



## Notice of meeting of

### Executive

<b>To:</b>	Councillors Waller (Chair), Ayre, Steve Galloway, Moore, Morley, Reid and Runciman
<b>Date:</b>	Tuesday, 1 December 2009
<b>Time:</b>	2.00 pm
<b>Venue:</b>	The Guildhall

### 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 30 November 2009**, if an item is called in *before* a decision is taken, *or*

**4:00 pm on Thursday 3 December 2009**, if an item is called in *after* a decision has been taken.

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

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

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

**2. Minutes (Pages 3 - 18)**

To approve and sign the minutes of the Executive (Calling In) meeting held on 10 November 2009 and the Executive meeting held on 17 November 2009.

**3. Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or a matter within the Executive's remit can do so. The deadline for registering is **5:00 pm on Monday 30 November 2009**.

**4. Executive Forward Plan (Pages 19 - 22)**

To receive details of those items that are listed on the Forward Plan for the next two Executive meetings. This information is based upon the latest version of the Forward Plan, published on 13 November 2009.

**5. Council Fairness and Inclusion Strategy and Single Corporate Equality Scheme 2009-12 (Pages 23 - 74)**

This report sets out progress on improving the Council's fairness and inclusion policy and practice and seeks approval for a refreshed corporate Fairness and Inclusion Strategy and Single Corporate Equality Scheme for the period 2009-12.

**6. Minutes of Working Groups (Pages 75 - 94)**

This report presents the minutes of recent meetings of the LDF Working Group, Young People's Working Group and the Social Inclusion Working Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

**7. Reference Report: National Service Planning Requirements for Environmental Health and Trading Standards Services (Pages 95 - 102)**

This reference report asks Members to consider the recommendation of the Executive Member for Neighbourhood Services to approve the service plans for food law enforcement, health and safety law enforcement and animal health enforcement.

## **8. 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](mailto:fiona.young@york.gov.uk)

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

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

Contact details are set out above.

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### 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.

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### 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

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

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

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

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

### **Scrutiny Committees**

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

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

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

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City of York Council

Committee Minutes

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MEETING	EXECUTIVE (CALLING IN)
DATE	10 NOVEMBER 2009
PRESENT	COUNCILLORS WALLER (CHAIR), AYRE, STEVE GALLOWAY, MOORE, MORLEY, REID AND RUNCIMAN
IN ATTENDANCE	COUNCILLOR HORTON

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## 12. DECLARATIONS OF INTEREST

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

## 13. PUBLIC PARTICIPATION / 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 consent of the Chair, Cllr Horton addressed the meeting regarding the called-in item. He outlined the reasons for the recommendations of the SMC (Calling-In) in respect of this item, having attended the SMC (Calling-In) meeting as a substitute Member. He noted that the recommendations had effectively been unopposed, with three Members abstaining from the vote and the remainder voting in favour. He urged the Executive to reconsider the decisions of the Executive Member for City Strategy and to accept the recommendations of the SMC (Calling In).

## 14. CALLED-IN ITEM: BECKFIELD LANE - EXTENSION OF CYCLE ROUTE

Members re-considered the decisions taken by the Executive Member for City Strategy at a Decision Session on 20 October 2009 in relation to the extension of cycle facilities on Beckfield Lane between Ostman Road and Wetherby Road.

The Executive Member's decisions on this item had been called in by Cllrs Simpson-Laing, B Watson and Horton and subsequently considered by the Scrutiny Management Committee (SMC) (Calling In) at a meeting on 9 November. The SMC (Calling In) had resolved:

*“That Option B be approved and that the decisions be referred back to the Executive Member for City Strategy for reconsideration, and in doing so the Executive Member be asked to:*

- a) not progress the scheme in its current form and*

- b) *give further consideration to a revised scheme later in the programme, following the completion of other more well supported cycling schemes.”*

Having reconsidered the Executive Member’s decisions in the light of the advice offered by the SMC (Calling In), it was

RESOLVED: (i) That it be noted that the provision of the second stage of the Beckfield Lane segregated cycle path was aimed at addressing safety concerns on the road and that all the other Cycling City projects included in the capital programme are fully resourced and timetabled during the period leading up to the end of the programme in March 2011.

(ii) That it is recognised that, for inexperienced and child cyclists the availability of off road facilities is a critical factor when they make their choice of transport mode.

(iii) That the Executive regrets that some members of the SMC are seeking to inject a delay into the provision of safer cycling facilities in the City and hence that they will have to bear the responsibility for the detrimental effect, that failure to maximise the number of journeys completed by cycle, will have on the City’s climate change policies.

(iv) That implementation of the Beckfield Lane scheme be deferred for a maximum of 9 months, during which time Ward Councillors and other interested parties will have the opportunity to suggest alternative ways of encouraging the use of benign transport modes on the Beckfield Lane corridor.

REASON: In accordance with the calling-in procedure and to take account of the advice offered by the Scrutiny Management Committee (Calling In), whilst noting the potential consequences of this advice.

A Waller, Chair

[The meeting started at 2.00 pm and finished at 2.15 pm].



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MEETING	EXECUTIVE
DATE	17 NOVEMBER 2009
PRESENT	COUNCILLORS WALLER (CHAIR), AYRE, STEVE GALLOWAY, MOORE, MORLEY, REID AND RUNCIMAN
IN ATTENDANCE	COUNCILLOR ALEXANDER

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## **PART A - MATTERS DEALT WITH UNDER DELEGATED POWERS**

### **100. DECLARATIONS OF INTEREST**

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

### **101. MINUTES**

RESOLVED I That the minutes of the Executive meeting held on 20 October 2009 and the Executive (Calling in) meeting held on 27 October 2009 be approved and signed by the Chair as a correct record.

### **102. PUBLIC PARTICIPATION / 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 consent of the Chair, Cllr Alexander addressed the meeting with reference to agenda item 8 (Introduction of a Quality Contract for Bus Service Provision in York). He queried why it had taken so long for this matter to come before the Executive, Council having approved the relevant motion in April. He noted that in recent years some bus fares had increased, while at the same time services had been withdrawn and punctuality had worsened, resulting in a decrease in customer satisfaction. He suggested that government funding might be obtainable for a pilot scheme if York was the first to adopt a QCS and urged Members to support Council's request to move ahead with the scheme.

### **103. EXECUTIVE FORWARD PLAN**

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

**104. LORD MAYORALTY 2010/11**

Members considered a report which asked them to decide which of the political groups should be invited to appoint the Lord Mayor for the 2010/11 Municipal Year.

Under the current points scheme for nomination of the Lord Mayor, the Liberal Democrat group, with a total of 46 points, would qualify to make the nomination. Should Members wish to invite a different group to submit a nomination, this would require a change to the agreed procedure.

RESOLVED: That the Liberal Democrat group be invited to nominate the Lord Mayor for the 2010/11 Municipal Year.<sup>1</sup>

REASON: In accordance with the agreed procedure, to provide continuity for future selection and to ensure that the Council has the necessary leadership to undertake its civic functions.

Action Required

1. Ensure nomination is obtained and reported to Council DS

**105. 'QUALITY AND ACCESS FOR ALL YOUNG CHILDREN' - ALLOCATION OF EARLY YEARS CAPITAL GRANT**

Members considered a report which presented the recommendations of the assessment panel set up to examine applications received from early years and childcare providers in the private, voluntary and independent (PVI) sector for amounts of £50k or more from the Council's allocation of the 'Quality and Access for All Young Children Capital Grant.'

Four applications had been received for amounts of £50k or more, requiring the approval of the Executive. Details were set out in paragraph 11 of the report. All four related to projects that were dependent on the receipt of planning permission. All were recommended for approval in principle, on the grounds that they met the agreed criteria and represented high quality and innovative projects that were consistent with the Council's strategic aims.

Approval of these applications (amounting to £417,271) would bring the total amount allocated to £2,118k which, allowing for a contingency of £90k, amounted to almost all the available funding. This should be taken as a sign of success, as the Council had been encouraged by DCSF to commit as much of the funding as possible.

RESOLVED: That the four applications received from early years and childcare providers for amounts of £50k or more from the authority's allocation of the 'Quality and Access for all Young Children' capital grant, as set out in Table 1, paragraph 11 of the report, be approved in principle.<sup>1</sup>

REASON: To enable the further development of early years provision in York, in accordance with government guidelines, and to manage the fund within the available budgets.

Action Required

1. Make arrangements to allocate funding to the four CB applicants as agreed, subject to planning approval

**106. ECONOMIC MASTERPLAN AND YORK RENAISSANCE TEAM**

Members considered a report which sought approval for a proposal to undertake an economic masterplan for the City, establish a York Renaissance Team and create a York Renaissance Academy.

The idea of an economic masterplan had originated from a recommendation of the Future York Group and a subsequent review of the Sustainable Community Strategy approved by the Council last year. The need for a masterplan, and a positive approach to attract investment to development sites in York, had further increased in recent times. Discussions had taken place with Yorkshire Forward and English Heritage on how best to take forward this initiative and both organisations had now given their approval to the proposal outlined in the report, namely a programme encompassing:

- An economic masterplan and visioning exercise, to be funded by Yorkshire Forward
- The creation of a York Renaissance Team consisting of 6 extra posts for 3 years, funded by Yorkshire Forward and English Heritage
- The development of a Renaissance Academy in York, to enhance staff skills in 'place-making', funded by Yorkshire Forward.

A strategic board involving the Leader of the Council, the Chief Executive and the Director of City Strategy, with representation from Yorkshire Forward, English Heritage and the York Economic Partnership would be established to oversee the development of the programme. Officers reported at the meeting that they had received assurances from Yorkshire Forward that the programme would not impact upon the timetable for the Local Development Framework.

Having noted the comments of the Labour Group on this item, it was

RESOLVED: (i) That the proposal set out in the report be endorsed and that approval be given for:

- a) The preparation of an economic masterplan for the City, to be funded by Yorkshire Forward and completed by May 2010;<sup>1</sup>
- b) The creation of a York Renaissance Team consisting of six officers on three-year fixed term contract, employed by City of York Council and

funded by Yorkshire Forward and English Heritage;<sup>2</sup>

- c) The establishment of a York Renaissance Academy to enhance staff skills in 'place-making', to be funded by Yorkshire Forward.<sup>3</sup>

REASON: To provide greater certainty for future investment in the City.

(ii) That updates be requested on how the economic masterplan will improve the sustainability objectives of the Council and the Local Strategic Partnership in developing York as an example of a low carbon economy, and the stimulation of local jobs and training during future developments in the City.<sup>4</sup>

REASON: To keep the Executive informed on the benefits that the economic masterplan is expected to bring to the City.

#### Action Required

- |  |    |
|--|----|
| 1. Begin preparation of an economic masterplan, in partnership with English Heritage & Yorkshire Forward     | SS |
| 2. Make arrangements for the employment of 6 York Renaissance Team officers                                  | SS |
| 3. Begin development of a York Renaissance Academy, in partnership with English Heritage & Yorkshire Forward | SS |
| 4. Schedule update reports on Forward Plan for appropriate Executive meetings                                | SS |

### **107. INTRODUCTION OF A QUALITY CONTRACT FOR BUS SERVICE PROVISION IN YORK**

Members considered a report which responded to a motion approved by Full Council on 2 April 2009 requesting that the Executive apply to take up the powers available under Section 124 of the Transport Act 2000 (the Act) to impose a Quality Contract Scheme (QCS) for the provision of bus services. This would equate to a re-regulation of the York bus network, enabling the Council to issue contracts for routes, specify service levels, monitor performance and regulate frequencies and fares.

The report outlined the process by which a QCS might be introduced and the advantages, disadvantages and costs of its introduction. It also examined two potential alternative courses of action under the Act; namely the enhancement of the existing Voluntary Quality Partnership (VQP) and the introduction of a Quality Partnership Scheme (QPS). It was noted that:

- The introduction of a QCS would require significant funding (estimated at £3m, with ongoing revenue costs of £500k per annum) and would take four to five years.
- A city-wide QCS would include all bus routes operating wholly within York, with the possible exception of the Park & Ride network.
- It was possible that a QCS need not be applied to the whole City.

- The introduction of a QPS would also require significant funding but would support the voluntary partnership and complement existing work, whilst achieving many of the aims of a QCS.

Members were invited to advise Officers whether or not to proceed with the first stages of an enquiry into a launch of a QCS and whether introduction of a QCS on specific routes might be possible.

Having noted the comments of the Labour Group on this item and the comments made by Cllr Alexander under Public Participation / Other Speakers, it was

RESOLVED: (i) That the contents of the report be noted, and in particular the fact that no government guidance has yet been issued on the introduction of a Quality Contract Scheme.

(ii) That it is recognised that the costs outlined in the report are well beyond the resources available to the Council unless central government were to underwrite them.

(iii) That, nevertheless, it is accepted that a Quality Contract Scheme might offer some advantages to passengers, particularly if focused on a corridor (or corridors) which are poorly served by public transport.

(iv) That Officers therefore be requested, once guidance from central government becomes available, to further develop a trial scheme based on a corridor approach and to report their findings to a future meeting.<sup>1</sup>

REASON: In order to respond appropriately to the Council motion, in the light of the current economic climate and the lack of resources and guidance currently available for the introduction of a Quality Contract Scheme.

#### Action Required

1. Make arrangements to develop a trial scheme and report SS  
to Executive once government guidance is available

### **108. SECOND PERFORMANCE AND FINANCIAL MONITOR FOR 2009/10**

Members considered a report which provided details of the headline performance issues from the second performance monitor of 2009/10, covering the period from 1 April to 30 September 2009, with further up to date information where possible.

The report covered the Council's service and corporate budgets, general performance against indicators at corporate and directorate level, and progress against corporate priorities. The following key points were highlighted:

- Following an extensive review of activity across the organisation, the Council was forecast to out-turn on budget at the end of the current year, provided that directorates continued to identify options to achieve savings equating to 1.5% of their net budgets.
- 56% of National Performance Indicators (NPIs) were improving, with 62% on track to meet their 2009/10 target. 75% of LAA indicators were improving and on track to hit their 2009/10 target.
- 6 of the 54 milestone actions in the Corporate Strategy had been completed and over three quarters were on track to meet agreed deadlines. Slippage had been reported for 10 of the actions but half of these would still be delivered within year 1 of the Strategy.

Members expressed appreciation for the work carried out by departments to reduced the projected overspend, but indicated that future reports should include clearer information on the volumes and trends behind the increases in service costs.

RESOLVED: (i) That the performance issues identified in the report be noted.

REASON: So that corrective action on these performance issues can be taken by Members and directorates.

(ii) That the financial issues identified in the report be noted, in particular:

- a) The significant pressures arising due to the economic recession and social care costs that are still evident across the Council;
- b) The work already undertaken within directorates to contain financial pressures;
- c) That work continues to identify and implement options to meet the 1.5% savings targets required to contain spending within budget by the end of the financial year;
- d) The longer term need for growth in some budgets, which will require compensating efficiencies and

REASON: So that the Council's expenditure can be contained within budget.

(iii) That Officers be requested to ensure that future monitor reports include background information sections on service demand levels and the trends which are influencing significant items of budget performance, and that key performance information is tabulated to allow for comparison with past trends and future targets, along with relevant information on national trends and comparison with other local authorities, where appropriate.<sup>1</sup>

REASON: To ensure that this key information, showing how volume increases are driving higher costs, is provided in a transparent way.

Action Required

1. Put arrangements in place to ensure background information sections are included in future reports, as requested

PL  
SA

**109. CAPITAL PROGRAMME MONITOR 2**

*[See also under Part B minutes]*

Members considered a report which presented the likely out-turn position of the 2009/10 capital programme, based on information up to October 2009, and sought approval for changes to the programme, allocations from contingency funding and slippage of funding where required.

At this stage, an out-turn of £67.379m was predicted, representing a net increase of £0.345m on the current approved budget of £67.034m. The variances leading to this increase were outlined in paragraph 5 (Table 2). By the end of September, £19.623m (26.6%) of the approved budget had been spent. Details of the revised position in respect of each department in the Council were set out in paragraphs 9 to 32 of the report and in Annex A. Details of adjustments to the Administrative Accommodation scheme were set out in paragraphs 26-29.

Members were asked to consider the following requests for funding from contingency:

- £140k to fund urgent repair work to the slipway at Lendal Bridge. Further details of this scheme were attached at Annex B to the report.
- £32k to supply essential furniture and IT/phone circuits for the new hostel on Fishergate.

In response to Members' queries on the repairs to the Lendal Bridge slipway, Officers reported that due to current weather conditions the initial survey had not yet been carried out. An update would be circulated to Members once the work was under way.<sup>1</sup>

RESOLVED: (i) That the 2009/10 revised budget of £67.379m, as set out in paragraph 5 of the report and Table 2, be noted.

(ii) That the slippage of £733k from 2009/10 to 2010/11 be noted.

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

(iii) That the use of £140k from the contingency fund for slipway repairs at Lendal Boatyard (as detailed in Annex B) and £32k for the Fishergate Hostel be approved.<sup>2</sup>

REASON: To enable this essential work to take place, and in accordance with the Council's contractual obligations in respect of the slipway.

(iv) That the re-stated capital programme for 2009/10-2313/14, as outlined in paragraph 33, Table 12, and detailed in Annex A, be noted.

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

(v) That the Chief Executive be asked to review with the Council's Corporate Management Team how records can be kept of the following items for inclusion in future capital reports:

- a) Photographic records of the current state of building / completed buildings with, where appropriate, comparison photographs of the building being replaced;
- b) A record of the sustainability features that have been achieved through the construction;
- c) The economic impact on local employment and training.<sup>3</sup>

REASON: To enable the Council to celebrate the success of delivering new buildings and services to the residents of the City, by means of the capital programme.

Action Required

- |   |    |
|---|----|
| 1. Circulate update information to Executive Members on progress of slipway repairs               | SA |
| 2. Include these items in the capital programme, to be funded from contingency                    | SA |
| 3. Review with CMT options for keeping these records and including them in future capital reports | SC |

**110. TREASURY MANAGEMENT MONITOR 2 REPORT**

Members considered a report which provided an update on the Treasury Management performance for the period 1 April to 30 September 2009, as compared against the budget presented to Council on 21 February 2009.

The report highlighted the economic environment during the first six months of the current financial year and reviewed performance in relation to short term investments, long term borrowing, the Venture Fund and the Treasury Management Budget, against this background. It also outlined the change in the budget to September 2009 and the forecast out-turn position for the year.



The position of the Venture Fund had not altered from that reported at Monitor 1. Likewise the projected under-recovery of income on the Treasury Management budget remained at £529k, as reported at Monitor 1. However, the breakdown of under recovery had changed and was weighted towards an under recovery of income from interest received.

RESOLVED: That:

- the performance of the treasury management activity
  - the general fund venture fund repayment holiday to assist in corporate budget savings and
  - the projected overspend of £529k on the treasury management budget
- be noted.

REASON: To ensure the continued performance of the Council's Treasury Management function.

## **PART B - MATTERS REFERRED TO COUNCIL**

### **111. CAPITAL PROGRAMME - MONITOR TWO**

*[See also under Part A Minutes]*

Members considered a report which presented the likely out-turn position of the 2009/10 capital programme, based on information up to October 2009, and sought approval for changes to the programme, allocations from contingency funding and slippage of funding where required.

At this stage, an out-turn of £67.379m was predicted, representing a net increase of £0.345m on the current approved budget of £67.034m. The variances leading to this increase were outlined in paragraph 5 (Table 2). By the end of September, £19.623m (26.6%) of the approved budget had been spent. Details of the revised position in respect of each department in the Council were set out in paragraphs 9 to 32 of the report and in Annex A. Details of adjustments to the Administrative Accommodation scheme were set out in paragraphs 26-29.

Members were asked to consider the following requests for funding from contingency:

- £140k to fund urgent repair work to the slipway at Lendal Bridge. Further details of this scheme were attached at Annex B to the report.
- £32k to supply essential furniture and IT/phone circuits for the new hostel on Fishergate.

RECOMMENDED: (i) That Council approve the net adjustments of £0.345m in 2009/10, £3.233m in 2010/11 and £3.550m in 2012/13, as set out on a scheme by scheme basis in the report and in Annex A, be approved.

(ii) That Council approve £3.050m of prudential borrowing, supported by the £250k revenue budget established in 2009/10.

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

**112. DRAFT REVISED CONTRACT PROCEDURE RULES**

Members considered a report which presented a set of draft revised Contract Procedure Rules for comment and onward referral to Full Council.

The draft revised CPRs, attached at Annex A to the report, were intended to provide a more flexible set of rules and reflect the more devolved decision-making framework adopted by the Council in April 2009, whilst maintaining the key principles of the current procurement regulations. Unlike the current regulations, which formed part of the Financial Regulations, they would be maintained as a separate document. One major change contained in the revised CPRs was that 'routine' procurements over £500k (as defined in Annex B to the report) would no longer need to go to the Executive for approval. Other substantial and minor changes were listed in paragraph 10 of the report.

The draft CPRs had been issued to finance managers and other key Officers for consultation. Member consultation had been undertaken at the Audit & Governance Committee meeting on 4 November and changes recommended at that meeting were highlighted in italics in Annex A, for consideration.

Officers at the meeting suggested some amendments to the draft CPRs and the accompanying guidance to address Members' concerns in relation to the delegation of decision-making in awarding a contract or waiver and the financial evaluation of contractors prior to their appointment.

RECOMMENDED: (i) That Council approve the revised draft Contract Procedure Rules at Annex A to the report, subject to the inclusion of the following table setting out delegation and recording arrangements for the award of contracts:

**Delegation Thresholds**

Decision	Approval	Delegated Powers	Thresholds	Record
To award a contract based on VFM	Officer	To approve contracts ≤ £5k or delegated limit in scheme of financial delegation whichever is the lower.	> £0 and ≤ £5K	CR
To award a contract based upon written	Officer	To approve contracts ≤ £139k or EU Threshold up to delegated limit in	> £5K and ≤ £139K or EU	CR

quotation > £5K and ≤ £139K or EU threshold whichever is the lower based upon lowest cost or MEAT.		scheme of financial delegation whichever is the lower.	Threshold	
To award a contract based upon tender ≥139K or EU threshold and < £500K based on lowest cost or MEAT.	Officer	To approve contracts ≥ £139k or EU Threshold and < £500K up to delegated limit in scheme of financial delegation whichever is the lower.	≥ £139k or EU Threshold and < £500K	CR
To award a contract based upon tender ≥ £500K and classed as 'Routine'	CFO/MO	Contract Procedure Rules	≥ £500K and classed as 'Routine'	CR/DL
To award a contract based upon tender ≥ £500K and not classed as 'Routine'	Executive	Constitution Key Decision limit	≥ £500K and not classed as 'Routine'	CP
To award a contract > £5K and ≤ £139K or EU threshold not on lowest cost or MEAT	Local Chief Officer	Contract Procedure Rules		WR
To award a contract > £139K or EU threshold not on lowest cost or MEAT	CFO	Contract Procedure Rules		DL
Exceptional circumstances above Key Decision limit non-routine	CFO/MO	Contract Procedure Rules		DL

Key

CR	-	Contract Register
DL	-	Officer Decision Log
CP	-	Committee Paper
WR	-	Waiver Register
Officer	-	Officers with delegated powers to approve expenditure
CRO	-	Chief Finance Officer (Section 151 Officer) Director of Resources
MO	-	Monitoring Officer

REASON: To ensure that the revised CPRs are appropriate in maintaining the integrity of the Council's procurement arrangement and to provide clarity and transparency to the process for the awarding of contracts.

(ii) That Council approve the delegation of routine procurements (defined in Annex B to the report) to the Chief Finance Officer in consultation with the Monitoring Officer, as set out in paragraphs 6-8 of the report.

REASON: To ensure that the Council can continue to deliver business as usual and that only non-routine procurements are referred to the Executive for approval.

**113. CORPORATE DEBT POLICY**

Members considered a report which presented a draft Corporate Debt Policy, for comment and onward referral to Full Council.

The draft Policy, attached as Annex A to the report, set out a framework for a consistent, 'firm but fair' approach to debt collection that would apply across the organisation to ensure that the Council continued to maximise collection performance, in line with its Income Policy.

The draft Policy had been circulated to all finance managers and key Officers involved in debt collection across the Council, as well as to efficiency partners Northgate Kendrick Ash. Consultation had also taken place with the Social Inclusion Working Group and comments had been invited from the Citizens Advice Bureau, Christians Against Poverty and the North Yorkshire Credit Union. Further Member consultation had been undertaken at the Audit & Governance Committee meeting on 4 November 2009; their recommended amendments were highlighted in italics in the draft policy at Annex A.

Officers reported at the meeting that the North Yorkshire Credit Union had commented favourably on the draft policy and were supportive of its aims. Officers also suggested some amendments to the policy to address concerns raised by Members.

RECOMMENDED: That Council approve the draft Corporate Debt Policy at Annex A to the report, subject to the following amendments:

- a) Removal of disconnection of water supply as a result of not paying the bill, as this is no longer classed as a priority debt;
- b) Amendment of the debt write-off list to reflect that the category of 'Deceased and Bankrupt' only applies where there are no assets;
- c) Amendment of the wording at paragraph 45(b) of the draft policy in relation to debt recovery officers attending a customer's home, to ensure that it sounds supportive rather than threatening, to reflect the intention of the paragraph.

REASON: To ensure a consistent, 'firm but fair' approach to debt collection, whilst enabling the Council to maximise collection performance, in line with its Income Policy.

A Waller, Chair

[The meeting started at 2.00 pm and finished at 2.45 pm].

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**EXECUTIVE FORWARD PLAN**

<b>Table 1: Items scheduled on the Forward Plan for the Executive Meeting on 15 December 2009</b>		
<b>Title &amp; Description</b>	<b>Author</b>	<b>Portfolio Holder</b>
<p><b>14-19 Reforms</b></p> <p><i>Purpose of report: The report will summarise the LA's 14-19 Plan (a statutory appendix of the CYPP) which sets out priorities for developments to 2015 and takes account of the transfer of 16-19 funding and associated commissioning role to the LA in April 2010.</i></p> <p><i>Members are asked to: 1. Endorse the strategic approach set out in the 14-19 plan and arrangements associated with the 16-19 funding transfer.</i></p> <p><i>2. In support of a major strand of the 14-19 plan, agree that the Council play a leading role in the development of an enlarged Apprenticeship programme for 16-19 year olds in the City.</i></p>	John Thompson	Executive Member for Children and Young People's Services
<p><b>Accommodation Project - New Headquarters Contract Award</b></p> <p><i>Purpose of report: To present the outcomes of the evaluation of the competitive process for the delivery of the council's new headquarters building. Seeking members approval to award the contract to the winning bidder. The winning bidder will then be notified and a contract will be entered into in the new year to deliver a new HQ building by the end of 2012.</i></p> <p><i>Members are asked to: To approve the recommendation to award the contract for the delivery of a new headquarters building to the winning bidder.</i></p>	Maria Wood	Executive Leader
<p><b>Former Lowfields School, Dijon Avenue, Acomb</b></p> <p><i>Purpose of report: To ask for approval of demolition of the school buildings prior to disposal of the site and to approve that the work is funded from prudential borrowing.</i></p> <p><i>Members are asked to: Approve both the recommendations.</i></p>	Neil Hindhaugh	Executive Leader

**Table 2: Items scheduled on the Forward Plan for the Executive Meeting on 5 January 2010**

No items are at present scheduled for this meeting

**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><b>Mercury Abatement of Flue Gases – York Crematorium</b></p> <p><i>Purpose of report: To advise members of the statutory requirement to abate mercury in flue gases from crematoria and to seek support and guidance in respect of action to be taken at York Crematorium.</i></p> <p><i>Members are asked to: Consider the options for the abatement of 2 or 3 cremators and offer advice to support the budget process.</i></p>	Dick Haswell	Executive Member for Neighbourhood Services	1 December 2009	19 January 2010	Additional background information required.
<p><b>Report back on Changes to the Constitution</b></p> <p><i>Purpose of report: To set out details of the changes to the constitution resulting from the abolition of the Shadow Executive agreed at Full Council on 15 October 2009.</i></p>	Alison Lowton	Executive Leader	15 December 2009	19 January 2010	Due to staff changes.



*Members are asked to:  
Receive details of the  
changes in accordance with  
article 16 of the  
constitution.*

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Executive

1 December 2009

Report of the Director of People and Improvement

## **Council Fairness and Inclusion Strategy and Single Corporate Equality Scheme 2009-12**

### **Summary**

1. The report documents the council's journey towards improving fairness and inclusion policy and practice and requests the Executive to approve the refreshed corporate Fairness and Inclusion Strategy and Single Corporate Equality Scheme 2009-12 in Annex 1 (executive summary in Annex 2).
2. Progress with the strategy and scheme will be reported annually in the summer, when further refreshes may take place if needed. A major review will need to take place in May 2012 (see paragraph 7 below), by which time the Single Equality Act and associated Codes of Practice are expected to be in place.

### **Background**

3. **“Pride in our Communities” (PIOC) 2005-08**, the council's first inclusion and equality strategy and schemes, outlined the council vision for fairness and inclusion in the city:  
“York is a diverse city where everyone, regardless of their background, is able to take advantage of its benefits and opportunities, and is supported to contribute towards its future”
4. The vision was restated in the refreshed Corporate Strategy 2009-12:  
“We will do our best to make sure that all citizens, regardless of race, age, disability, sexual orientation, religion or belief or gender, feel included in the life of York. We will help improve prospects for all, tackle poverty and exclusion, and make services and facilities easy to access.’

5. In 2007/8 Council Management Team (CMT) identified the Director of Housing and Adult Social Services (HASS) as the corporate lead for fairness and inclusion. CMT also set up the corporate Equalities Leadership Group (ELG) to coordinate fairness and inclusion activity across Directorates. The ELG chaired by the HASS Director and incorporating the Directors of People and Improvement and Neighbourhood Services as well as senior officers from other Directorates, focused on developing and embedding a corporate Fairness and Inclusion system and standards. This includes common approaches across all directorates to:
  - a. Equality Impact Assessments
  - b. Equality profiling for our customers and staff
  - c. Equality and Inclusion Training and Development
  - d. Directorate Equality Schemes
  - e. Equality and Inclusion scorecards
  - f. Inclusive engagement
  - g. Equality in HR policy and practice
  - h. Equality in procurement and commissioning
  
6. In-house service manager briefings and service-specific training started in early 2008 and underpinned a programme of priority Equality Impact Assessments (EIAs) for 2008/9 that was completed in March 2009 as planned. The programme was made up of 18 EIAs. The 2009/10 programme currently incorporates 77 EIAs, with more coming on stream daily. Improvements achieved because of EIAs include, re-configuring the council internet site to make it easily accessible to all and changes being made to the Corporate Debt Policy so that it does not disadvantage people from the equality strands.
  
7. In June 2008, the corporate equality schemes 2005-2008 were refreshed for the period July 2008 to July 2009. Under current legislation, the Race and Disability schemes should be reviewed and updated every three years starting May 2002 and December 2006 respectively. The Gender scheme should be reviewed and updated every three years starting April 2007. There should be annual reports for each scheme. The Single Corporate Equality Scheme 2009-12 updates all three previous schemes and will need to be updated by May 2012 at the latest ( the date the Race scheme will need to be updated by) unless the Single Equality Bill changes current timetables.

8. In February 2009, council was at Level 2 of the Equality Standard, working towards Level 3.
9. In April 2009, the Equality Standard for Local Government was reviewed and became the Equality Framework for Local Government (EFLG). The Framework has 3 levels: **Developing** (previously Levels 1&2 of the Standard), **Achieving** (previously Level 3 of the Standard) and **Excellent** (previously Level 5 of the Standard). Adopting the new Framework and working through its levels is a requirement of the annual Use of Resources Assessment. It also assures us that we meet the equality Duties.
10. The Standard was focused on process and governance. The Framework is focused on outcomes, especially ones that narrow the gap between people from the equality strands and the rest of the population in the following areas:
  - a. Longevity - including avoiding premature mortality.
  - b. Physical security - including freedom from violence and physical and or sexual abuse.
  - c. Health - including wellbeing and access to high-quality healthcare.
  - d. Education - including being able to be creative, to acquire skills and qualifications and having access to training and lifelong learning.
  - e. Standard of living - including being able to live with independence and security and covering: nutrition, clothing, housing, warmth, utilities, social services and transport.
  - f. Productive and valued activities - such as access to employment, a positive experience in the workplace, work-life balance, and being able to care for others.
  - g. Individual, family and social life - including self-development, having independence and equality in relationships and marriage.
  - h. Participation, influence and voice - including participation in decision making and democratic life.
  - i. Identity, expression and self-respect - including freedom of belief and religion.
  - j. Legal security - including equality and nondiscrimination before the law and equal treatment within the criminal justice system.
11. A self-assessment against the new Framework took place in April 2009, showing CYC to be at Level Developing. The assessment identified areas for further improvement and these make up the

Single Corporate Equality Scheme 2009-12 before the Executive today.

12. Currently we aim to reach Level Achieving by April 2011.

### **Consultation**

13. Please see Annex 3 for details of previous consultation and future actions to communicate and promote the strategy and scheme.

14. In July 2009, CMT considered the first draft of the strategy and scheme and requested that it should be put in a format that is accessible to the public and front line staff, starting with plain English. The version attached in Annex 1 and the summary in Annex 2 have been translated into plain English by a communications professional. Easy Read and other accessible versions will be produced shortly ( please see Annex 3).

15. It should also be noted that the font used throughout the strategy and scheme as well as in this report, is size 14 sans serif in line with recommendations made by the Social Inclusion Working Group.

### **Analysis**

16. The document in Annex 1 has been arrived at following extensive consultation with the relevant communities, the Social Inclusion Working Group, partners and staff. It comprises the corporate framework to be used by each Directorate to put in place Directorate Fairness and Inclusion (equality) single schemes and plans.

17. We need to publish a 3 year corporate single scheme to demonstrate how we intend to meet the duties we have under equalities legislation, by December 2009 (so as to meet the current requirements of the Disability Duty).

### **Corporate Priorities**

18. The strategy contributes to all themes of the Corporate Strategy 2009-12, particularly the Inclusive City and Effective Organisation themes.

## Implications

19. Financial – These are currently being assessed in each Directorate. However, there are three key areas for which the need for additional investment or re-orientation of resources has been identified:
  - a. Staff and councillor training. In 2008 this was estimated at £10,000 maximum per financial year, for classroom-based training for councillors, front line staff and service managers. More cost and time-efficient methods for training are being explored currently. For the training to contribute to positive changes it should be regularly updated and mandatory to attend, including for elected members.
  - b. Equality mapping. The current Corporate Equality Data Project, costing £27,000 per year, ends in April 2009. Equality customer insight is expected to become an integral part of CYC customer insight. However, we still need to continue to invest in collecting analysing and using other data about the experience and needs of our customers and staff from the equality strands.
  - c. Putting in place a community cohesion action plan for the city, working with LSP partners. This is expected to be put in place working within existing resources.
20. Human Resources (HR) – Time needs to be set aside for staff to undertake the training needed. This will be estimated in the relevant project plan.
21. Equalities - This strategy outlines the plans for this council's contribution to making York an inclusive city and meets council fairness and inclusion objectives as well as SIWG objectives.
22. Legal – The council has a duty in equality legislation to produce equality schemes and update them every 3 years (see paragraph 7 above). Part B of this strategy updates previous schemes and outlines this council's detailed plans for fairness and inclusion in service provision and employment between July 2009 and July 2012.
23. Crime and Disorder – The actions relating to delivering a community cohesion action plan for the city, will contribute to further reduction in crime and disorder in the city.

24. Information Technology (IT) – Costs relating to training are expected to be reduced, if council IT systems are developed to allow electronic/distance training to take place.

25. Property - None

26. Other - None

### **Risk Management**

27. The strategy and single scheme as well as the actions identified in paragraph 19 above, are essential to managing the risk of not meeting council and partners fairness and inclusion objectives as well as the requirements of equalities legislation (the Duties in particular), the Equality Framework for Local Government, the Audit Commission and allied inspectorates.

### **Recommendations**

28. The Executive is requested to approve the Fairness and Inclusion Strategy 2009-12 (Option 1).

### **Annexes**

**Annex 1 – Corporate Fairness and Inclusion Strategy and Single Corporate Equality Scheme 2009/12**

**Annex 2 – Summary of strategy and scheme**

**Annex 3 - Consultation and communication log**

### **Contact Details**

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Tel: 551704**

**Chief Officer Responsible for the report:  
Heather Rice  
Director of People and Improvement**

Report Approved

Date *1 December 2009*

Wards Affected:

All

For further information please contact the author of the report



**City of York Council**

# **Corporate Fairness and Inclusion Strategy**

**and  
Single Corporate Equality Scheme**

**July 2009 to July 2012**

## Contents

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**Improving the lives of people from the equality strands - six themes for action (objectives)**

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  - Engage with people from the equality strands
  - Provide responsive services
  - Have a modern, diverse workforce
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**Annex 4 – Who was engaged and consulted**

## Introduction

In the autumn of 2005, following extensive consultation and active engagement with communities in York, City of York Council published its first corporate equality strategy and related action plans, called **Pride in our Communities (PIOC)**.

In summer 2008, the council updated PIOC and the action plans, and published its first **Single Corporate Equality Scheme** for 2008-09. This document put in place a plan of action that would enable the council to meet its duties and requirements in terms of equality legislation, standards for local government inclusive working and the new performance management framework for local government.

**Pride in our Communities (PIOC) 2005-08 and the Single Corporate Equality Scheme (SCES) 2008-09**, began the council's journey towards placing fairness and inclusion at the centre of everything it does. The aim was, and still is, to make a difference to people in York who are facing disadvantage and discrimination in service and employment because of their gender, disability, race, age, sexual orientation, or religion and belief.

The council is a very large organisation made up of many diverse services, each of which must meet the requirements of various pieces of legislation, standards and practice requirements. This means that, although the vision and commitment for fair and inclusive practice are now embedded in the organisation, the practice is not yet consistent across all areas of the council's work.

**The Fairness and Inclusion Strategy and the Single Corporate Equality Scheme 2009-10**, update the PIOC and aim to achieve consistency in practice across the council, placing people who face disadvantage and their needs first in the way we plan and deliver our services.

This strategy (our thinking) and single scheme (our action) are based on the **Equality Framework for Local Government 2009**<sup>1</sup>.

They take into account:

- What groups and people from the equality strands told us at the involvement and consultation events. Both the strategy and the Single Corporate Equality Scheme 2009-12 have been produced following extensive consultation and engagement with groups and people from the equality strands.
- Information collected through research, and the analysis of data that the council and its partners hold.

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<sup>1</sup> The framework has been put together by local government associations and is approved by the government. It sets the standards for fair and inclusive public services.

## Part A - The strategy

### Section 1. What do we mean by 'fairness and inclusion'?

**Fairness and inclusion** are about treating people according to their needs to achieve fair results across the full range of services and employment opportunities offered by the council, its partners, outside organisations that work for it, and organisations that the council gives grants to.

The aim is to make sure that people do not suffer disadvantage in services and employment as a result of their:

- **Gender** (This includes trans people who are going through sex-change or have a sense of self that belongs to the other gender).
- **Disability**
- **Race**
- **Age**
- **Religion and belief**
- **Sexual orientation**

These are called the "**equality strands**".

Fairness and inclusion are about understanding the needs of people from the equality strands and taking them into account every time we make decisions and act. This means changing the way we work.

In keeping with the expectations of local residents and good management requirements, fair and inclusive services and employment must happen within the council's existing financial means. This means targeting the council's resources where they will have the most impact, in other words where they will benefit large numbers of people or address an issue that affects a large number of people. Therefore, it will not always be possible to meet the needs of every individual. The

council has to prioritise and work in partnership with a number of organisations to make sure that it acts in a fair and inclusive, but cost-effective, way.

## **Section 2. Why fairness and inclusion?**

Fair and inclusive service planning, delivery and employment practice are required by:

- The people who live in the city, because it improves their lives
- Our councillors and senior managers
- Our partners in the private, public, community and voluntary sectors
- The law
- The bodies that inspect us, to confirm that we do a good job.

### **Improving people's lives**

Planning and delivering services in a fair and inclusive way, and putting in place fair and inclusive employment practices, matters to people, particularly those likely to suffer disadvantage because of their gender, disability, race, age, sexual orientation, religion or belief.

Examples of fair and inclusive cost-efficient council practice, that resulted in life-changing improvement, can be found in Annex 1.

## Councillors' vision - Officers' commitment

Our councillors' vision for fairness and inclusion was first stated in **Pride in our Communities 2005-08**:

'York is a diverse city where everyone, regardless of their background, is able to take advantage of its benefits and opportunities, and is supported to contribute towards its future.'

The vision is restated in our refreshed **Corporate Strategy 2009-12**:

'We will do our best to make sure that all citizens, regardless of race, age, disability, sexual orientation, religion or belief or gender, feel included in the life of York. We will help improve prospects for all, tackle poverty and exclusion, and make services and facilities easy to access.'

In response to this vision, the council's management team (the chief executive and directors) has made the following commitment:

We commit to:

- ⇒ Aiming for fair outcomes in service and employment, working within our means
- ⇒ Valuing diversity and tackling discrimination
- ⇒ Promoting good community relations
- ⇒ Using our economic power to support equality and diversity through procurement, grants and loans
- ⇒ Aiming for a representative workforce and councillor body
- ⇒ Engaging equality groups, and supporting them to influence and scrutinise our decisions
- ⇒ Fairness and inclusion as our core corporate aims.



## Partners' vision and commitment

**Without Walls**, York's Local Strategic Partnership (LSP) of public, private, community and voluntary sector groups and organisations, has set and is delivering its long-term vision for York. It aims to improve the lives of local people by ensuring that all citizens feel included.

Part of the vision states:

'We will help improve prospects for all, tackle poverty and exclusion and make services and facilities easy to access'

## The law

The council has a legal duty to be fair and inclusive in service planning, delivery and employment, as well as promoting fairness and inclusion in the community that it serves and the organisations it works with.

The council is required to put in place action plans (referred to in this document as 'schemes'), to show how it will meet the requirements of equalities legislation. The aim of equalities legislation is to protect people who may face disadvantage because of their gender, disability, race, age, religion, beliefs or sexual orientation. These are called **the equality strands**.

More information about relevant legislation and regulations can be obtained by emailing [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or writing to the Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN

## Inspections

The body that looks at whether the council is doing a good job overall is the Audit Commission.

Inspectors from the Commission and other similar bodies, expect the council to know and respond to the needs of groups of people referred to in the equality strands to deliver fair results within its means.

They also expect the council to target resources where they will have a positive effect on as many people as possible.

### Section 3. Fairness and inclusion issues in York

A diverse mix of people live in York. Information from the Office of National Statistics produced after the last census in 2001 shows that, **if only 100 people lived in York in 2001:**

- 91 would class themselves as White British and 9 as Black and Minority Ethnic
- 52 would be women; 48 men
- 41 would be over 45 years old; 23 would be under 19 years old
- An estimated five would have different sexual orientations
- 17 would have no faith or belief; 76 would, with about 74 of them saying they were Christian
- 17 would have limiting long-term illness

The council uses a number of sources to identify, research and analyse information about fairness and inclusion issues in York. These include:

**a. Data** collected and analysed in:

- The equality profile of York based on the 2001 Census
- The Story of Place 2008<sup>2</sup>
- The Joint Strategic Needs Assessment<sup>3</sup>
- The Place Survey<sup>4</sup>

If you would like copies of these documents, please contact [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or write to the Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN.

According to the data referred to above, York is a prosperous city with small pockets of deprivation. These pockets are among the 10 per cent most deprived areas in the country. People living in those areas, particularly people who fit into the equality strands, are likely to face poor education, health and employment prospects.

Across the city, the population is growing. The numbers of women, older people and Black and Minority Ethnic (BME) groups are growing. People from different religion and belief backgrounds, and the Lesbian, Gay, Bisexual and Trans communities are increasingly asserting their identities and needs.

**b. Issues that groups from the equality strands have raised with the council** at involvement and consultation events, and as they engage with the council. A detailed list of issues can be found in Annex 2.

Issues that people in York told us<sup>5</sup> have a negative effect on people from all six equality strands include:

- Difficulty in accessing information, services and employment, particularly through our publications and website.

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<sup>2</sup> A document that includes information that offers a snapshot of York in year 2008

<sup>3</sup> A document that informs the planning commissioning and development of health services in York

<sup>4</sup> A survey to find out what people think of living in York

<sup>5</sup> Mapped at a number of engagement and consultation events, which started in 2007 and concluded in May 2009.

- Possibly unfair treatment in services and employment (within and outside the council), arising from lack of understanding and respect for diversity.
- Community safety.
- Bullying and harassment in services and employment.
- A sense of isolation; a need for support networks and places to meet.

These issues will be considered by council services as they assess the likely impact of their decisions and actions on the quality of life of people from the equality strands.

Questions that officers and councillors are expected to ask in relation to these issues will include:

- Does what I am doing/proposing to do lead to unfair treatment of people from the equality strands? What can we do about this?
- Does it make their access to service or employment harder? What can we do about this?
- Does it make them feel safe, welcome, valued and included in the council and in the city? If so, can we apply this action in other things we do?

Action needed as a result of asking these questions will be listed in the action plans included in **Equality Impact Assessments (EIAs)**.

**EIAs** are documents that will be published, in summary, every year on the council's website and will also be available from the equality and inclusion team upon request.

They list what council officers propose to do to deal with unfair practice that they have identified that leads to the exclusion of people from the equality strands.

If you want copies of specific EIAs, please contact [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or write to the Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN.

## **Section 4. Improving the lives of people from the equality strands: six themes for action (objectives)**

There are six themes for action and on-going improvement in the Strategy and Scheme. They are based on the newly published Equality Framework for Local Government and will help the council to meet the requirements of equality legislation, the Customer Services Excellence Standard<sup>6</sup>, and the Comprehensive Area and Organisational Assessments.<sup>7</sup>

### **T1 - Know the community**

The prosperity and quality of life of people who live in York is affected by their differences in terms of gender, age, disability, race, religion or belief and sexual orientation.

Knowing our community is about collecting data and feedback to help us understand differences within and between communities in York, looking at issues that impact upon people's quality of life, such as access to services, health, education, community safety and access to work, that the council and its partners need to deal with. It also reassures us that we reach all parts of our community, taking on board as many experiences as possible.

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<sup>6</sup> The standard that the government has developed and uses to measure whether public services are effective, efficient, empowering and equitable.

<sup>7</sup> The two assessments are done by the Audit Commission, and look at life in the city and whether inequalities are being dealt with, as well as how well the council manages its business.

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

Political and managerial vision, and commitment to fairness and inclusion, are key to achieving positive change and improving lives in the city.

Our councillors have a key role in this, as they have up-to-date knowledge of the needs of different sections of the community and changes in the local population.

To make sure that identified gaps are dealt with, our managers and staff will be committed to working in partnership with bodies and groups in the city and beyond, narrowing the gaps and improving lives.

This means that our councillors and managers will work with partners and stakeholders to consider the allocation of resources; fairness and inclusion in procurement and grant-giving; and to support the engagement of people from the equality strands in the planning and delivery of services, as well as the scrutiny of services delivered.

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

To recognise people’s different needs, situations and goals, we need to know and work towards removing the barriers that limit what people can do and be. The council has a duty under equality legislation to reach out and engage with people from protected groups, particularly vulnerable people.

Our recently published Corporate Engagement Strategy - visit [http://www.york.gov.uk/council/community\\_eng/](http://www.york.gov.uk/council/community_eng/) - offers guidance about how to do this. In terms of including people from the equality strands in service planning, delivery and employment improvements, we shall focus on supporting the engagement of vulnerable groups through the **council’s Social Inclusion Working Group** and our **Staff Equality Reference Group**. Both groups include people from all the six strands.

## **T4 – Providing responsive services**

Our services, whether provided directly or procured and commissioned, must take into account the needs of people from the six equality strands.

To make sure this happens, we shall assess the impact of services and decisions that we, or organisations that we procure/commission from, make on people from the equality strands to ensure that we don't unintentionally discriminate against some of them. This process is called carrying out an **Equality Impact Assessment (EIAs)**. The results of EIAs will be published on the council's website – [www.york.gov.uk](http://www.york.gov.uk) - annually and will also be available in various accessible formats from the equality and inclusion team.

Each assessment will lead to action plans being drawn up, which will be included in our service plans and monitored regularly.

## **T5 – Having a modern, diverse workforce**

How well we deliver fair, inclusive and personalised services depends on the make-up, skills, commitment and understanding of our workforce.

Therefore we shall put in place a Workforce Strategy<sup>8</sup> that has clear and relevant equality objectives, and that takes into account the nature of our local labour market and barriers to employment faced by people from the equality strands. We shall also make sure that all our current employment practices are equality impact assessed; that our training programmes address equality issues and that we promote a workplace culture in which all staff are treated with dignity and respect.

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<sup>8</sup> This is a plan to make sure that we recruit and keep the right people to help us deliver our vision for an inclusive and fair council.

## T6 - Acting in each directorate

The council is organised in six directorates or business areas:

- Chief Executive's
- Resources
- Learning, Culture and Children's Services
- Housing and Adult Social Services
- Neighbourhood Services
- City Strategy

Each of these directorates will put in place their own fairness and inclusion action plan for 2009-12 called **Directorate Single Equality Schemes**. These will be based on the five action areas mentioned above, and will begin with yearly programmes of staff training and Equality Impact Assessments.

## Section 5. Who is responsible for the strategy and scheme?

The council's **executive and management teams**, led by the Executive Member for Leisure, Culture and Social Inclusion will be responsible for the delivery of this strategy and single scheme. They will be advised by the council's Social Inclusion Working Group and Staff Equality Reference Group.

In addition, all councilors, employees and partner agencies have a role to play in making sure that fairness and inclusion are at the heart of everything the council does.

The diagram in [Annex 3](#) shows who is involved in fairness and inclusion work in the council.



## Section 6. How will we know the strategy is working?

The strategy is a long-term plan and it will take time for its effects to be felt across the entire council.

However, every year we shall look at indicators that tell us whether we are improving and publish the results. These indicators make up the **corporate fairness and inclusion scorecard**, which has four components:

- Progress towards **national performance indicators**, which are set by central government and relate to equality and inclusion at a high level, such as across the city and the entire council.
- Progress towards **local performance indicators** that the council's Executive, and senior managers set, such as the number of women and BME officers holding senior jobs in the council or the number of disabled employees.
- The level<sup>9</sup> of the **Equality Framework for Local Government** reached by the council as a whole.
- Completing an annual programme of **Equality Impact Assessments (EIAs)**, as agreed by senior managers, and ensuring that actions arising from previous years' EIAs have been included in service plans and are progressing.

In addition to the actions listed above, we shall seek feedback about how we are progressing from community members involved in the Social Inclusion Working Group and our Staff Equality Reference Group.

## Section 7. Tell us what you think

This strategy and scheme were put together following extensive internal and external consultation and engagement. They will be reviewed annually as our city, the council and the environment in which we operate, changes.

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<sup>9</sup> The framework has three levels - Developing, Achieving and Excellent.

For example, currently a Single Equality Bill is going through Parliament and aims to draw together the numerous pieces of equality legislation. The bill is expected to come into force in 2011 to streamline the requirements that public bodies must meet in order to make them easier to identify and follow. Also, the role of local government is continuously evolving and the council faces constant change.

Therefore your views about this document are welcome at any time. They will be collected and recorded so that they can be considered when the strategy and scheme are reviewed. Please send your views and comments about the content of this strategy by email to [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or by post to the Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN.

You can also fill in a questionnaire to send back to us. If you would like a copy of the questionnaire please email [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or write to the Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN.

## Part B- The Single Corporate Equality Scheme (SCES)

### Introduction and background

This scheme describes the actions that the council will take between July 2009 and July 2012 to deliver the Fairness and Inclusion Strategy 2009-12, and also to meet its legal duties arising from current equality legislation.

It follows on from Pride In Our Communities, the council's first Equality Strategy 2005-08 and corporate Single Equality Scheme 2008-09. As a result of the 2005-8 strategy, the council was able to:

1. Develop participation and engagement mechanisms to help promote and support fairness and inclusion throughout the council.
2. Start collecting, analysing and using equality data.
3. Complete a programme of priority Equality Impact Assessments.
4. Develop, and deliver, a programme of equality and inclusion training for staff.
5. Develop the corporate fairness and inclusion system and standards, which sets out the corporate approach to every aspect of fairness and inclusion work, including collecting and using data, Equality Impact Assessments and inclusive engagement.

The council has a legal duty to have gender, disability and race equality schemes (or action plans) in place. There can be three separate schemes or they can be combined in a 'single' scheme.

This is a **single scheme** that covers the common requirements placed on the council by gender, race and disability legislation. These are::

- To have due regard to the need to eliminate discrimination and to promote equality.

- To assess and consult on the impact of proposed policies, as well as monitoring existing policies and key employment processes.

It also covers a number of specific requirements, in particular:

- A requirement under the race equality duty to promote good race relations;
- A requirement under the disability equality duty to treat disabled people preferentially if necessary in order to deliver equality;
- A requirement to involve disabled people in developing the Disability Equality Scheme;
- A requirement to promote positive attitudes towards disabled people;
- A requirement under the gender equality duty to address the causes of any gender pay gap.

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## **Action plan July 2009-July 2012**

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The plan has six action areas based on the objectives of the strategy, as follows:

1. Know the community
2. Leadership, partnership and commitment
3. Engaging with people from the equality strands
4. Providing responsive services
5. Having a modern diverse workforce
6. Acting in each Directorate

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### **T1 - Know the community**

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**Action 1** – Agree which National Performance Indicators (NPIs) and local Performance Indicators (PIs) are to be collected and analysed by each directorate across the six equality strands. This will enable progress to be measured by directorate. Put in place an agreed protocol and action plan for the collection, analysis and use of reliable equality data across the council.

**By:** April 2010

**Led by:** Corporate equalities and inclusion team from the Chief Executive's directorate

**Duties met:** All (gender, disability, race)

**Action 2:** Agree which NPIs will be collected and analysed across the six equality strands by Without Walls, York's Local Strategic Partnership. This will make it possible to measure progress towards achieving fairness and inclusion across the city. Put in place an agreed protocol and action plan for the collection, analysis and use of reliable equality data across the Local Strategic Partnership.

**By:** July 2012

**Led by:** Strategic partnerships team in the City Strategy directorate.

**Duties met:** All (gender, disability, race)

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

**Action 1:** Support the development of a **Community Cohesion Strategy** at Local Strategic Partnership level.

**By:** July 2010

**Led by:** Corporate equalities and inclusion team in the Chief Executive's directorate and the strategic partnerships team in City Strategy.

**Duties met:** All (gender, disability, race)

**Action 2:** Review the council website and intranet, news releases, publications and general communication, to facilitate **easy access to services and employment.**

**By:** July 2010

**Led by:** [Easy@York](#), in the Resources directorate and the marketing and communications team in the Chief Executive's directorate.

**Duties met:** All (gender, disability, race)

**Action 3:** As in Action 2 above, working with Without Walls partners

**By:** July 2012

**Led by:** Strategic partnerships team in the City Strategy directorate.

**Duties met:** All (gender, disability, race)

**Action 4:** Refresh the **council's procurement strategy, third sector commissioning and grants processes** as in the COMPACT<sup>10</sup>, to ensure that they are fair and inclusive, and that they promote fairness and inclusion in the city and beyond.

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<sup>10</sup> The agreement that governs the working relationships between the public sectors and the community and voluntary sectors in York.

**By:** July 2010

**Led by:** the relevant teams in the Resources and City Strategy directorates

**Duties met:** All (gender, disability, race)

**Action 5:** Put in place an action plan to **promote civic and public participation opportunities**, targeting people from the six strands, starting with disabled people and Black and Minority Ethnic people.

**By:** July 2010

**Led by:** The civic and democratic services teams in the Chief Executive's directorate

**Duties met:** All (gender, disability, race)

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

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**Action 1:** Review how the Social Inclusion Working Group operates to ensure that it reaches and engages with all strands, particularly with hard to reach groups within the strands.

**By:** July 2010

**Led by:** The corporate equality and inclusion team in the Chief Executive's directorate.

**Duties met:** All (gender, disability, race)

**Action 2:** Support the ongoing development of the council's Staff Equality Reference Group.

**By:** July 2012

**Led by:** Corporate human resources with the corporate equality and inclusion team in the Chief Executive's directorate.

#### **T4 - Providing responsive services**

**Action 1:** Undertake a rolling programme of **Equality Impact Assessments (EIAs)** of current and new council policies, strategies and practices and use these to put in place **Directorate Equality Schemes (DES)**. Ensure that the resulting remedial action is taken on board in directorate and service planning. Monitor that agreed actions have been carried out and whether the effect has been beneficial or not.

**By:** EIAs completed and published on the council website by end of March each year. Three-year directorate/service equality schemes published after July 2009 and reviewed each year thereafter.

**Led by:** Corporate Equality Leadership group/Directorate Equality Leads group.

**Duties met:** All (gender, disability, race)

**Action 2:** Review current, and new, commissioning and procurement contracts to include a requirement to deliver an effective and appropriate service fairly and equitably.

**By:** July 2012

**Led by:** Corporate procurement team in the Resources directorate.

**Duties met:** All (gender, disability, race)

**Action 3:** Develop an equalities accreditation scheme for bodies we procure and commission from.



**By:** July 2012

**Led by:** Corporate procurement team in the Resources directorate.

**Duties met:** All (gender, disability, race)

**Action 4:** Review our customer strategy and complaints procedures to ensure that they take on board the needs of vulnerable and marginalised groups, including homeless people, refugees and asylum seekers.

**By:** December 2009

**Led by:** Customer and governance services in the Resources directorate

**Duties met:** All (gender, disability, race)

**Action 5:** Develop and deliver a rolling programme of training in equality and human rights issues for councillors and staff.

**By:** This will form part of our workforce development plan, which will be completed by January 2010.

**Led by:** Corporate human resources, corporate equalities and inclusion team, and the civic and democratic services teams.

**Duties met:** All (gender, disability, race)

**Action 6:** A rolling programme of service reviews to examine, amongst other things, access to services and participation in public life by people from the six equality strands.

**By:** On-going to June 2012.

**Led by:** All directorates; the More for York team in the Resources directorate.

**Duties met:** All (gender, disability, race)

**Action 7:** Facilitate the development of a common approach to fairness and inclusion in access to services provided by all LSP partners.

**By:** Ongoing to June 2012

**Led by:** Strategic partnerships team in the City Strategy directorate.

**Duties met:** All (gender, disability, race)

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

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**Action 1:** Put in place a corporate workforce development plan that takes on board fairness and inclusion, is based on a good understanding of the local labour market and considers the barriers faced by people from the equality strands, particularly disabled people and BME people.

**By:** December 2010

**Led by:** The corporate human resources team in the Chief Executive's directorate.

**Duties met:** All (gender, disability, race)

**Action 2:** Review current human resources policies to ensure that they are compliant with the latest requirements of equality and employment legislation.

**By:** Ongoing to July 2012

**Led by:** Corporate human resources team with the corporate equality and inclusion team in the Chief Executive's directorate.

**Duties met:** All (gender, disability, race)

**Action 3:** Put in place a prioritised programme of EIAs of major and new employment policies and procedures.

**By:** Ongoing to July 2012

**Led by:** Corporate human resources team with the corporate equality and inclusion team in the Chief Executive's directorate.

**Duties met:** All (gender, disability, race)

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

**Action 1:** Every directorate will put in place a three-year directorate equality scheme that will be monitored annually. This will include how the directorate deals with equality data, a programme of directorate and service level EIAs, and a programme of equality and human rights training for staff.

**By:** July 2009

**Led by:** Directorate Equality Leads group

**Duties met:** All (gender, disability, race)

**Action 2:** Every directorate will self-assess against the three levels of the equality framework for local government by March each year. Action plans will be put in place to make sure that the directorate is progressing through the three levels of the framework, aiming for the 'achieving' level by July 2012.

**By:** March each year

**Led by:** Directorate Equality Leads group

**Duties met:** All (gender, disability, race)

## Part C- Annexes

### Annex 1 – Examples of inclusive practice

#### Interpreting for life-changing decision-making: Housing and Adult Social Services

A social care manager contacted the directorate Equalities and Information Development Manager to get help with interpretation services for an older woman from another country who, because of her confused state, had reverted to her mother tongue.

She had some important life-changing decisions to make about whether or not to move into residential care. She could only answer yes or no and it was felt that an interpreter was necessary to help her understand all the options so that she could make a fully informed decision about her future.

There were no family members available and it was agreed that the professional but impersonal interpreters on offer were not suitable. The Equalities and Information Development Manager contacted the relevant country's Embassy in London to make enquiries. They suggested he approach the church organisation of the woman's country in London. On contacting the church, he was informed that they provide social care support to natives of their country currently living in the UK. They were able to provide a sensitive interpretation service free-of-charge and were happy to have the interpreter travel to York, asking for travel expenses only.

Within a week and a half of the original query, the woman was able to meet with the appropriate professional and, after she received the necessary interpreted advice and guidance, she was able to make the decision that suited her best.

### **Bridge over troubled waters: Neighbourhood Services**

The City Mills sheltered accommodation scheme in Skeldergate is often cut off when the River Ouse floods, preventing residents, care workers, medical staff, friends and family from getting in and out the building. For years, they had to rely on council staff in Land Rovers to drive them to and from the building, often having to be lifted and carried to and from the vehicles.

Thinking about the needs and dignity of residents first, an Operations Manager came up with a solution to allow access to and from the sheltered accommodation during floods. He designed and commissioned a lightweight, portable and adjustable temporary bridge, which can span up to 14 metres of floodwater to a maximum depth of one metre. Strong enough to carry wheelchairs, motorized scooters or ambulance stretchers, the aluminium walkway fits into a Ford Transit-type van and can be erected by two people in one hour. Feedback from residents has been very positive as the bridge is strong, quick to erect and has made a big difference to people who use it, giving them independent and dignified access to and from the building.

### **Providing support for young people claiming benefits: Benefits service in the Resources directorate**

Working with young people, the service put in place the 'young people's report' (YPR) support system, which includes:

1. 'Z' cards and posters on display around the city and at council reception points to advertise the dedicated mobile phone number and **benefits@york** email address.
2. Dedicated staff taking phone calls and dealing with any emails.
3. The ability to identify cases of young people who may need support because they are not managing to deal with their benefit claim and so on. This does not happen that often, as most young people manage their affairs well, however, where a case does require monitoring, a member of the team carries out regular checks.

4. When checking the progress of a claim, staff can phone the young person concerned or text or email them, or offer them an appointment if that would be useful.
5. The system is linked to the benefits advice team, who provide welfare benefits advice and other support.
6. Staff work with a number of teams across the council, and external organisations working with young people, through e-networking. This helps to identify any additional advice or support that a young person might need.

**Accessible leisure facilities: Leisure services in the Leisure, Culture and Children's Services directorate.**

"We approached City of York Council to request its support in enabling our T4C group to undertake three disability equality audits. We would like to thank the council's leisure services department for its full co-operation with this undertaking, which was based on the experiences of both the T4C group and other disabled young people.

"Disability equality audits were carried out at Oaklands Sport Centre, Yearsley Swimming Pool and Edmund Wilson Swimming Pool. The Disability equality audits would not have been possible without funding from YorOK (York Children's Trust), the Big Lottery Fund and The Children's Society.

"The T4C group has had the full co-operation of City of York Council, and this has been a privilege and an enjoyable learning experience for the young people taking part.

"The Disability Discrimination Act aims to end the discrimination that many disabled people, including children and young people, face, which can take place in two ways – by treating a disabled person less favourably and/or by failing to make reasonable adjustments so that disabled people can participate in services, including leisure.

“In completing this audit, we have been pleased to acknowledge examples of good practice, with many of our recommendations requiring only minor and inexpensive adjustments in order to make them more fully inclusive of all disabled people.”

### **PACTS’s T4C young people’s group**

#### **The Explore Computer Club – Acomb Library Learning Centre, leisure services team**

Prior to the closure of the Huntington Road Day Centre in 2008, its customers were consulted about what activities they would like to continue to participate in. Using computers had been popular at the day centre and the customers were keen to continue this.

It was important that any possible venue had the facilities to accommodate the needs of the customers, who all have some form of physical disability, including three wheelchair users.

In June 2009, Explore Computer Club was launched and it meets every Friday afternoon. Most of the members have problems with remembering, so the key is to repeat bite-sized pieces of learning often. An important part of the afternoon for everyone is break time in the café, where they enjoy a drink and a chat.

The environment at Explore was a new experience for members of the group but, with the support of their activity support leaders, who worked with them at Huntington Day Centre, they have embraced the change and it has empowered them, giving them independence and confidence.

“I had been at Huntington Road Day Centre for over 21 years. It was a big change for me when the day centre closed. I started at the Explore Acomb Library Learning Centre about two months later. This group enables me to carry on learning computer skills. I feel secure here because I am familiar with the staff members from the centre.” (Richard).



“Since arriving to work here, I have found that the staff are very helpful with all the different uses of computer. Having a rather bad memory does not help as I start doing something then seem to forget what I intended to do. Luckily the staff are well aware of my shortcomings and all help me to complete whatever I have started. They do not do it for me, but try to stir my memory so that I can often pick it up and continue to complete the task involved. It’s very awkward being like I am, but with a little help and understanding my task is always fruitful and I am able to be understood.” (Mervyn)

## **York a top-rated council for disabled children’s services – children’s services, Leisure, Culture and Children’s Services directorate**

### **Information from the council’s children and young people bulletin**

Between January and March 2009, the Department for Children, Schools and Families collected information about 30 different councils through a questionnaire, asking parents their views on health, social care and education services for their disabled children over the past 12 months.

The results revealed that the highest scoring authority was City of York Council, which scored 65 out of 100 when judged against five standards - information, assessment, transparency, participation and feedback (though York, like other councils, has to improve on feedback).

The aim of this annual survey is to provide a means of assessing the performance of councils on the provision of services for disabled children. This approach was introduced by the government through [Aiming High for Disabled Children](#). It aims to help councils and primary care trusts to commit to informing and involving disabled children and their parents as their needs are assessed and necessary services are delivered.

## **Annex 2. Equality issues in York: What you told us**

These have been arrived at following consultation and engagement events, as listed in Annex 4.

### **1. Issues from staff**

- Increase the number of women employed in senior management positions.
- Decrease the gap in pay between male and female employees in jobs of the same value.
- Create more opportunities for flexible working.
- Consider how to improve the numbers and position of disabled employees, and employees from different ethnic backgrounds.
- Deal with bullying and harassment in the workplace.

### **2. Issues from equality groups in the city**

#### **Affecting all strands**

- Class issues accentuate problems faced by all the strands.
- There is still inequality in employment and education in the city.
- There is a need for free, shared and neutral spaces for groups from the strands to meet and work together.

#### **Gender**

- Domestic abuse (all)
- Homelessness (with mental health, men)

- Financial abuse (women)
- Glass ceiling for women still not broken. Pay inequalities are still there.
- Male awareness of female issues is limited.
- Consider the needs of the Trans community.
- Consider the needs of white working class males (employment, life long learning).

### **Disability**

- Independent living; offer training to people receiving direct payments.
- Community safety.
- There is a need for more employment and leisure opportunities.
- Access to services and life in the city is still an issue.

### **Race**

- Discrimination in service delivery and employment is a problem.
- Access to services
- Community safety and hate crime
- Isolation (particularly for refugees and women)
- Feeling unwelcome
- There is a need for special pre-school and early-years education provision, particularly language support. Language can be a barrier. Need to consider the needs of children coming from different education systems.
- Training qualifications from other countries are not recognised.
- Encourage BME engagement in politics.

## Age

A number of issues relating to children and young people, and what the council and partners will do about these, can be found in the **Children and Young People's Plan**. Details can be found at <http://www.york.org.uk/children-young-peoples-plan.html>

In addition the following issues relating to age have been identified:

- Receptive council (older)
- Leisure facilities needed (older, younger)
- Safe streets (older)
- Need to raise awareness, educate and promote tolerance towards older age.
- The Social Inclusion Working Group to support and promote intergenerational projects.
- Rural isolation is a problem for people of all ages.
- Student accommodation is limited in some areas of York.
- Dignity in social care needs improving.
- Employment opportunities for older and younger workers.

## Sexual orientation

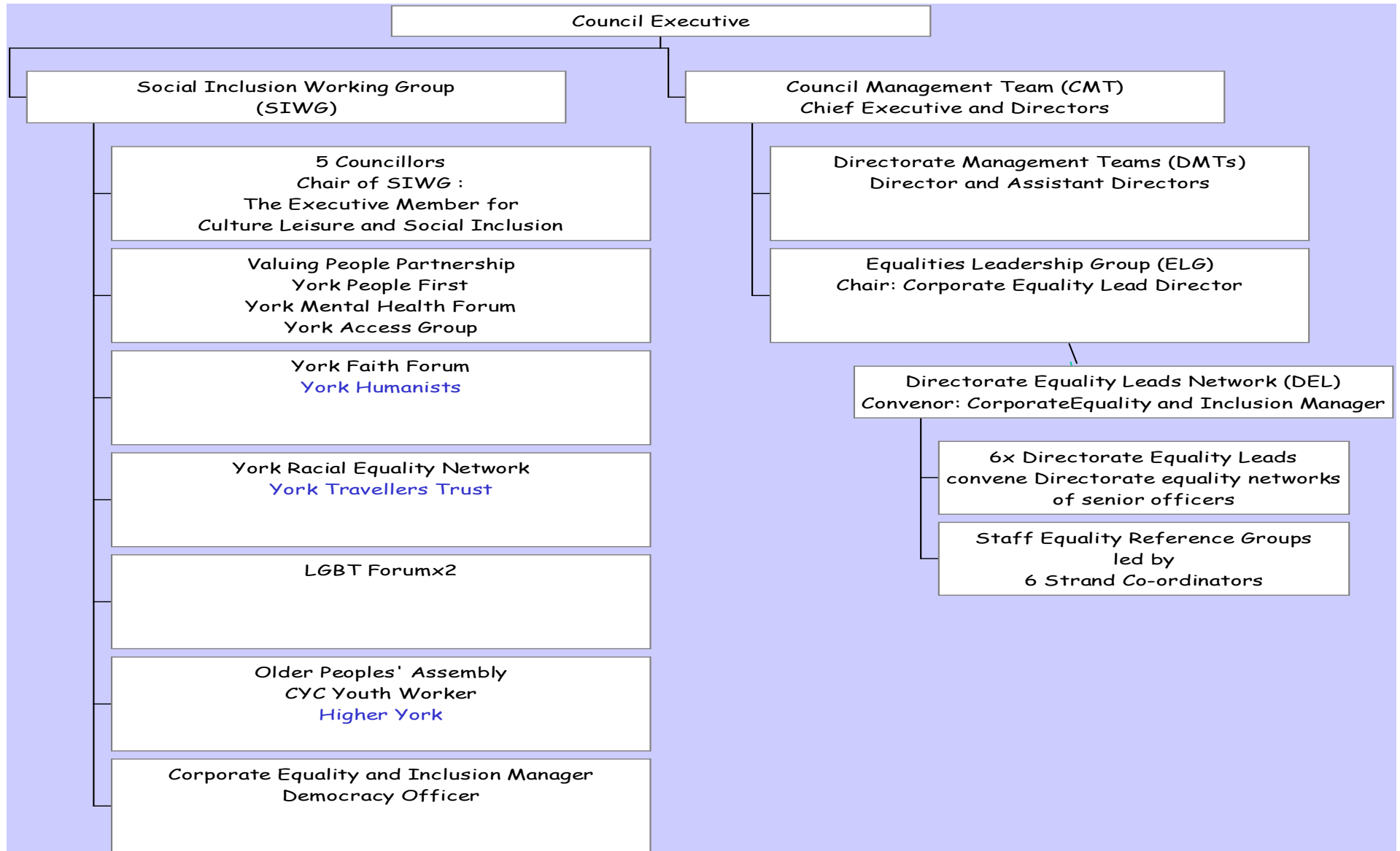
- Community safety; hate crime.
- Organised activities and leisure provision specifically tailored to community needs.
- Need to develop support networks.
- Need to raise awareness about the issues.
- Bullying in schools; specific support needed for LGBT (Lesbian, Gay, Bisexual and Transgender) pupils
- Older LGBT people entering care face discrimination issues; 'gay friendly' services are needed.

- LGBT people should be encouraged to engage in local politics

### **Religion and belief**

- Need support to work together to improve:
  - dialogue
  - the environment
- Need neutral places to meet and publicity about meetings
- Improve knowledge about new groups in the city
- Encourage engagement in politics

**Annex 3 Who does what for fairness and inclusion in City of York Council - June 2009**



## **Annex 4– Who was engaged and consulted**

Various equality strand groups were consulted and engaged by the relevant council services to inform key council policies and strategies that promote fairness and inclusion; and complement this fairness and inclusion strategy, including the :

- Sustainable Community Strategy
- Council Corporate Strategy
- Local Development Plan
- Engagement Strategy
- Children and Young People’s Plan
- Private Sector Housing Strategy
- Homelessness Strategy
- Physical and Sensory Impairment Strategy
- Prevent Strategy
- Community Safety Strategy
- Ward committee action plans
- Disability and ethnicity conferences – June 2007
- The Changing Population of York conference – October 2007
- Social Inclusion Working Group (SIWG) chair and vice chair community surgeries - October 2007 to March 2008
- SIWG Development Days – February 2008 and May 2009
- The Disabled People Together Day – March 2008
- SIWG/Older Peoples Assembly survey – June 2008
- SIWG/Interfaith Forum survey – August 2008
- SIWG/York LGBT Forum survey – Summer 2008
- York Racial Equality Network open forums – Ongoing
- SIWG gender strand engagement project – Autumn/winter 2008/09

## Annex 1

- Feedback from staff: Chief Executive's female staff survey 2006; International Women's Day 2008
- 'Dead Ernest' staff sessions - June 2008 and April 2009
- Meeting with the York Council for Voluntary Service chair and chief executive– October 2008
- SIWG EIAs fair: 'Help us to get it right day' – November 2008
- Staff Equality reference groups – meetings in January 2009 and April 2009



City of York Council  
Corporate  
Fairness and Inclusion Strategy  
and  
Single Corporate Equality Scheme

July 2009 to July 2012

## Summary

This strategy follows on from and updates the council's first equality strategy for the period between 2005 and 2008, 'Pride in our Communities' (PIOC).

It has three parts:

- **Part A: The Strategy.** This includes the council's definition of fairness and inclusion; explains the importance of being a fair and inclusive council and looks at the issues that can make people feel excluded from life in the city. It also outlines who is responsible for making sure the council is fair and inclusive, and how they will know that the strategy is working.
- **Part B: The Single Corporate Equality Scheme 2009-12.** This is the plan of action that the council will follow between July 2009 and July 2012, to make sure it continues its journey towards inclusive working and employment practices.
- **Part C: Annexes.** This includes more information to help the reader understand the strategy and scheme.

**Fairness and inclusion** are about treating people according to their needs to achieve fair results across the range of services and employment opportunities offered by the council, its partners, outside organisations that work for it and organisations that the council gives grants to.

This strategy focuses on people who may face disadvantage in:

Annex 2 – Executive summary

- accessing and receiving services provided, bought or grant-funded by the council, and/or
  - being employed by the council
- because of their gender, race, disability, age, sexual orientation, religion or belief. These are called the 'six equality strands'.

The strategy has six objectives:

- Know the needs of groups from the six strands in the local community.
- Work with partners and show leadership and commitment to fairness and inclusion in service planning, service provision and employment in the city.
- Engage with groups of people from the equality strands.
- Provide responsive services to people from the equality strands.
- Employ a modern, diverse workforce that understands the needs and aspirations of people from the equality strands and acts accordingly.
- Make sure that specific actions are taken in each of the six council business areas, which are known as 'directorates'.

The strategy and scheme were put together following extensive internal and external consultation and engagement, and will be reviewed annually as the city, the council, and the social, economic and legal environment in which the council operates, changes.

Views about this strategy are welcome at any time. They will be collected and recorded so that they can be considered when the strategy and scheme are reviewed. Views and comments can be emailed to [equalities@york.gov.uk](mailto:equalities@york.gov.uk) or posted to: Manager, Corporate Equality and Inclusion Team, The Guildhall, York YO1 9QN.

Annex 3 : Corporate Fairness and Inclusion Strategy and Scheme  
2009-12 Consultation and communication log

<b>Month</b>	<b>Staff</b>	<b>Members</b>	<b>Public/ Community groups</b>	<b>Partners</b>
July 07 to July 09		Events to identify priorities for action and to influence the contents of the strategy and scheme	Events to identify priorities for action and to influence the contents of the strategy and scheme	Events to identify priorities for action and to influence the contents of the strategy and scheme
March 08	International Women's Day staff conference			
June 08	Corporate Leadership Group ( CLG) considers a working definition for equality and inclusion in the council and the city.  Ethical Governance Audit takes place.	Ethical Governance Audit takes place.		Audit Commission and CEHR at CLG
September 08	Corporate Management Team (CMT) arrives at a refreshed Statement of Commitment			
January 09	CMT considers current status and next steps			
April 09	Senior Managers Group session			
May 09	CMT approves the strategy and scheme	Social Inclusion Working	SIWG Development Day discusses	

## Annex 3 : Corporate Fairness and Inclusion Strategy and Scheme 2009-12 Consultation and communication log

Month	Staff	Members	Public/ Community groups	Partners
	outlines (the approach)	Group (SIWG) Development Day discusses contents and action plan	contents and action plan	
June 09	Staff Equality Reference Group (SERG) coordinators, receive first draft			
July 09	First draft to: <ul style="list-style-type: none"> <li>• Directorate Equality Leads (DEL)</li> <li>• Corporate Equality Leadership Group (ELG)</li> <li>• CMT</li> <li>• Staff Equality Reference Group Co-ordinators (SERG)</li> </ul>	SIWG considers first draft	First draft published on internet site (SIWG meetings pages) for consultation	CVS CEO (and Chair of Inclusive York) receives first draft.
October 09	Final to CMT			Final circulated to the Inclusive York Forum
December 09	Final to (SERG) for information  <b>Production of posters, leaflets and accessible versions</b>	Final at Executive for approval (1/12)  Final to SIWG for information ( 2/12)	Final to SIWG for information ( 2/12)  Final on internet with consultation questions ( to feed into first refresh in	Presentation to Inclusive York Forum.  <b>Production of posters, glossy leaflets and accessible versions</b>

Annex 3 : Corporate Fairness and Inclusion Strategy and Scheme  
2009-12 Consultation and communication log

<b>Month</b>	<b>Staff</b>	<b>Members</b>	<b>Public/ Community groups</b>	<b>Partners</b>
		<b>Production of posters, leaflets and accessible versions</b>	summer/autumn 2010)  <b>Production of posters, leaflets and accessible versions</b>	
<b>December 09 to February 10</b>	<b>Presentations at</b> <ul style="list-style-type: none"> <li>• <b>Senior Managers Group</b></li> <li>• <b>DMTs</b></li> <li>• <b>CLG</b></li> </ul> <b>Mention in CExec's blog</b> <b>Article in News and Jobs; News in Depth</b>		<b>Presentations to each of the SIWG community groups</b>  <b>Article in Your City</b>	<b>Presentation to CVS Forum</b>
<b>February 10</b>		<b>Final to full Council (4/2)</b>		
<b>March 10</b>			<b>Executive Member radio/media interviews</b>	<b>Executive Member radio/media interviews</b>

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**Executive**

1 December 2009

**Report of the Acting Head of Civic, Democratic and Legal Services****Minutes of Working Groups****Summary**

1. This report presents the minutes of recent meetings of the LDF Working Group, Young People's Working Group and the Social Inclusion Working Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

**Background**

2. Under the Council's Constitution, the role of Working Groups is to advise the Executive on issues within their particular remits. 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.
3. Members have requested that minutes of Working Groups requiring Executive endorsement be submitted as soon as they become available. In accordance with that request, and the requirements of the Constitution, minutes of the following meetings are presented with this report:
  - LDF Working Group – draft minutes of the meeting on 7 September 2009 (Annex A)
  - Social Inclusion Working Group – draft minutes of the meeting of 24 September 2009 (Annex B)
  - Young People's Working Group – draft minutes of the meeting on 19 October 2009 (Annex C)

**Consultation**

4. No consultation has taken place on the attached minutes, which have been referred directly from the Working Groups. It is assumed that any relevant consultation on the items considered by the Groups was carried out in advance of their meetings.

## Options

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

## Analysis

- Members are asked to consider endorsing the following recommendation to the Executive contained in the attached draft minutes at Annex A (Minute 5 refers):

*“That the LDF Working Group recommend to the Executive that the Biodiversity Audit be approved for publication as part of the Local Development Framework evidence base.”*

- Members are also asked to consider the following recommendation to the Executive contained in the attached draft minutes at Annex B (Minute 12 refers):

*“That the Social Inclusion Working Group recommend that a representative from Higher York be nominated to serve on SIWG as a non-voting co-opted member”*

Following the meeting, Higher York nominated Claire Newhouse to serve as their representative.

- As stated in a previous report to the Executive, on 9 June 2009, the Head of Legal Services has advised that the Executive has the power to make appointments to its own Working Groups. Therefore if Members so wish, they may approve the above recommended appointment without reference to Full Council.

## Corporate Priorities

- 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

- 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 Board:
  - Financial**
  - Human Resources (HR)**
  - Equalities**
  - Legal**
  - Crime and Disorder**
  - Property**
  - Other**



## Risk Management

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

## Recommendations

12. Members are asked to note the minutes attached at Annexes A, B and C and to decide whether they wish to:

- a. Approve any specific recommendations made by the Working Groups, as set out in paragraphs 6-8 above, and / or;
- b. Respond to any of the advice offered by the Working Groups.

## Reason:

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

## Contact details:

### Author:

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

### Chief Officer Responsible for the report:

Alison Lowton  
Acting Head of Civic, Democratic and Legal Services

**Report Approved**

√

**Date** 18.11.09

**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 Local Development Framework Working Group held on 7 July 2009.

Annex B – Draft minutes of the meeting of the Social Inclusion Working Group held on 24 September 2009.

Annex C – Draft minutes of the meeting of the Young People's Working Group held on 19 October 2009.

## Background Papers

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

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City of York Council

Committee Minutes

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MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	7 SEPTEMBER 2009
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), POTTER (VICE-CHAIR), SIMPSON-LAING, MERRETT, R WATSON, WATT AND REID
APOLOGIES	COUNCILLOR D'AGORNE

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## 1. DECLARATIONS OF INTEREST

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

Councillor Watson declared a personal non prejudicial interest in item 4 as he acts for clients on Public Rights of Way matters.

Councillor Watson also declared a personal interest in item 5 as he acts for clients who are major landowners at Derwenthorpe.

## 2. MINUTES

RESOLVED: That the minutes of the previous two meetings of the Local Development Framework Group, held on 6 and 20 April 2009 be approved and signed by the Chair as a correct record subject to the following amendments:

Minutes of the meeting on 6 April 2009

On Page 7 of the agenda. This should read that Cllrs. Simpson-Laing, Merrett and Potter voted against recommendations 1 to 3 only, and not against recommendation 4.

Minutes of the meeting on 20 April 2009:

Page 10 of the agenda, minute 33.(ii) should refer to the LDF Working group held on the 6 March not the 3<sup>rd</sup> as stated and the words 'preventing coalescence between the ring road and Murton to be added to the italics after the word 'Green Wedge'.

Page 14 5<sup>th</sup> paragraph, minute 35, should read 'the document should incorporate three further options for consideration plus a further 4<sup>th</sup> option put forward by the Labour Group'.

Page 15 Section 3 bullet point 4 should read 'Distinction to be made between flood zones 3a and 3b on the map'.

### **3. PUBLIC PARTICIPATION**

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

Tom Hughes, from the Meadlands Area Residents Association commented on the minutes of the 20 April meeting, in particular on page 11 of the agenda, minute item 34 which referred to the protection of the Green Belt and the discussions, which were held at Full Council surrounding it on 2 April 2009. He advised that he is concerned that there has been no resume of what was agreed and that the LDF Core Strategy seems to be moving on with no further mention of the matter. He also expressed his dismay that himself and his colleagues had written to the leader but not received a response.

Mark Warters addressed the Working Group on behalf of York Natural Environment Trust. He queried how the LDF Core Strategy proposes to protect open spaces in areas which are deficient of such spaces. He distributed two letters on the matter which had not been responded to by Officers.

### **4. GREEN INFRASTRUCTURE UPDATE**

Members considered a report which set out the current local position in terms of national, regional and sub-regional context including the work undertaken with Natural England, relevant local evidence base and how Green Infrastructure is addressed through the Local Development Framework (LDF).

Green Infrastructure relates to all green assets. It is the physical environment within and between our cities, towns and villages. It is a network of multifunctional open spaces including formal parks, gardens, woodlands, green corridors, waterways, street trees, nature reserves and open countryside. The Green Infrastructure of York is a key priority for the LDF process and work has continued towards ensuring that it is embedded within the Core Strategy along with the production of a Green Infrastructure Supplementary Planning Document (SPD). Officers updated that work has continued with Natural England and with adjacent Local Authorities to map Green Corridors and that the next stage will be to establish a hierarchy of corridors, at regional, district and local level.

Members discussed and raised various concerns about the Green Infrastructure work to date, to which Officers responded.

- A Member expressed concern that instead of concluding the work on Green Corridors, the report seemed to be pushing the conclusion of the work further into the future. Officers explained that the work on Green Infrastructure is work in progress and due to the number of different strands to it, such as the cycle network and biodiversity audit, it is a fluid process and it is not the intention to put it off.

- A Member expressed concern over the wording in paragraph 29 of the officer's report which states 'green infrastructure work is not about applying restrictions to future development'. The Member felt that the point of Green Infrastructure work, in particular Green Corridors, is to improve the quality of life in the City and where appropriate, form a constraint on future developments. Officers advised that they would expect the Green Infrastructure to be used as tool in urban planning and that the Council already had in place, strong existing policies for protecting open space green wedges and other forms of green infrastructure.
- Members commented that the Natural England approach, using a function matrix was missing green sites within built up areas such as tree lined corridors and rail corridors and that such sites should be included. It was also recognised that the function matrix should be amended to reflect the weighting of different functions such as nationally important nature conservation sites, and functional flood plans. Members identified sites within their Wards such as Acomb Wood and Badger Hill field, which had been missed. Members suggested that the next stage in the process should be to use local knowledge by holding a consultation with Ward Members to ensure such sites are not missed out.

RESOLVED:

- (i) That a consultation with Ward Members be undertaken by Officers to identify local green corridors in order to bring the consideration of local green corridors to a conclusion.
- (ii) That the production of the Green Infrastructure Supplementary Planning Document be aligned with the production of the Core Strategy to be referred back to the LDF Working Group.
- (iii) That the natural England function matrix should be amended to reflect the weighting of different functions.

REASON: So that further work can be progressed to support the emerging Core Strategy and wider LDF.

**5. BIODIVERSITY AUDIT**

Members received a report which requested the LDF Working Group to recommend to the Council's Executive that they approve the Biodiversity Audit, subject to recommendations of the group, as evidence base to support the Local Development Framework.

The Biodiversity Audit identifies species and habitats which are of national or local conservation concern and provides baseline information on which to prioritise any further action. Species and habitat action plans will be developed for these priorities with specific targets and proposals for action. The initial "City of York Biodiversity Audit" took place in 1996, but this was essentially a review of the City's known wildlife and not intended to be a local strategy or action plan. Since then the criteria used by Department for Environment Food and Rural Affairs (DEFRA) to establish Sites of

Importance for Nature Conservation (SINCs) has been changed. This, along with the decision to develop the Local Development Framework, has meant all existing data needed to be reviewed.

Officers advised members that there has never been an overall survey of York and its sites and species of interest and that initially aerial photographs of York were studied on a field by field basis to identify possible sites of interest. 300 plus sites were identified which have now been surveyed and subdivided into categories of high to low interest.

Following a presentation, Members made the following comments:

- Concerns were raised on the issue of buffering and how areas adjacent to sites of interest can be used to help protect such sites and how areas need to be included in any policies. Officers advised that work will be undertaken to ensure that the Core Strategy Policy is worded correctly to enable the correct assessment of such areas to be carried out.
- Members expressed concern that some areas appeared to be missing from the audit such as railway land. Officers explained that there are problems with railway owned land such as the high fees charged to obtain access.
- Members queried whether the document should be subject to public consultation. Officers advised a SINC panel would be set up to look at wider consultation, particularly at social value sites. Members were reminded that confidentiality is important as some sites are private land and not publicly accessible.

RESOLVED: (i) That the LDF Working Group recommend to the Executive that the Biodiversity Audit be approved for publication as part of the Local Development Framework evidence base.

REASON: So that the Biodiversity Audit can be used as part of the Local Development Framework evidence base and to avoid delays to the Core Strategy production.

RESOLVED: (ii) That the Director of City Strategy, in consultation with the Executive Member and Shadow Executive Member for City Strategy, be delegated the making of any incidental changes arising from the recommendations of the LDF Working Group and further survey information, prior to its publication as part of the Local Development Framework evidence base.

REASON: So that any recommended changes can be incorporated into the Biodiversity Audit.

City of York Council

Committee Minutes

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Meeting	Social Inclusion Working Group
Date	24 September 2009
Present	Councillors Ayre (Chair), Aspden, Brooks, Crisp (Vice-Chair) and Gunnell  Non-Voting Co-opted Members: David Brown - York Access Group Becca Cooper - York People First Sarah Fennell - LGBT Forum Corry Hewitt - York Interfaith Sue Lister - York Older People's Assembly Daryoush Mazloum - York Racial Equality Network Fiona Walker - Valuing People Partnership Paul Wordsworth - Churches Together in York  Expert Witnesses: Sandra Gillpin - York People First Andy Pollin - Valuing People Partnership Maureen Ryan - Valuing People Partnership George Wright - Humanist
Apologies	Peter Blackburn - LGBT Forum Rita Sanderson - York Racial Equality Network John Bettridge – Mental Health Forum

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## 9. Declarations of Interest

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

## 10. Minutes and Matters Arising

RESOLVED: That the minutes of the meeting of the Group, held on 2 July 2009, be approved and signed by the Chair as a correct record.

In accordance with the Group's request that their recommendations were tracked to ensure that they were being

actioned, an update was given on matters arising from the previous minutes:

- In view of the number of items on the agenda, the proposed attendance of a representative from First York had been deferred (minute 3).
- Members of the Group were pleased to note the decision of the West & City Centre Area Planning Sub-Committee not to approve plans to install barriers at York Station (minute 3). It was noted that the company could appeal against that decision.
- Feedback on the Equalities Impact Assessments for Democratic Services would be an item for the SIWG meeting on 2 December 2009 (minute 3).
- Members of the Group were asked to notify the Chair or Vice-Chair of any hate incidents. If requests for information were received from the media regarding this issue, the City of York Council's Marketing and Communications Team would be able to advise on formulating a response (minute 3).
- The SIWG Workplan would be presented to the Group at the meeting on 2 December 2009 (minute 3).
- It was proposed to hold an additional SIWG meeting to consider "More for York" equality issues. "More for York" is a project to help council services improve. Possible dates for the additional meeting were circulated and members of the Group were asked to indicate their preference (minute 4).
- With the agreement of the Chair, rather than sending a letter to the Planning Department on the issue of promoting accessibility to buildings when making planning recommendations and decisions, it was proposed to invite an officer from the Planning Department to attend a future SIWG meeting to address the Group's concerns regarding this matter (minute 4).
- It was reported that the cost of producing the Corporate Strategy leaflet was 1p per resident (minute 7).

## 11. **Public Participation**

There were no registrations to speak under the Council's Public Participation Scheme.



**12. Chair's Report**

The Group noted that, following the resignation of Mr Hotchkin, York Older People's Assembly had offered to relinquish one of their places as a non-voting co-opted member of SIWG. It was proposed that Higher York would share the representation of age issues on the Social Inclusion Working Group with the York Older People's Assembly and the City of York Council Youth Service. Higher York were currently expert witnesses on SIWG. They had been invited to give an introduction to their work but unfortunately a representative from the group was not present and hence this item would be deferred to a future meeting.

RESOLVED: "That the Social Inclusion Working Group recommend that a representative from Higher York be nominated to serve on SIWG as a non-voting co-opted member<sup>1</sup>"

Action Required

1. Higher York to be asked to nominate representative for consideration by the Executive (Higher York have confirmed their representative to be Claire Newhouse) EC

**13. Equalities Impact Assessment Workshop - New Council Headquarters and York Customer Centre Project**

A presentation was given on the new Council Headquarters and York Customer Centre Project.

Officers explained that it was important that the new council headquarters met the needs of employees and of the people who used the services provided by the Council.

It had become necessary to move to new accommodation as the current buildings were outdated, had poor accessibility and did not meet modern day standards. The new building would include a York Customer Centre, which would enable services to be accessed via a single point of contact. The building would be welcoming and secure, provide a wide variety of spaces and present a unique opportunity to support a diverse community and workforce. The new accommodation would also have to be able to adapt to Council changes and customer requirements.

Two options were being considered:

- Yorkshire House on Rougier Street
- West Offices on Station Rise

Consultation had taken place with staff and with service users. Questionnaires had been circulated to all York householders and a public exhibition on the scheme had been held at the Mansion House.

The final proposals were expected in the next few weeks. This would be followed by a thorough evaluation of the schemes before a recommendation was made to the Executive at the end of the year.

Work had already started on the Equalities Impact Assessments. The views of the SIWG were sought as to the design of the building and the management of the building once it was complete. Further consultation with SIWG would continue as the project developed.

The Group formed workshops to consider and comment on the initial findings of the Equality Impact Assessment (EIA) and to shape the final recommendations for action arising from this EIA. The key issues that were identified are attached as Annex 1 to these minutes.

**RESOLVED:** That the comments from SIWG (as detailed in Minute Annex 1) be taken into account by the board overseeing the project.

**REASON:** To inform the project board's decision-making on issues in respect of inclusion.

#### **14. Accessible Information Workshop**

The Valuing People Partnership Board – Accessible Information Task Group gave a presentation on Accessible Information (Minute Annex 2). They explained that accessible information was key to fair access to council services and employment opportunities and they talked about the way in which the task group was looking to work with the Council and other organisations to improve the information that was produced.

Examples were circulated of information that had been produced by the Council. The Group discussed how the information could be improved. A summary of the discussions is attached at Minute Annex 3. The feedback would help council services and their partners to move towards developing common approaches to providing accessible information.

- RESOLVED:
- (i) That the Social Inclusion Working Group supported the work that the Valuing People Partnership Board Task Group were carrying out to make information accessible to all.
  - (ii) That the views of the Social Inclusion Working Group (as detailed in Minute Annex 3) be taken into account when services were advised on how information could be improved.

REASON: To help the council and its partners ensure that information offered to the public is as accessible as possible within existing resources.

Cllr Ayre, Chair

[The meeting started at 6.30 pm and finished at 8.50 pm].

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City of York Council

Committee Minutes

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MEETING	YOUNG PEOPLE'S WORKING GROUP
DATE	19 OCTOBER 2009
PRESENT	COUNCILLORS RUNCIMAN (VICE-CHAIR), AYRE, BOWGETT, ASPDEN AND ALEXANDER (SUBSTITUTE)
APOLOGIES	COUNCILLORS LOOKER AND DOUGLAS

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## 8. DECLARATIONS OF INTEREST

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

No other declarations were made apart from standing declarations which were attached to the agenda.

## 9. MINUTES AND MATTERS ARISING

The Chair informed the Working Party about recent changes to the membership of the Young People's Working Group following meetings of the Executive and the Full Council.

At their meeting on 8 September 2009, the Executive had appointed Councillor Alexander, Young People's Champion, as a co-opted, non-voting member of the Young Peoples' Working Group.

The Member and Deputy Member of the Youth Parliament for York had been appointed by the Council on 15 October 2009 to join YPWG as co-opted, non voting members.

RESOLVED: That the minutes of the meeting of the Young People's Working Group, held on 22 July 2009 be approved and signed by the Chair as a correct record.

## 10. PUBLIC PARTICIPATION

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

## 11. ESTABLISHING A YOUTH COUNCIL IN YORK - AN UPDATE

Members received a report updating them on the establishment of the new York Youth Council.

Officers reported that the first meeting of the Youth Council had been a success and that most schools had agreed to send two representatives to be part of the Youth Council.

Members asked about the composition and schedule of meetings for the Youth Council. They highlighted the importance of ensuring that young people themselves were involved in determining their training requirements and how these could best be met.

Officers replied that there were currently 28 Youth Councillors and that 25 of these would be attending a residential course where there would be 3 Youth Councillors from other authorities who would be sharing their experiences. They added that the Youth Council was expected to sit every six weeks.

Members suggested that if possible, the membership of the Youth Council should be widened to include young disabled adults.

Members asked how the Youth Council would contribute to the Council's decision making. The Deputy Member of the Youth Parliament for York, who was in attendance, explained that the Youth Council would meet regularly with the Executive Member for Children and Young People. During the residential course consideration would be given as to the issues on which to campaign.

The Deputy Member spoke about his experience at the annual session of the UK Youth Parliament, which was attached at Annex A on the agenda. He added that the Member of the Youth Parliament for York was going to participate in a debate in the House of Commons on the 30 October 2009. He stated that the Member would be including feedback that he had received from Young People at the first meeting of the Youth Council.

RESOLVED: That the report be noted.

REASON: To establish a Youth Council in York in line with corporate priorities and the views of young people themselves.

## **12. TOWARDS A FESTIVAL OF YOUTH FOR YORK**

Members considered a report regarding initial proposals to develop a Festival of Youth for the City, to be developed with a group of young people drawn from the new Youth Council, subject to securing the necessary funding.

Officers updated Members by telling them that a small working group had begun to meet to discuss the possible development of the festival. They highlighted that the festival had two key aims. Firstly, it would promote the talents of young people to the city. Secondly, the festival would also showcase opportunities available to Young People.

Discussion took place regarding funding for this project. Officers stated that they were looking to attract sponsorship and that they were also considering making a Bid for Growth. Members suggested that education partners be approached for sponsorship or asked to provide stalls to inform young people of the opportunities available to them. Including schools in the marketing and advertising aspect of the event would also raise

awareness of the event and keep costs down. Members suggested that consultation should also take place with other voluntary groups, such as uniformed and church groups, to develop the idea of the festival further.

Members asked officers about the subsequent follow up events following a city centre based festival. Officers explained that the idea behind the festival was not that it would be just be a one-day event in the city centre. The festival was about helping young people to access opportunities and activities that were taking place throughout the city. The event in the city centre would act as a signpost to these other opportunities.

- RESOLVED:
- (i) That the Young People's Working Group supported the planned Young People's Festival in principle, subject to the identification of further funding.
  - (ii) That the suggestions put forward, including those relating to funding and promoting the event, be taken on board in the planning of the event.
  - (iii) That the Working Group recommended that responsibility for planning the event be handed to the York Youth Council.

- REASON:
- (i) To ensure that the Council gives full support to Young People's active participation and to enhance the facilities for Young People's activities in the city.
  - (ii) To ensure that all possible options have been considered taking into account Members' local knowledge.
  - (iii) To enable the festival to be planned by Young People, for Young People.

### **13. INITIATIVES SUPPORTING INVOLVEMENT OF CHILDREN AND YOUNG PEOPLE- AN UPDATE**

Members received a report on two new initiatives supporting involvement of Children and Young People, "Youth 4 U-Young Inspectors" and "Takeover day".

#### Youth 4 U- Young Inspectors

Officers stated that a co-ordinator had recently been appointed to manage the scheme on behalf of the Council. It was noted that the co-ordinator had worked with the Council and Young People in past projects.

Members were informed that the scheme, which involved Young People assessing services across the city, was not just going to be confined to Council services but that health partners were keen to be involved alongside the Joseph Rowntree Housing Trust.

Members sought clarification as to how the results of the inspections would be processed. Officers explained that the results of the inspections would be fed back to the services along with an Action Plan for the improvement. A follow up inspection would take place three to four months later.

#### Takeover Day

Officers informed Members that the Takeover Day was the third annual event in York and that a number of schools had signed up. The Lord Mayor was already working with schools, and the Chief Executive would also be participating in this event.

Members sought clarification as to whether there was a mechanism in place whereby schools could communicate with each other regarding their activities for Takeover Day. Officers confirmed that information on Takeover Day was available on the YorOK website, but they would also seek to distribute the information elsewhere.

RESOLVED: That the report be noted.

REASON: The increased involvement of young people is in line with corporate priorities, and the views of residents and young people themselves.

#### **14. CITY CENTRE FACILITIES FOR YOUNG PEOPLE-AN UPDATE**

Members received a report, which provided an update on the search for sites and funds to establish enhanced facilities for young people close to the city centre.

#### Myplace

Officers updated Members and stated that they had recently been in discussions regarding the potential of using the proposed site at St Leonard's Hospital as a facility for young people. There had been no consensus on the plans and this was still an ongoing issue. The redevelopment of the central library into an "Explore" centre may provide a lever to encourage others interested in the St Leonard's site to be more willing to support the project.

#### Myplace Now

Officers updated Members by stating that another building on Fossgate had been identified as a possible facility for a youth run café venue. They added that this building was particularly good as it was not located on a busy street and it had big windows which meant that it would appear less threatening. Officers told Members that they had been in discussion with the owner of the building and hoped that they could persuade him to become more involved in the proposal.

Members asked Officers about the costs for the project. Officers stated that the purchase of a venue including refurbishment and possible alteration works to make it into a suitable venue for young people could



cost around £50,000 a year. They recommended that the facility should be in place for no less than three years.

Officers reiterated the need for access to resources in relation to the project and stated that it may be possible to bid for funds from the Youth Opportunity Fund. They also suggested that if a building were to be purchased for the project then the possibility of sub-letting a part of it could be explored.

Members welcomed the continuation of the search for a facility for young people but suggested that in order to attract funding, more visual and comparative promotional material should be produced regarding the need for a facility of this kind.

RESOLVED: That the report be noted.

REASON: Additional investment in youth facilities in the city is in line with corporate priorities, and the views of residents and young people themselves.

Cllr C Runciman, Chair

[The meeting started at 5.10 pm and finished at 6.30 pm].

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**Executive**

1 December 2009

Report of the Head of Civic, Democratic and Legal Services

**Reference Report: National Service Planning Requirements for Environmental Health and Trading Standards Services****Summary**

1. This report requests Members to consider a decision referred by the Executive Member for Neighbourhood Services on 15 September 2009. This referral was made in accordance with the delegation scheme detailed in the Council's Constitution.

**Background**

2. At the meeting of the Decision Session for the Executive Member for Neighbourhood Services on 15 September 2009, Members considered a report, which sought approval of the service plans for food law enforcement, health & safety law enforcement and animal health enforcement.

**The Executive Member resolved to recommend that the Executive approve the service plans for food law enforcement, health and safety law enforcement and animal health enforcement.**

Members are asked to consider the Executive Member's recommendation, as indicated in the above resolution.

**Consultation**

3. No further consultation has taken place in addition to the consultation detailed in paragraph 11 of the report attached as Annex 1 to this report.

**Options**

4. The Executive can either approve or reject the proposal of the Executive Member.

**Analysis**

5. Members need to consider the details in the report attached as Annex 1 and make a decision based on the information therein.

## Corporate Priorities

6. The aims in facilitating this referral to the Executive accord with the key principles of improving the Council's organisational efficiency and complying with the requirements of the Council's Constitution.

## Implications

7. The implications of the original decision are set out in paragraphs 15 to 17 of Annex 1.

## Risk Management

9. There are no risk management implications in relation to the referral to the Executive of this matter and none associated with the recommendations of the original report.

## Recommendations

That the Executive consider the Executive Members recommendation to approve the service plans for food law enforcement, health & safety law enforcement and animal health enforcement.

Reason: In line with Constitutional requirements.

## Contact Details

**Author:**  
**Laura Bootland**  
**Democracy Officer**  
**01904 552062**

**Chief Officer Responsible for the report:**  
**Alison Lowton**  
**Acting Head of Civic, Democratic and Legal**  
**Services**  
**01904 551004**

Report Approved  Date 19 November 2009

## Specialist Implications Officer(s)

N/A

Wards Affected:

All

For further information please contact the author of the report

## Background Papers:

Decision list from the Decision Session of the Executive Member for Neighbourhood Services, 15 September 2009 (published on the Council's website on 16 September)

Animal Health Local Authority Profile  
Animal Health Service Delivery Plan 2009-2010  
Food Law Enforcement Service Plan 2009 – 2010

Health and Safety Enforcement Service Plan 2009-2010

The above documents are available on the Council's website at

<http://democracy.york.gov.uk/ieListDocuments.aspx?CId=675&MId=4850&Ver=4>

### **Annexes**

Annex 1: Report to the Executive Member for Neighbourhood Services – National Service Planning Requirements for Environmental Health and Trading Standards Services – 15 September 2009.

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**Decision Session - Executive Member for Neighbourhoods****15<sup>th</sup> September 2009**

Report of the Director of Neighbourhood Services

**National Service Planning Requirements for Environmental Health and Trading Standards Services****Summary**

1. Service plans for food law enforcement, health & safety law enforcement and animal health enforcement are produced on an annual basis in response to national requirements.
2. The purpose of this report is to seek member approval for these plans.

**Background**

3. In 2001 the food standards agency (FSA) introduced mandatory service planning arrangements for local authority food law enforcement services. In 2002 the government extended service planning regimes into other areas of local authority regulatory work and the Health & Safety Commission (HSC) placed a duty on local authorities to produce a health & safety enforcement service plan.
4. In 2004/05 the Department for the Environment, Food and Rural Affairs (DEFRA) added an additional plan. This plan covers animal health and welfare and was introduced to improve local authority enforcement practices following the national outbreak of foot and mouth disease.
5. The previous national plans were approved by the Neighbourhoods EMAP on 15<sup>th</sup> October 2008.
6. The purpose of each plan is similar in that they are to contain details of how local authorities are addressing national (FSA, HSC and DEFRA) enforcement priorities and how activities locally work towards meeting local authority corporate objectives and priorities. The guidance for completing each plan (issued by the FSA, HSC and DEFRA) states that it should be submitted to the appropriate member forum for approval.
7. All plans must demonstrate that a local authority is providing core functions and an appropriate 'mix' of regulatory activities. The mix includes:

- conducting inspections of premises to a risk based inspection programme to ensure compliance with legislation.
  - taking samples of food to ensure they are safe and correctly described.
  - investigating complaints.
  - taking formal enforcement action (including prosecution) where necessary.
  - providing an educational, promotional and advisory programme to raise standards.
  - working in partnership with business and other enforcement agencies.
8. The plans are extensive in nature and their format prescriptive. They will be available on the council's web site during the week before the meeting and can be accessed through the Meeting agenda.

Alternatively, copies can be obtained by contacting Catherine Clarke or Louise Cook, Democracy Officers, by telephone on (01904) 552030, Fax: (01904) 551035 or by email on [catherine.clarke@york.gov.uk](mailto:catherine.clarke@york.gov.uk) or [louise.cook@york.gov.uk](mailto:louise.cook@york.gov.uk).

Copies of the plans will also be available at the meeting.

### **Reporting and Monitoring**

9. The council is required to submit an annual monitoring report on each plan. The FSA have used these reports to 'name and shame' poor performing local authorities and to target their audits of local authority enforcement services. The HSC has indicated that they may use their default powers to take over a local authority's health and safety enforcement responsibilities in circumstances where insufficient resources are allocated to this function.
10. The 2009/10 food and health & safety plans include performance variances with targets set in the 2008/09 plans. Reporting these variances is a requirement of the national bodies.

### **Consultation**

11. Staff in environmental health and trading standards have been involved in the development of their respective plans and consulted on the targets that have been incorporated into the supporting work programmes. The activities set out in the animal health plan have been agreed with the DEFRA Divisional Veterinary Manager.

### **Analysis**

12. Each of the plans represents an appropriate mix of enforcement, educational and advisory work required of modern local authority



environmental health and trading standards services. Approval of the plans by members is a requirement of the FSA, HSC and DEFRA.

13. It is not known what action will be taken against the council if any of these plans does not receive member approval although it is likely to result in close scrutiny of the council's ability to provide the relevant service.

### **Corporate Priorities**

14. Enforcement activities in the Health and Safety Enforcement Service Plan and Food Law Enforcement Service Plan support the corporate priorities to make York a safer and healthy city. The Animal Health Plan supports the thriving city priority.

### **Financial Implications**

15. The work programme outlined in the 2009/10 plans can be resourced from existing budgets. DEFRA are currently directly funding additional animal health and welfare enforcement. This funding is conditional on submission of a service plan that is acceptable to DEFRA.

### **Legal Implications**

16. It is a legal requirement to set a service plan for food law enforcement and health and safety enforcement (Food Standards Act 1990 and Health and Safety at Work etc Act 1974) respectively.

### **Human Resources (HR) and Other Implications**

17. There are no HR, or other implications associated with this report.

### **Risk Management**

18. In compliance with the Councils risk management strategy. There are no risks associated with the recommendations of this report

### **Recommendations**

19. That the Executive Member approves the plans and recommends that they are referred to Full Executive for approval.

Reason: In order that the council can discharge its statutory obligations in regard to service planning for environmental health and trading standards services.

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**Chief Officer Responsible for the report:**

Andy Hudson  
Assistant Director  
Neighbourhoods and Community Safety

Phone: 551814

**Report Approved**

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**Date** 24<sup>th</sup> August 2009

**Specialist Implications Officer(s)**

*None*

**Wards Affected:**

**All**

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

**Copies of the national service plans will be available on the council's web site for the week prior to the meeting – they can be accessed through the Meeting agenda**

**Background Papers:**

Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement  
Health and Safety Commission Section 18 HSC Guidance to Local Authorities  
DEFRA Framework Agreement