to provide intensive support for teenage parents and young people affected by alcohol and substance misuse. These contracts between Connexions and our specialist providers are due to expire on 31 March 2008; our recommendation is that they be rolled over for a year so as to provide service stability and to enable us to conduct a full impact assessment. *This requires Members to agree to waive the LA's normal financial regulations for this interim period.*

Centre for Separated Families

1 FTE Intensive Personal Adviser £35k

The Centre for Separated Families in York has a strong record of partnership working and bringing an integrated approach through joint working with local authority and other statutory partners. Because of their expertise of working with separated families they are able to link young teenage parents into network sources of advice and support that sustain them into adulthood.

A recent impact assessment in October '07 showed that from a caseload of 12, 8 young people had achieved places in education and training.

Crime Reduction Initiative – CRi / First Base

0.6 FTE Intensive Personal Adviser £21k

CRi are a national charity working with young people in the Criminal Justice System. Through collaboration with Foundation Housing they have established First Base, a multi-disciplinary service working with vulnerable young people affected by substance and alcohol misuse. Connexions has commissioned services since April 2007 and they have demonstrated impact in helping young people in education, employment and positive activities.

York College / Askham Bryan College

1 FTE Intensive Personal Adviser £35k

Connexions have worked in partnership with York College and Askham Bryan College in order to provide high quality information, advice and guidance to young people to help them progress onto employment, training or higher education. Connexions funds an additional full-time post to work at the two colleges to work intensively with young people in the F.E. system who are at risk of leaving education. The post has been extremely effective in working with young people, college lecturers and partners in order to provide impartial support to sustain those in education through difficult times, such as family breakdown or homelessness.

This page is intentionally left blank



Executive29th January 2008

Report of the Director of Housing and Adult Social Services

Age friendly Cities**Summary**

1. A notice of motion has been received from Councillor Ruth Potter (in her role as Older People's Champion) on behalf of the Older People's Assembly. Under standing orders, this requires an officer report to the Executive on the implications of the notice of motion.

Motion

2. The notice of motion states:

BUILDING AN AGE – FRIENDLY YORK

Bearing in mind that older people in York account for 19.4% (35,185) of the population compared with 13.6% nationally, the Older People's Assembly welcomes the recent World Health Organisation Guidance on building age-friendly cities. It invites the Council to support the adoption in York of the following key features in the Guidance in order to bring about significant improvements to the lives of older people locally:

1 A civic culture that respects and includes older people.

2 A Council that regularly seeks the views of older people and reflects their opinions in policy developments

3 Well - maintained and well - lit pavements.

4 Improved repair and renewal of uneven pavements, and visible enforcement of litter laws.

5 Increased attention to gully and drain cleansing and treatment of footpaths in icy weather.

6 Public buildings that are fully accessible to people with disabilities.

7 Improved bus travel with the use of smaller vehicles for routes off the main roads. Ensuring all bus drivers are more passenger focussed and wait for older people to be seated before starting off.

8 Housing integrated in the community that accommodates changing needs and abilities, as people grow older.

9 Friendly and personalised information in plain language instead of automated answering services.

10 Sufficient and well signed public toilets that are clean, secure and accessible by people with disabilities.

11 Sufficient public seating that is well situated, well maintained, and safe.

12 Encouraging commercial premises to make their toilets available to the general public.

Background

3. On 1st October 2007 the World Health Organisation (WHO) launched it's "Global Age-Friendly Cities Guide" to coincide with the International Day of Older Persons. The report was based on 2 main premises:

1st trend - The world is rapidly ageing:

- In 2006, the number of persons aged 60 and older was 650 million.
- In 2025, the number will be almost double: 1.2 billion people will be 60 and older.
- By 2050, there will be 2 billion people aged 60 and over in the world.

2nd trend - The world is a growing city:

- In 2007, over half of the global population lives in cities. By 2030 about three out of five people will live in cities.

4. The report recognises that older people play crucial roles in all societies - by volunteering work, transmitting experience and knowledge, helping their families with caring responsibilities or in paid work. These contributions can only be ensured if older persons enjoy good health and if societies address their needs.
5. The report runs to 82 pages and is international in it's scope. Altogether 35 cities in 22 countries from all continents participated in the study - Istanbul, London, Melbourne, Mexico City, Moscow, Nairobi, New-Delhi, New York, Rio de Janeiro, Shanghai and Tokyo are included along with other cities. It is intended as a guide to support the development of age-friendly cities.
6. Older people themselves were active participants in the project and they decided what an age-friendly city is. About 1500 older people described the advantages and disadvantages faced in eight areas of city living covering:
 - outdoor spaces and buildings,

- transportation,
- housing,
- social participation,
- respect and social inclusion,
- civic participation and employment,
- communication and information; and
- community support and health services

(Older people's concerns and ideas were complemented by some 750 caregivers and service providers.)

7. In the report each of these topics has a checklist which cities can use as a tool for self assessment and a map to chart progress against. An example is given at Annex A - on outdoor spaces and buildings.
8. WHO argue that every city, regardless of its current level of age-friendliness, can use the Guide to improve or monitor any aspect of urban life. It proposes ways to make a city more age-friendly - for example: having affordable transportation costs; providing special customer service arrangements, such as separate queues; holding public events at convenient times; having courteous and helpful service providers promoting and supporting job opportunities for older people; and providing clear information about health and social services.

Consultation

9. The motion has come on behalf of the Older People's Assembly who represent a significant number of older people in York. The WHO report was largely written from the viewpoints of older people involved in the survey.

Options

10. Under the council's constitution the Executive are requested to note the report and forward it with the motion to the next available Council meeting – in this case 10 April 2008.

Analysis

11. The WHO report that lies behind the motion is a lengthy document that covers a very diverse set of international settings. The 8 checklists set out a detailed list of aims and objectives. No work has been done as yet to audit York against these standards and this would be an extensive piece of work involving all departments of the council. However, it could be expected that York would already be meeting many of the standards.
12. The resource implications of meeting these standards or defining what they would mean in the context of York have not been assessed.

Corporate Strategy

13. The aims set out in the notice of motion referred to in paragraph 2 above could be said to support the following direction statements/priorities for improvement set out in the Council's Corporate Strategy 2007-2011:-

"The council will provide strong leadership for the city using partnerships to shape and deliver the Community strategy for the city" (Direction Statement);

"We will listen to communities and ensure that people have a greater say in deciding local priorities." (Direction Statement)

"We will promote cohesive and inclusive communities" (Direction Statement)

" Improve the health and lifestyles of the people who live in York " (Priority for Improvement)

"Improve the quality and availability of decent, affordable homes in the city" (Priority for Improvement)

14. **Implications**

- **Financial**

There are no financial implications to this report at this stage.

- **Human Resources (HR)**

There are no HR implications to this report at this stage.

- **Equalities**

Tackling age discrimination by removing the barriers that create it is one of the key equalities duties for local authorities .

- **Legal**

There are no legal implications to this report at this stage.

- **Crime and Disorder**

There are no crime and disorder implications to this report at this stage.

- **Information Technology (IT)**

There are no IT implications to this report at this stage.

- **Other**

There are no known other implications to this report at this stage

Risk Management

15. There are no risk management implications to this report at this stage.

Recommendation

16. That the Executive refer the motion with this accompanying report to the next available Council meeting – in this case 10 April 2008.

Contact Details

Author:

Bill Hodson
Director of Housing and Adult
Social Services

Chief Officer Responsible for the report:

Bill Hodson
Director of Housing and Adult Social
Services

Report Approved

Date 5th January
2008

Bill Hodson
Director of Housing and Adult Social
Services

Report Approved **Date**

Specialist Implications Officer(s) *Equalities – Report Author*

Wards Affected:

All

For further information please contact the author of the report

Background Papers: Global Age-Friendly Cities - A Guide – World Health
Organisation – October 2007
(www.who.int/ageing/publications/Global_age_friendly_cities_Gu.)

Annexes: A: Checklist of age-friendly outdoor spaces and buildings

This page is intentionally left blank

Age-friendly outdoor spaces and buildings checklist**Annex A****Environment**

- The city is clean, with enforced regulations limiting noise levels and unpleasant or harmful odours in public places.

Green spaces and walkways

- There are well-maintained and safe green spaces, with adequate shelter, toilet facilities and seating that can be easily accessed.
- Pedestrian-friendly walkways are free from obstructions, have a smooth surface, have public toilets and can be easily accessed.

Outdoor seating

- Outdoor seating is available, particularly in parks, transport stops and public spaces, and spaced at regular intervals; the seating is well-maintained and patrolled to ensure safe access by all.

Pavements

- Pavements are well-maintained, smooth, level, non-slip and wide enough to accommodate wheelchairs with low curbs that taper off to the road.
- Pavements are clear of any obstructions (e.g. street vendors, parked cars, trees, dog droppings, snow) and pedestrians have priority of use.

Roads

- Roads have adequate non-slip, regularly spaced pedestrian crossings ensuring that it is safe for pedestrians to cross the road.
- Roads have well-designed and appropriately placed physical structures, such as traffic islands, overpasses or underpasses, to assist pedestrians to cross busy roads.
- Pedestrian crossing lights allow sufficient time for older people to

cross the road and have visual and audio signals.

Traffic

- There is strict enforcement of traffic rules and regulations, with drivers giving way to pedestrians.

Cycle paths

- There are separate cycle paths for cyclists.

Safety

- Public safety in all open spaces and buildings is a priority and is promoted by, for example, measures to reduce the risk from natural disasters, good street lighting, police patrols, enforcement of by-laws, and support for community and personal safety initiatives.

Services

- Services are clustered, located in close proximity to where older people live and can be easily accessed (e.g. are located on the ground floor of buildings).
- There are special customer service arrangements for older people, such as separate queues or service counters for older people.

Buildings

- Buildings are accessible and have the following features:
 - elevators
 - ramps
 - adequate signage
 - railings on stairs
 - stairs that are not too high or steep
 - non-slip flooring
 - rest areas with comfortable chairs
 - sufficient numbers of public toilets.

Public toilets

- Public toilets are clean, well-maintained, easily accessible for people with varying abilities, well-signed and placed in convenient locations.

This page is intentionally left blank



Executive

29 January 2008

Report of the Interim Head of Civic, Democratic and Legal Services

Minutes of Working Groups

Summary

1. This report presents the draft minutes of the Local Development Framework (LDF) Working Group held on 18 December 2007 and asks Members to consider the advice given by the Group in its capacity as an advisory body to the Executive.

Background

2. The revised Constitution agreed by Council on 27 April 2006 created a number of Working Groups whose role is to advise the Executive on issues within their particular remits. The Groups are:
 - Social Inclusion Working Group (equalities issues)
 - Young People's Working Group (young people's issues)
 - LDF Working Group (matters relating to the Local Development Framework)

The Constitution also includes a Protocol on Councillor Working Groups, which sets out rules and guidelines for the establishment and operation of Working Groups.

3. To ensure that the Executive is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Executive on a regular basis. The Executive has also agreed to receive minutes of the meetings of the Economic Development Partnership Board, which acts as an advisory body to the Council and to the Local Strategic Partnership.
4. At the Executive meeting on 4 December 2007, Members requested *"that, in future, draft minutes of Working Groups requiring Executive endorsement be submitted as soon as they become available.* In accordance with that request, minutes of the following meeting are presented with this report:
 - LDF Working Group – draft minutes of meeting on 18 December 2007 (Annex A)

Consultation

5. No consultation has taken place on the attached minutes, which have been referred directly from the group concerned. It is assumed that any relevant consultation on the items considered by the group was carried out in advance of its meeting.

Options

6. Options open to the Executive are either to accept or to reject any advice that may be offered by the group, and / or to comment on the advice.

Analysis

7. There are no resolutions within the attached minutes which require the specific endorsement or approval of the Executive. However, Members may wish to note in particular:
 - a) The Group's early stage comments on the proposed scope, purpose and content of the City Centre Area Action Plan (Minute 29 refers);
 - b) The Group's recommendations and comments in respect of Phase 1 of the City of York Strategic Housing Land Availability Assessment, and their delegation of the making of any consequent changes to this document to the Director of City Strategy in consultation with the Executive and Shadow Executive Members (Minute 30 refers).

Corporate Priorities

8. The aims in referring these minutes accord with the Council's corporate values to provide strong leadership in terms of advising these bodies on their direction and any recommendations they wish to make.

Implications

9. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered by the Working Groups:
 - **Financial**
 - **Human Resources (HR)**
 - **Equalities**
 - **Legal**
 - **Crime and Disorder**
 - **Property**
 - **Other**

Risk Management

10. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report.

Recommendations

11. Members are asked to consider the minutes attached at Annex A and to decide whether they wish to respond to any of the advice offered by the LDF Working Group.

Reason:

To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups.

Contact details:

Author:

Fiona Young
Principal Democracy Officer
01904 551027
email:
fiona.young@york.gov.uk

Chief Officer Responsible for the report:

Colin Langley
Interim Head of Civic, Democratic and Legal Services
01904 551004

Report Approved

Date 15/1/08

Specialist Implications Officer(s) None

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A – draft minutes of the meeting of the LDF Working Group held on 18 December 2007.

Background Papers

Agenda and associated reports for the above meeting (available on the Council's website).

This page is intentionally left blank

City of York Council

Committee Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	18 DECEMBER 2007
PRESENT	COUNCILLORS D'AGORNE, HORTON, MERRETT, MOORE, SIMPSON-LAING, WALLER, R WATSON, WATT, AYRE AND MORLEY (SUBSTITUTE)
APOLOGIES	COUNCILLORS REID

26. DECLARATIONS OF INTEREST

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

Councillor Merrett declared a personal interest in general issues on the agenda items relating to cycling, as a Member of the Cyclists Touring Club and as an honorary member of Cycling England.

27. MINUTES

RESOLVED : That the minutes of the meeting of the Local Development Framework Working Group held on 13 November 2007 be approved and signed by the Chair as a correct record.

28. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the council's public participation scheme.

29. PROGRESS ON THE YORK CITY CENTRE AREA ACTION PLAN

Members considered a report which requested input from them at an early stage in the production of the City Centre Area Action Plan (AAP). The report outlined progress to date, and proposed scope, purpose and content of the AAP.

Members received a presentation which covered the following areas :

- Issues and Options
- Progress
- Next Steps
- Scope and Purpose
- Proposed Contents

- Shopping
- Living in the City Centre
- Evening Activities and Entertainment in the City Centre
- Culture and Tourism in the City Centre
- Streets and Squares on the City Centre
- Green Spaces and Rivers in the City Centre
- Working in the City Centre
- Accessing the City Centre
- Gateway Streets
- Cultural Quarter
- Public realm improvements
- Enhancing and Accessing York's Riverside
- Castle Piccadilly area
- The style of the document
- Title of the Plan

Members made the following comments:

- The need to ensure that the needs of York residents, as well as visitors to the city, are taken into account
- Ensuring that sustainability issues are considered for all aspects included in the Plan
- The need for evening activities to take into account the needs of families and visitors to the city
- Addressing the perception of crime in the city centre in the evenings
- The need to make York more viable for visitors in terms of more free attractions and achieving an appropriate mix of tourism
- Creating a "Yorkshire feel" for visitors to the city
- Improving the visual aspect of the riverside and improving access
- Ensuring pedestrian zones are effective
- Identifying areas in the city in need of regeneration
- Accessibility to the city centre by public transport
- The need for *secure* cycle parking
- Accessibility of bridges by cyclists – e.g. Scarborough Bridge
- The need to define the actual area covered by the Action Plan
- Look at the arterial routes into the city e.g. Marble Arch

Members commented that their involvement at this early stage in the process was very useful and productive.

- RESOLVED :
- (i) That progress to date on the City Centre Area Action Plan be noted;
 - (ii) That the input provided by Members to Officers as detailed above be noted;
 - (iii) That the Next Steps be noted and that Officers be requested to produce a draft Issues and Options report for the Key Issues and Potential Action Areas (incorporating Members comments) and report back to the Working Group in due course¹;

(iv) That any further comments from Members be forwarded to Officers by 21 December.

REASON :

(i) So as to be aware of the progress made on this component of the Local Development Scheme;

(ii) To steer the direction of the Area Action Plan to incorporate all key issues relevant to the future of the City Centre;

(iii) So that an Area Action Plan can be produced for the City Centre in accordance with the Local Development Scheme;

(iv) To ensure that all Members comments are considered.

Action Required

That Officers be requested to produce a draft Issues and Options report for the Key Issues and Potential Action Areas (incorporating Members comments) and report back to the Working Group in due course. JB

30. CITY OF YORK STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT – PHASE 1

Members considered a report which gave details of the additional work that had been completed and the subsequent amendments made to the draft Strategic Housing Land Availability Assessment (SHLAA) following the LDF Working Group meeting on 13 November 2007. The report summarised the main changes made to the draft report and annex 1 to the report showed the changes highlighted.

Officers updated that the Masterplan of Derwenthorpe included in the report was out of date, and provided an up to date copy to Members.

Members made the following comments :

- That the Ward details in the document be checked and corrected
- That a caveat be included that the reference to individual sites be based on individual density
- That the use of consultants be reviewed to ensure that in-house resources are used where possible
- To review the wording of paragraph 7.20 of Annex 1
- Information to be added to the document on community facilities
- Layout to be amended paragraph 7.67 of Annex 1 and subsequent table
- Details of Lowfield School figure 35 of Annex 1 to be checked

- RESOLVED :
- (i) That, subject to the recommendations and comments as detailed above, Phase 1 of the Strategic Housing Land Availability Assessment as part of the LDF Evidence Base, be published¹;
 - (ii) That it be delegated 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 arising from the recommendation of the LDF Working Group, prior to its publication as part of the LDF Evidence Base;
 - (iii) That any further comments on the document be passed to Officers by 21 December.

- REASON :
- (i) To inform the decisions on the policy options for future housing sites for York as part of the LDF.
 - (ii) So that any recommended changes can be incorporated into the SHLAA prior to its publication.
 - (iii) To enable Members comments to be taken into account.

Action Required

To publish Phase 1 of the Strategic Housing Land Availability Assessment as part of the LDF Evidence Base, having taken into account the comments of Members.

JB

Cllr A Reid, Chair

[The meeting started at 4.30 pm and finished at 8.00 pm].