



**Notice of public meeting of
Communities and Environment Policy and Scrutiny Committee**

- To:** Councillors Gunnell (Chair), Richardson (Vice-Chair),
Funnell, Kramm, K Myers, Mason, and Orrell
- Date:** Monday, 27 July 2015
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

AGENDA

1. Declarations of Interest

Members are asked to declare:

- Any personal interests not included on the Register of Interests
- Any prejudicial interests or
- Any disclosable pecuniary interests

which they may have in respect of business on the agenda.

2. Minutes

(Pages 1 - 6)

To approve and sign the minutes of the meeting of the
Community Safety Overview and Scrutiny Committee meeting of
16 June 2015.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to under the Council's Public Participation Scheme may do so. The deadline for registering is **5.00pm on Friday 24 July 2015.**

Members of the public may register to speak on:

- An item on the agenda
- An issue within the remit of the Committee

Filming, Recording or Webcasting Meetings

Please note this meeting will be filmed and webcast and that includes any registered public speakers, who have given their permission. This broadcast can be viewed at <http://www.york.gov.uk/webcasts>.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at https://www.york.gov.uk/downloads/file/6453/protocol_for_webcasting_film_and_recording_council_meetingspdf

4. Attendance of Executive Member for the Environment (Pages 7 - 14)

Councillor Waller has been invited to attend for this item to outline his priorities for the year as Executive Member for Environment.

5. Safer York Partnership Bi-Annual Report (Pages 15 - 22)

This report provides an update on the work of the Safer York Partnership.

6. Update on Domestic Abuse (Pages 23 - 30)

This report provides an update on work to tackle domestic abuse in York.

- 7. Listening to Residents: Ward Committees** (Pages 31 - 70)
This paper presents the report which will be considered by the Executive on 30 July 2015. It sets out a new approach to community engagement through working with local neighbourhoods and the establishment of revised ward committees.

- 8. Work Plan** (Pages 71 - 72)
Members are asked to give consideration to the committee's work plan for 2015/16.

- 9. Urgent Business**
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Jayne Carr

Contact Details:

Telephone – (01904) 552030

Email – jayne.carr@york.gov.uk

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

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Communities and Environment Policy and Scrutiny Committee
Date	16 June 2015
Present	Councillors Gunnell (Chair), Richardson (Vice-Chair), Funnell, Kramm, K Myers and Mason
Apologies	Councillor Orrell

1. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that they might have in respect of the business on the agenda.

Councillor Richardson declared a personal interest in agenda item 6 (Update on Implementation of Recommendations from Previously Completed Community Resilience Scrutiny Review) as he had been involved in the drawing up of a plan for Haxby Town Council.

2. **Minutes**

Resolved: That the minutes of the meeting held on 4 March 2015 be approved and signed as a correct record.

3. **Public Participation**

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

4. **Arrangements for Overview and Scrutiny in York**

Members considered a report that highlighted the Council's structure for the provision of the overview and scrutiny function and the resources available to support it. The report also detailed the current terms of reference for the individual Policy and Scrutiny Committees. It was noted that these terms of

reference may be subject to change by the new administration following the re-naming and redesignation of the Scrutiny Committees.

Referring to paragraph 10 of the report, Members pointed out that the terms of reference of the Committee needed to be updated to reflect that the Police Authority and the Primary Care Trust were no longer in existence. It was, however, important to ensure that the work that the scrutiny committee had previously carried out in respect of these bodies was being picked up through the alternative arrangements that had been put in place.

Members' attention was also drawn to changes in the way some of the Council's responsibilities were being delivered. A Public Protection Team had been established which had two core functions:

- Investigation and compliance
- Regulatory advice and support

A synopsis of the work carried out by these teams would be prepared for Members.

Members also requested that they received the following information:

- A corrected version of the terms of reference
- A brief summary of the areas of work related to the each area of the committee's terms of reference (including names of lead officers for each area) to be circulated prior to the next meeting, with an opportunity for Members to raise any questions at the next meeting

Discussion took place regarding possible changes to the arrangements in respect of scrutiny, including the possibility of increased opportunity for pre-decision scrutiny.

The Chair informed Members of the resources available to support the work of the committee.

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

(ii) That the additional information requested by Members be circulated.

Reason: (i) To inform Members of scrutiny arrangements.

- (ii) To enable Members to carry out their responsibilities effectively.

5. Fly Tipping

In response to issues raised at the previous meeting, a verbal update was given on the situation in respect of costs associated with fly tipping.

Officers explained why the information requested at the previous meeting was not readily accessible. The Council's cleansing team carried out the work to address the problem but did not break down specific costs of this aspect of their work. There were no plans to separate this cost as there were not the resources and capacity available to do so.

Members were informed that the Department for Environment, Food and Rural Affairs produced statistics on fly tipping which could be used for benchmarking purposes.

Resolved: That the update be noted.

Reason: To update Members on the situation in response to issues raised at the previous meeting.

6. Update on Implementation of Recommendations from Previously Completed Community Resilience Scrutiny Review

Members considered a report which provided a further update on the implementations arising from the previously completed Community Resilience scrutiny review. The report asked Members to sign off any recommendations now considered to be fully implemented.

At the request of new Members, officers detailed the work that had taken place with Parish Councils, Residents' Associations and individuals to encourage the putting in place of Community Resilience Emergency Plans. It was agreed that, in view of the number of new Members, it would be useful for the information to be circulated again to see if further interest could be generated within their communities.

Resolved: That the remaining recommendations be signed off as having been fully implemented but that information encouraging communities to put in place a plan be reissued in view of the number of new Council Members and changes in the membership of community groups.

Reason: To complete this scrutiny review.

7. **Workplan 2015-2016**

Members gave consideration to the committee's work plan. The following suggestions were put forward:

- As agreed under agenda item 4, include an opportunity at the next meeting for Members to raise any questions in respect of those areas of work which fall within the Committee's remit.
- It would be preferable for the Executive Member for the Environment and the Executive Member for Housing and Safer Neighbourhoods to attend different meetings rather than both being invited to the meeting on 27 July 2015.

Consideration was given to possible topics for scrutiny review during the municipal year. The following suggestions were put forward:

- Commercial waste and recycling (including costs and revenue)
- Late Night Levy
- Geese
- The impact of Hen and Stag parties on the city
- Drainage systems in the shopping areas of York
- Domestic violence

Members requested that they receive summary information regarding these possible topics and a briefing paper on domestic violence. They noted that some aspects of the proposed topics may have been considered as part of previous reviews carried out by the committee. For this reason it was agreed that it would also be useful for Members to be provided with details of topics that had been scrutinised by the committee over the last two years. Copies of scrutiny topic registration forms would also be circulated.

Officers suggested that Members may also find it useful to receive the last update from the Safer York Partnership and from AVANTE (Alcohol, Violence, and Night Time Economy) in order to inform their decisions regarding scrutiny reviews.

Resolved: That the work plan be approved.

Reason: To ensure that the committee has a planned programme of work in place.

Councillor Gunnell, Chair

[The meeting started at 5.30 pm and finished at 7.05 pm].

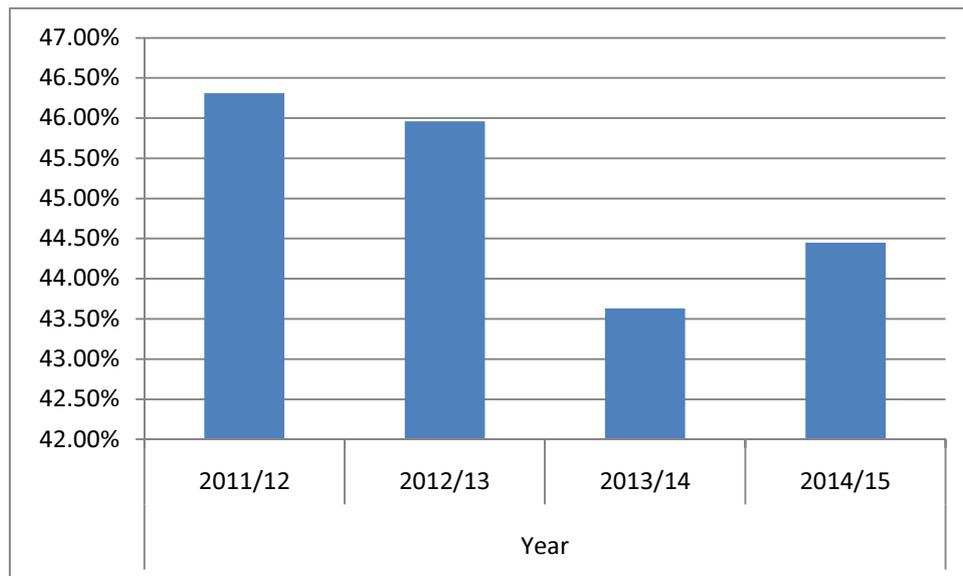
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Report from Executive Member for Environment

Since returning to the post of Executive Member for the Environment I have been actively reviewing the current situation so that the council can be in a position to improve the appearance of the street environment, and to make more significant contributions to sustainability in its wider sense across the city.

1. Increasing recycling and reducing waste

Recycling has not had the impetus that it previously had, and had fallen significantly from the strongly performing position prior to 2011. Due to the loss of revenue by the council in Landfill Tax this is a position which the authority needs to turn around. I have asked that plans are brought forward to assist residents with utilising the existing recycling services to their maximum to divert waste from landfill.



Recycling rates from 2011 (2014/5 projected)

Communication with residents needs to be improved so that they feel that their efforts to reduce waste are being matched by the council. Due to vehicles being out of service needing repair there has been an increasing mixing (co-mingling) of recycling into the back of the same wagon. It was to allay concerns over what then happened to the waste, that recently I went to see the separation of this type of mixed material at the Yorwaste plant at Seamer Carr (near Scarborough). Whilst it is reassuring that this means that the

authority is not incurring Landfill Tax there are still other costs which are being caused by this method of disposal – amounting to around 50 tonnes per week on average. Therefore, I have asked for the business case to be brought to a public decision session which will enable the purchase of new vehicles. The report will reassess the advantages of separation of recyclables as currently happens in York and has been successfully operated for almost 10 years and delivers a high quality material which gains a premium value in the recycling market – for which residents gain benefit through City of York Council's shareholding within Yorwaste.



Seamer Carr Facility

Compost – following the time in January this year when a large amount of compost caught alight and created a smoke cloud over the west of the city <http://www.yorwaste.co.uk/news/update-on-compost-fire/> the advice of the Environment Agency has been followed. Batches are processed after a shorter wait and temperatures at the core of the pile are taken frequently. Managers had been very co-operative with me as a ward councillor at the time, and I was glad to see these changes first hand.

Compost is available for free to residents each Sunday until 20th September (except bank holiday weekends). Opening times: the site will be open from 8.00am to 1.00pm for residents to collect free compost

Changes are being implemented with the aim that compost from Harewood Whin can achieve Pas 100 certification so that it is a more valuable compost product. As Yorwaste is part owned by City of York Council then this will be of benefit to council tax payers. <http://www.wrap.org.uk/content/bsi-pas-100-producing-quality-compost>

There will be a report on active encouragement for communities to maximise recycling through the existing systems later this year. This will accompany the extension of the Green Waste collections and improved working with landlords. I would encourage ward councillors and residents to participate in this process.



Composting at Harewood Whin

2. Pride in York, and local environmental decision making

Residents want to take pride in the area where they live, but there have been increasing concerns about the tidiness of the streets in the city. This is coupled with assumed reductions in the Street environment budgets built into the February 2015 budget. It has taken a large amount of time since May to review the current position. I have asked for a review of the reduction of litter bin provision established in March 2015 which will be coming to an Executive Member Decision Session so that there is greater transparency of the decision

making, and there will be detailing of policies to enable Ward Committees to address litter bin provision within their wards.

Decisions will be devolved to Ward Committees on the provision of many street level services to ensure localised solutions to maintaining a cleaner city. A detailed list will be provided to each Ward Committee on grounds maintenance and street cleansing by the round of Ward Team meetings in the autumn. This will give clarity on the base level of provision from the council given the resources available, and will enable Ward Committees working with Parish Councils and Residents Associations to review any additional targeted works using devolved funding. A list of service options will be provided to enable Wards to make these decisions.

The first application of weed spraying has taken place this year with the next phase to start on 1st August. In a number of instances there had to be a re-visit and I hope that all members will let me know locations where the service needs a review. I have asked for better communication from the council with residents.

One additional feature on which I received a number of emails and communications shortly after being appointed was for areas (often verges) to be designated for wildflower habitat. This would increase the surface of the city being of benefit for habitat, and enable grass cutting budgets to be utilised elsewhere in the provision of service. I am meeting with officers to develop a policy review on this for adoption later in the year.

The city centre is a particular concern due to the high levels of footfall across the year. I have spoken with residents and businesses and asked officers to review the need for new equipment to ensure that the streets are as clean as they can be. The Business Improvement District (BID) will be important to enable enhanced provision over the baseline of service that the council can provide recognising that the economic realities have moved on since 2008 with public sector spending.



Staining on pavements



Benches showing wear

I have asked officers to review the delivery of street ‘furniture’ and facilities to ensure that these are robust, easy to keep clear of graffiti, and assist with quick maintenance (such as around trees)

3. Flooding and Surface Water Drainage

With the impact of Climate Change there have been increasing concerns about higher peak level river flooding, and more surface water drainage “flash floods” due to intense rain patterns.



There has not been the focus on gully cleaning that there was in previous years. This is beginning to show around the city (see photo of gully which has now been cleared). I have asked for a comprehensive review of gully cleaning where they are blocked, and repairs where they are squashed into the road surface and unable to provide much help to drain water. There are many complex drainage systems around the city and these will need joint work with other partner agencies to ensure that they are all functioning and providing the protection to properties and businesses that are needed. The flooding of last August, and more recently earlier this month has identified a range of locations

where a purely reactive gulley cleansing regime has led to potential maintenance issues which may have contributed towards highway and property flooding. A thorough review of the service has begun and surface water flood risk mapping data has been used to identify areas likely to be most affected and the costs and benefits of re-prioritising or expanding the basic maintenance programme of gulley cleansing. There will be a report in October for a new approach to this service, and utilisation of additional capital funding.

i. Renewal of Main River Defences

The Environment Agency are delivering an updated river model throughout the city, this will be used to fully understand the standard of protection afforded by all of our river defences. The city's defences were built in the 1980's and very early '90's and very little comprehension of climatic change was known at this time. It is therefore extremely likely that a wholesale renewal and replacement of our defences will be required.

Appraisal work is scheduled for 15/16, we will deliver this in partnership with the Environment Agency funding and a rolling programme of defence improvement has been programmed in to follow. However, it would be likely that the defence costs could not be fully supported by Defra funding and contributions would be required. A wide ranging funding model will need to be developed to investigate wider benefits and opportunities for funding. The Water End Flood Alleviation Scheme (Leeman Road) was an example of this where a commitment in February 2011 of £1 million by the council ensured that the scheme was progressed for planning and subsequent delivery.

ii. Catchment Studies

A study has been procured to better understand the South Beck catchment in the light of increasing pressure from development in the Monks Cross area and the limited knowledge of the catchment, this has been delivered in partnership with the Inland Drainage Boards and the Environment Agency.

4. One Planet York, and Carbon Management

York has strong reasons to appreciate the impact of Climate Change through impacts on flooding and the Council has a responsibility to lead in the

progression towards sustainable use of resources based on the principle of 'one planet living'.

There are savings which can be made in terms of energy and water use which ensure the utilisation of resources for frontline services, which also in this case make a significant impact in reducing carbon emissions, and the use of limited resources.

I have asked officers to bring forward plans to develop a Carbon Management Programme which includes water usage but which will have measurable outcomes broken down by year. This will build on the success of the council's first Carbon Management Programme set in 2008. This met its goal of reducing carbon emissions by 25% by having a sound business plan with stretch targets built in.

There are opportunities for the council to encourage the local generation of renewable energy appropriate to the location. This can be either on council land/property or through new developments. I have asked that a report comes to the Executive this autumn to progress this work and have feasibility studies. Partnership working in this field needs to be enhanced to share best practice, and to assist promoting the city as an innovative location to encourage technology, businesses and for the benefits to be taken up by the public.

Cllr Andrew Waller

Executive Member for Environment

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INFORMATION BRIEFING

Bi-annual Safer York Partnership Board – Performance Report for Community & Environment Policy & Scrutiny Committee

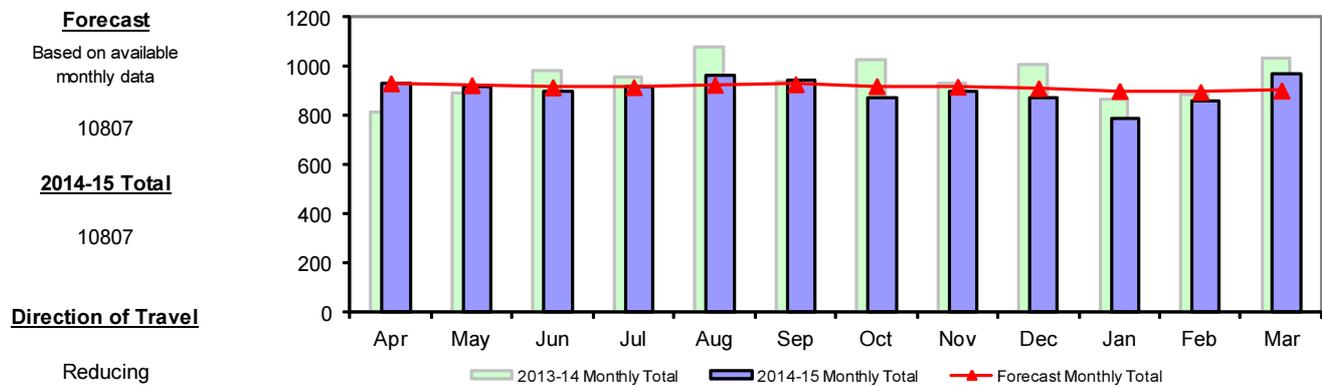
July 2015

1. Introduction and Overview

1.1. Year End data for 2014/15 shows that total crime in York is 5% lower than 2013/14, which continues the trend over the previous 3 years. Going into 2015/16, figures show that we are on trend with how we commenced the beginning of the 2014/15 statistical year. In April 2015, there were a reported 941 crimes for the York region.

York - All Crime (from IQUANTA)

Totals



Previous Years

2007-08	18924
2008-09	17886
2009-10	14480
2010-11	15199
2011-12	13576
2012-13	11928
2013-14	11380

- Action Needed (>120%)
- Caution (100% - 120%)
- No Action (<100%)

The Graph shows:

- 1) No Target level as these are yet to be set
- 2) Forecasted annual total based upon a moving average of months
(There has been no allowance for known seasonal patterns)



Month	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Apr	930	811	1026	1157	1264	NA
May	915	887	1042	1151	1370	NA
Jun	896	980	1007	1177	1323	NA
Jul	916	951	1020	1177	1269	NA
Aug	960	1077	1006	1069	1331	NA
Sep	940	933	983	1001	1320	NA
Oct	872	1025	1148	1205	1346	NA
Nov	894	931	1063	1138	1320	NA
Dec	872	1003	940	1261	923	NA
Jan	787	865	922	1129	1171	1008
Feb	855	886	853	966	1207	1066
Mar	970	1031	918	1145	1355	1084

1.2. Overall, York is currently in 9th place within the IQUANTA crime family of 15 local authorities. This is an improvement of 2 places in comparison to the last report where York was placed in 11th position. Members of York's IQUANTA family are:

Cheshire - Cheshire East	Hertfordshire - Welwyn & Hatfield
Cheshire - Cheshire West	Kent - Canterbury
Devon & Cornwall - Exeter	Kent - Maidstone
Essex - Brentwood	Kent - Tunbridge Wells
Essex - Colchester	Lancashire - Fylde
Greater Manchester - Trafford	Metropolitan Police - Hillingdon
Hertfordshire - Hertsmere	Wiltshire - Swindon

2. Violent Crime

2.1. The level of overall violence in 2014/15 totalled 2,130 incidents. This is up by 192 incidents (9%) to the level of violent crime that was reported in 2013/14. For April and May 2015 there have been 415 violent crimes recorded, which is 17% greater than the number reported in April and May 2014.

York - All Violent Crime

Totals

Forecast
Based on available monthly data

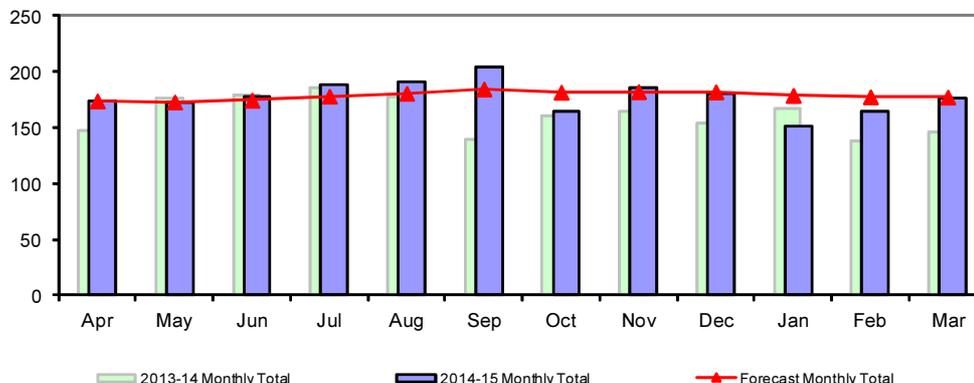
2130

2014-15 Total

2130

Direction of Travel

Increasing



Previous Years

2007-08	3365
2008-09	3085
2009-10	2712
2010-11	2831
2011-12	2443
2012-13	2254
2013-14	1938

	- Action Needed (>120%)
	- Caution (100% - 120%)
	- No Action (<100%)

The Graph shows:

- 1) No Target level as these are yet to be set
- 2) Forecasted annual total based upon a moving average of months
(There has been no allowance for known seasonal patterns)



Month	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Apr	174	148	190	227	229	219
May	172	177	170	214	239	253
Jun	178	179	171	218	263	247
Jul	189	186	192	234	252	260
Aug	191	178	197	206	271	261
Sep	204	140	191	173	217	230
Oct	165	161	208	207	259	226
Nov	186	164	176	189	206	217
Dec	180	154	206	221	230	233
Jan	151	167	207	178	217	217
Feb	164	138	144	169	223	172
Mar	176	146	202	207	225	177

2.2. During 2014/15 there were 1,852 alcohol related ASB incidents and 1,389 incidents of criminal damage across the City. These indicators are lower by 21% and 14% respectively compared against the figures reported in 2013/14.

2.3. The number of violent crimes within the city centre ARZ dropped from 586 in 2013/14 to 552 in 2014/15 a drop of 6%.

2.4. Since April 2015, there have been 5 reports of a Robbery offence with the majority (4 cases) involving the taking of personal property. This remains in line with how York started the 2014/15 statistical year.

2.5. York currently remains in 6th place within its IQUANTA family for overall violence.

2.6. **Operation Erase (Saturday alcohol-related disorder)** - A multi-agency meeting to discuss the above was convened on 12th May 2015. The meeting was attended by; North Yorkshire Police, British Transport Police, Make It York, members of the Business Improvement District team, Train Operating Companies, CYC and NYP Licensing. An action plan has been written and is being progressed. A follow-up meeting is to be held on 9th July 2015.

2.7. **Event with Licensees** - As part of the above action plan it was agreed that it was necessary to improve our channels of communication with licensees (particularly those within the Cumulative Impact Zone), whether this is through Pub Watch or by other means. All City of York Council | Strategic Business Intelligence Hub

licensees and door companies for have therefore been invited to an event at the racecourse on Tuesday 23rd July. At the event licensees will be asked their views of current Saturday problems and to help shape ideas for how they might assist us in problem-solving.

- 2.8. **Responsible Authorities** - Work has gone into encouraging partner agencies which are Responsible Authorities under the Licensing Act 2003, to respond to licensing applications. We have now identified lead officers to undertake this role within Public Health and Children's Safeguarding. A positive meeting was convened with all the key RA's, to discuss the role requirement and to encourage joint working and coordination.
- 2.9. **Responsible Authorities** - In addition, work is ongoing with Public Health North Yorkshire to look to streamline the process of responding to applications through prioritising multi-agency focus on those applications from areas where there are identified concerns. This will be based on ward profiling and is based on a similar scheme used in Leeds.

3. Domestic Violence

- 3.1. The number of domestic violence incidents was 2,745 for 2014/15. This is a total reduction of 78 incidents compared to the figures recorded in 2013/14. Since April 2015, figures are slightly higher to those reported for the same timeframe in 2014.

Domestic Violence Figures 2014/15

Key Statistics	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Total Domestic Incidents	236	245	222	242	225	227	221	263	218	217	197
Change on Previous Month											
Repeat Incidents	89	91	83	95	84	81	98	112	85	70	71
% Repeats	38%	37%	37%	39%	37%	36%	44%	43%	39%	32%	36%
Incidents involving Arrest	44	53	52	61	59	40	37	54	41	51	49
% Involving Arrest	19%	22%	23%	25%	26%	18%	17%	21%	19%	24%	25%
Incidents Crimed	64	64	70	77	75	70	58	84	71	78	67
% Crimed	27%	26%	32%	32%	33%	31%	26%	32%	33%	36%	34%
Incidents with Children Present	57	62	54	59	55	47	49	70	55	59	37
% with Children Present	24%	25%	24%	24%	24%	21%	22%	27%	25%	27%	19%

- 3.2. There has not been a domestic violence murder recorded in York since 2008/09.

- 3.3. There have been 3 forum meetings held since April 2014.

- 3.4. **Early Intervention Pilot** - Referrals to the Early Intervention worker will end from September. The OPCC has commissioned a piece of work which looked at the Early Intervention scheme and a report was sent to the OPCC. IDAS were involved in this piece of work. From April to June a total of 42 referrals have been sent through to the Early Intervention Worker.

- 3.5. **Early Intervention Pilot** - The Domestic Abuse Coordinator is currently checking a whole year December to December looking at how many domestic incidents before the Early Intervention referral took place and how many after the referrals, if any. This has been labour intensive, but vital for measuring success. The quality of referral has increase by Police officers obtaining consent from victims.

- 3.6 **York Domestic Abuse Forum – All Strategy links** - The last York forum was held on 27th March and this will see the theme 'Introduction to the Domestic Abuse Champion Scheme'. This forum was over subscribed. Since the forum the Domestic Abuse Coordinator has organised the first of a selection of training events in collaboration with Selby District who will

be hosting the next event. The training is provided by Safe Lives (Formerly known as CAADA) on the role of the MARAC rep. The attendance was from a variety of agencies all wanting to have a Domestic Abuse Champion within their respective agencies. The next step will be to set up the relevant websites so Champions can access a range of materials, posters, and further training. Agreements have verbally been agreed with SYP and Selby District Council.

3.7 The Offender Programme Pilot - The Offender pilot started on the 18th April with eight men having been assessed and accepted. 1 individual has completed one to one work. IDAS and CRC are delivering the bespoke offender programme. The programme is called 'Positive steps' This programme can only be accessed via a referral from the following departments:

- Children's Social Care via a Safeguarding requirement of Child in Need voluntary arrangement.
- Troubled families
- Making Safe.

3.8 The Offender Programme Pilot - The programme will run for 16 weeks with risk assessments carried out with Offender/Victim at the beginning and end of the programme. Offenders will be asked to consent to feedback on the evaluation. The programme facilitator has managed to get all 9 victims engaged in the programme, by way of feeding back if the offenders are seeing benefits from the scheme. One offender has agreed to talk at the next Domestic Abuse Forum, following completion and then again 6 months after.

3.9 MARAC – Attendance – Work has been completed to identify where departments and agencies have engaged with the Marac process. Further work needs to be completed with housing to make sure that only one rep should attend on behalf of all estate managers and in also the RSL where appropriate, as well as work needed with children's social care where at time attendance has been inconsistent. The following agencies have engaged well with the Marac process;

- Health – Mental Health
- Health – Children's Community and Acute
- Health – Adults Acute
- Offender services 3rd sector
- Offender services Probation and CRC
- Substance misuse services
- Specialist Services (IDAS)
- Police

3.10 Projects in danger - IDAS – Respect funding comes to end at the end of this financial year. This is the service for young people who are starting to use violence in the home and relationships. The referral waiting list is now closed, which gives an idea on demand. IDAS do intend to seek an alternative funding stream from September to the big lottery fund, however this is not guaranteed.

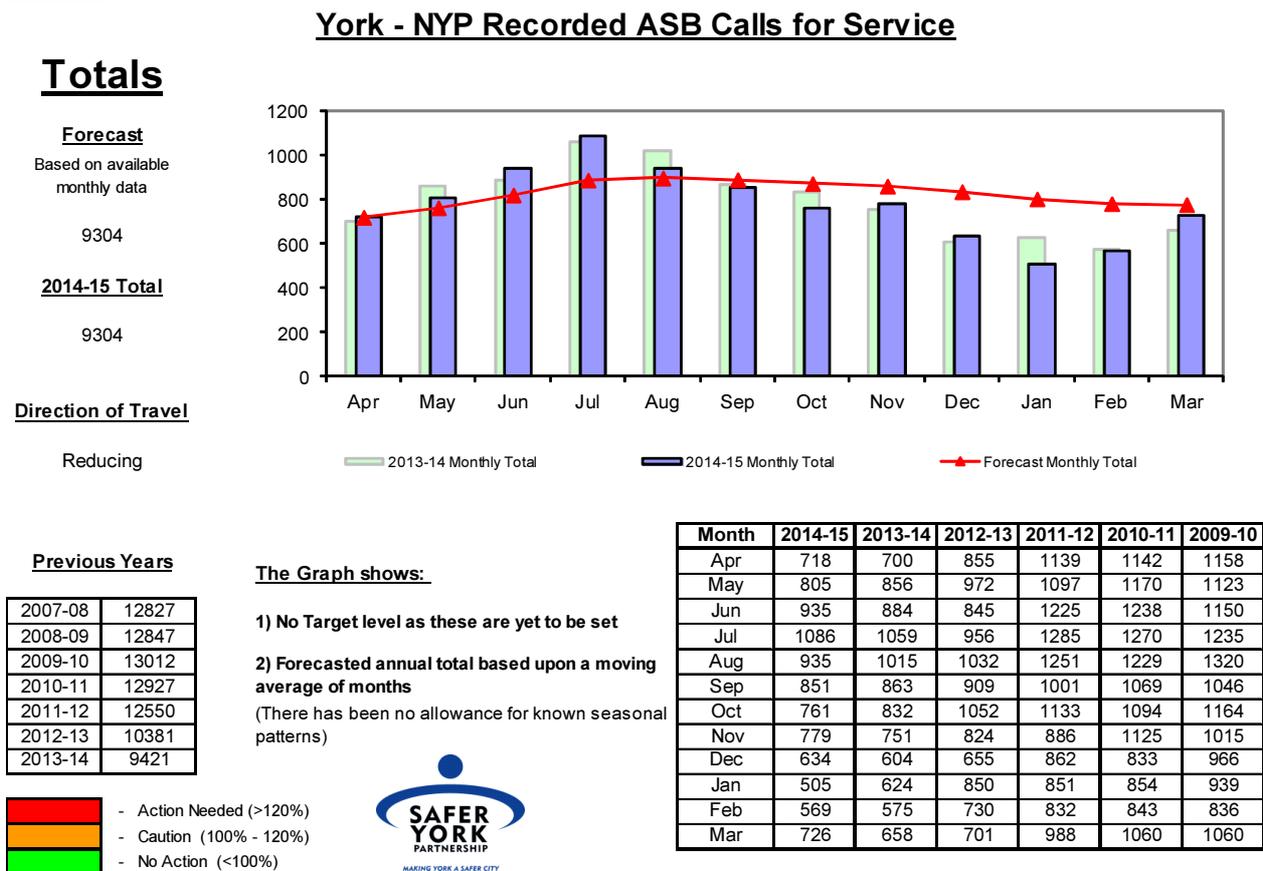
3.11 Other Domestic Abuse Coordinator additional work:

- A training schedule is now in place for training the Special Constabulary.

- More PCSO training dates have
- Student Police officers now have the additional input embedded in the training schedule.
- Plans to do additional work with schools particularly around the champion's scheme.
- Involvement in Homelessness Strategy refresh.
- Work involved to do briefings with Adult services on Domestic Abuse tools available.

4. Anti-Social Behaviour

4.1. The level of NYP recorded ASB calls for service for 2014/15 was 9,304. In comparison to the data provided for 2013/14, this is a decrease of 1%. To date current figures show that in April and May of 2015, there have been 1,609 ASB calls for service which suggests levels are similar to last year.



4.2. Levels of Flytipping for 2014/15 have reduced by 26% (483 cases) to an overall total of 1,358. Overall Public Realm cases completed within SLA timeframes for 2014/15 were recorded at 83%.

4.3. Data for 2014/15 shows that reported Noise Nuisance Calls fell by 2% from the figures that were provided for 2013/14 (1,618 to 1,581 cases).

4.4. Graffiti levels continue to fall year on year. Figures for 2014/15 total 158 cases; this is a reduction of 11% from the figure recorded for 2013/14.

4.5. The level of criminal damage reported in 2014/15 was 1,389 incidents. This total is a reduction of 15% to the data that was provided for 2013/14. For this first part of this statistical year (April/May 2015), figures indicate an increase in criminal damage levels.

4.6. The number of Alcohol Related Police recorded incidents of ASB in York dropped from 2347 in 2013/14 to 1852 in 2014/15 a drop of 21%.

- 4.7. The number of Incidents of ASB within the city centre ARZ rose from 2289 in 2013/14 to 2586 in 2014/15 a rise of 13%.
- 4.8. **CSAS Training** - Staff have received their CSAS training now so are able to undertake work on behalf of the Chief Constable. The work includes a range of initiatives such as being able to issue notices to people riding on the pavement and ensuring that people causing issues have to advise Officers of their names and addresses.
- 4.9. **Stray Horses** - When the Council's agents carried out their most recent monitoring session to determine the number and location of horses being kept on Council land, there were none. This compares to 23, on their first visit. Although there has now been recent legislation to make it easier for landowners to take action, the council's policy has undoubtedly helped to reduce this serious issue dramatically.
- 4.10. **Mental Health** - The Mental Health Co-ordinator has delivered joint training to both City of York Council and North Yorkshire Police about their work. The post attached to the Community Safety Hub is now almost at capacity, but will still give advice and assistance as well as direct referrals to the other parts of the Pathways Team.
- 4.11. **Presentations** - The NEO's have just successfully prosecuted an individual for fly tipping and they were fined £660, with costs of £360 and a surcharge of £66.

5. Acquisitive Crime

5.1. The level of serious acquisitive crime in 2014/15 is recorded at 1,087 cases. This has continued the trend of a year on year reduction and is a 25% decrease on the total figure reported for 2013/14.

York - NI 16 - Serious Acquisitive Crime

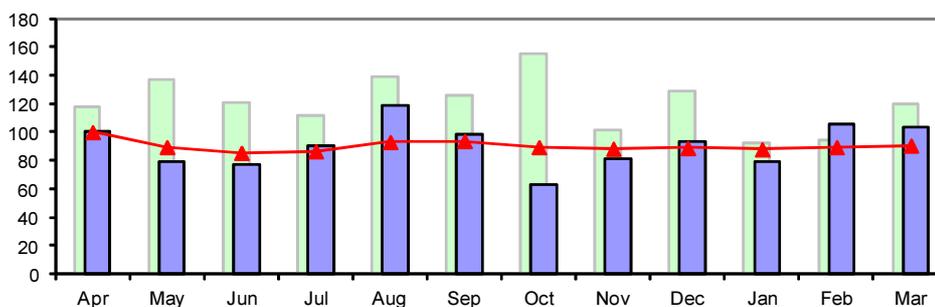
Totals

Forecast
Based on available monthly data

1087

2014-15 Total

1087



Direction of Travel

Reducing

Previous Years

2007-08	3330
2008-09	3459
2009-10	1998
2010-11	2067
2011-12	1895
2012-13	1523
2013-14	1444

	- Action Needed (>120%)
	- Caution (100% - 120%)
	- No Action (<100%)

The Graph shows:

- 1) No Target level as these are yet to be set
- 2) Forecasted annual total based upon a moving average of months
(There has been no allowance for known seasonal patterns)



Month	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
Apr	100	118	150	131	159	202
May	79	137	120	137	217	138
Jun	77	121	110	155	166	124
Jul	90	112	101	137	167	138
Aug	119	139	128	122	159	207
Sep	98	126	134	144	175	207
Oct	63	155	128	191	147	224
Nov	81	101	116	186	157	188
Dec	93	129	149	197	138	160
Jan	79	92	123	182	167	124
Feb	105	94	121	148	193	145
Mar	103	120	143	165	222	141

- 5.2. Domestic burglary totals for 2014/15 were reported at 450 cases, this includes aggravated burglaries. For 2015/16, the current figures show that there have been 83 reported incidents; this is an increase of 20% in relation to last years recorded figures.
- 5.3. Non-domestic burglary figures continue to fall and the overall total recorded for 2014/15 was 620. This is annual reduction of 11% in comparison the data recorded for the statistical year of 2013/14. To date figures for serious acquisitive crime and non-domestic burglary remain high in comparison to data recorded this time last year.
- 5.4. Auto-crime data shows that for 2014/15 there were a total of 614 incidents that involved the theft of a vehicle or theft from a vehicle. Current data shows that for April and May 2015 there has been a reported 115 incidents, this is an increase of 7% in comparison to data recorded for April and May 2014.
- 5.5. Bicycle theft in the City has fallen to a reported 782 cases, this is a reduction of 228 cases (22%) from the figure provided for 2013/14. York continues to remain in 15th position of the benchmarked 15 local authorities in the same crime family. Data recorded for thefts committed at the City's cycle racks show that Piccadilly, Pavement, Davygate and the area around Tanners Moat were where the highest proportion of the thefts were committed.
- 5.6. **Key areas of Crime:** in 2014/15 there were 55 reported crimes at the University of York, which is 40% lower than reported during 2013/14. To date in 2015/16 crime levels at the University remain low. There have been 18 identified cases of ASB, which is similar to levels reported in 2013/14. There have been no reported incidents of ASB at the University since the start of this statistical year (2015/16).
- 5.7. At York College there have been 19 reported crimes, which is a decrease of 27% from the figures reported in 2013/14. ASB at York College has increased by a third in 2014/15 to 6 identified cases. Presently they have been 7 reported crimes at York College and no reports of any ASB.
- 5.8. Data for York Hospital shows that they were 99 crimes reported during 2014/15, which is an increase of 27% compared to crimes reported in 2013/14. ASB figures have decreased by 24% to a yearly total of 50 incidents than those reported in the previous year. Current figures show that since April 2015, there have been 13 reported crimes and 9 identified incidents of ASB.
- 5.9. **Telesis property marking device** - The Burglary Task Group approved joint funding of two Telesis property marking devices. These devices can dot etch an identifying mark onto most items of property, small or large. By providing an identifying mark, the system should encourage registration of goods without an existing serial number, onto Immobilise. The device is also going to be used on cycles.
- 5.10. **Leaflet review** - All Serious Acquisive crime leaflets have been reviewed and are in the process of being updated.
- 5.11. **Safer Homes Handyperson** - The Safer Homes Handyperson team have produced new promotional material and have attended police briefing sessions and as a result have increased referrals for victims of crime or for those who require additional reassurance. Safer

York Partnership fund equipment for victims of crime and domestic abuse and the service also accepts paying customers.

5.12. **New Psychoactive Substances** - A multi-agency group was convened to identify the extent of usage across the city and to look at ways in which this could be addressed. The new Psychoactive Substances Bill will prohibit and disrupt the production sale and supply of NPS. Possibly as a result of the Bill, Red Eye, the only 'Head Shop' in York, has now removed all NPS from sale. We will continue to monitor this issue.

6. Other Information

6.1. The level of reported hate crime or incidents in 2014/15 was recorded at 110, which is fewer than predicted, however is still an overall increase of 12 cases (11%) compared to the figure recorded for 2013/14.

Type	2014-15												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Disability			2		2	4			2		1	1	12
Homophobic		1	1					4					6
Racial	3	7	8	4	10	7	3	4	7	8	7	11	79
Religious				1						1		2	4
Transgender											1		1
Transphobic				1									1
Sexual orientation	2		1						2			2	7
Total	5	8	12	6	12	11	3	8	11	9	9	16	110

6.2. There were 1,494 cases of shoplifting reported in 2014/15. This figure is a decrease of 5% in comparison to the 1,575 cases that were recorded in 2013/14. Data confirms that Supermarkets remain the main premises targeted with discount clothing stores and premises at the Designer Outlet also being targeted.

6.3. Data for 2014/15 shows that 75 people have either been killed or seriously injured in Road Traffic Collisions with a further 2 incidents involving a child. There have been a further 507 cases where people have been slightly injured.

Report Written By:

Tanya Lyon, Crime Reduction Manager
 Paul Morrison, Neighbourhood Safety Manager
 Jo Beilby, Domestic Violence Co-Coordinator
 Ian Cunningham, Group Manager, Shared Intelligence Bureau
 Marie Dodsworth, Business Intelligence Officer, City of York Council



**Community and Environment Policy & Scrutiny
Committee****27 July 2015**

Report of the Assistant Director of Housing & Community Safety.

Update on Domestic Abuse**Summary**

1. The following report provides an update on work to tackle Domestic Abuse in York.

History

2. A joined up delivery structure for domestic abuse across York and North Yorkshire was first established in 2003 in order to recognise the movement of perpetrators and victims between the City of York and districts that make up the county of North Yorkshire. It also ensured consistency of service provision by North Yorkshire Police across the whole force area. At this time, the Home Office made available funding to Community Safety Partnerships to support the establishment of Domestic Abuse Co-ordinators within Local Authorities. However, this funding was limited to three years and at the time, because of issues with the way in which police in York were tackling domestic abuse, it was agreed to postpone the appointment of a co-ordinator until a police review of domestic abuse had been completed.
3. Despite, the delay in appointing a co-ordinator for York, work continued to develop the first Domestic Abuse strategy for York and North Yorkshire led by Probation and involving all of the Community Safety Partnerships in the city and County.
4. Following the police review, it was agreed that the co-ordinator post would be better employed by North Yorkshire Police in order to give direct access to police data and intelligence. The post was established toward the end of 2003 for York and Selby, funded from Home Office funding awarded to the Community Safety Partnerships. It was mainstreamed by the Police and funded from 2008 by them.

5. In 2008, a Joint Co-ordinating Group to oversee delivery of domestic abuse services was established under the York and North Yorkshire Safer Communities Forum (a strategic multi-agency body to oversee delivery of the North Yorkshire Local Area Agreement (LAA), be accountable for Home Office funding aligned to the LAA and share good practice with York). This group continued to oversee development of subsequent Domestic Abuse Strategies and was accountable for the commissioned Independent Domestic Violence Advisor Service (IDVA), the Multi-Agency Risk Assessment Conference (MARAC) process and the work of the Domestic Abuse Co-ordinators.

6. In 2013, in order to resolve the issue of unsustainable funding sources supporting IDVA/MARAC and Domestic Abuse Co-ordinator posts, the Office of Police and Crime Commissioner commissioned a review, culminating in a request for a joint funding commitment from City of York Council, OPCC and North Yorkshire County Council to support these services until March 2016.

7. To reflect the financial commitment by City of York Council and in support of the council's aim to achieve White Ribbon Status for Domestic Abuse, a Strategic Board was established to oversee delivery of domestic abuse services specifically within the City and to drive the City's commitment to the York and North Yorkshire Domestic Abuse Strategy. This Strategic Board has now been disbanded.

Domestic Abuse Data

8. Domestic Abuse incidents:

2010/11	2011/12	2012/13	2013/14	2014/15
2982	2739	2819	2823	2746

The number of domestic abuse incidents has remained fairly steady for the last five years. There have been no domestic abuse homicides in the city. The data shows a decrease in the total number of incidents involving 16-29 year olds and 30-49 year olds. Since the beginning of January 2015, there has been an increase in the number of incidents reported involving 50-69 year olds. This has been due to increased reporting through closer working between City of York Council and North Yorkshire Police through the Multi-Agency Safeguarding Hub.

Domestic Abuse Strategy Delivery aims

Early Intervention, prevention and victim: Early Intervention Pilot

9. Safer York Partnership developed and funded an Early Intervention Project in 2013/14 to enable support to be given to victims before they become high risk. An early intervention worker is employed by Independent Domestic Abuse Service (IDAS) and visits standard risk victims together with a Police Community Support Officer (PCSO). The worker is based within the local Childrens Centres providing links with practitioners who can provide support. This work links to the troubled families project. The project has gained interest from the OPCC who are looking to role this model out across the whole force area.
10. Reductions in domestic abuse incidents would indicate that the early intervention programme has made a positive impact. High referral rates to the programme were made though October and November.

11. Victims/Perpetrators and Partnership Commitment: MARAC

The co-location of the domestic abuse co-ordinator, police officers and City of York Council staff within the Multi-agency Safeguarding Hub continues to make the MARAC process very effective within York.

	2012/13	2013/14	2014/15
No or MARAC Cases discussed	160	188	176
No of Repeat MARACS	30	30	51

The majority of MARAC referrals are made by the police followed by IDAS.

Children & Young People: Expect Respect

12. Expect Respect is the toolkit recommended for schools to address Domestic Abuse and promote equal and healthy relationships from KS1 through to KS4. The Domestic Abuse Co-ordinator and Senior Adviser for the Behaviour, Attendance and Safety Unit have delivered examples of good practice and domestic abuse advice and information to Clifton Cluster and Acomb Cluster this year. This has been well received, with

positive feedback and schools have requested further input on children as victims. Education are also participating well through the Domestic Abuse Forum.

Sharing Good Practice: Domestic Abuse Forum

13. The last Domestic Abuse Forum took place on 27th March with a theme of 'introduction to the Domestic Abuse Champion Scheme'. This formally launched the scheme in York. Attendance at Domestic Abuse forums has steadily increased over the last twelve months with multi-agency representatives keen to share good practice and discuss topical themes.

The Perpetrator Programme

14. In 2015, Safer York Partnership has funded a perpetrator programme in the city in recognition of the fact that success in tackling domestic abuse requires work with both the perpetrator and the victim to stop the cycle of abuse. Seven assessments have been undertaken by IDAS and Probation. The programme is named 'Positive Steps' and can only be accessed via a referral from Children's Social Care via a safeguarding requirement or a child in need voluntary arrangement, through the Troubled Families programme or via Making Safe. The programme runs for 16 weeks with risk assessments carried out with the offender/victim at the beginning and end of every programme. Offenders will be asked to consent on feedback for the evaluation of the programme.

Victim Support Services

15. Victim support services are delivered through a contract with Independent Domestic Abuse Service (IDAS) which is a York based charity. Funding is from contributions by North Yorkshire Police, City of York Council, the Office of the Police and Crime Commissioner and North Yorkshire County Council. This ensures a consistent approach to service delivery across the county and city and enables agencies to co-ordinate support to both victims and perpetrators.
16. Victims who present to CYC Housing Options during Office hours as fleeing domestic abuse may be placed in temporary emergency accommodation or provided with contact may be made with IDAS who will source refuge accommodation and link with Housing Options for a more permanent solution. City of York Council and Harrogate District Council were recently successful in securing Government Funding for three years for IDAS to provide a 24hour hotline which enables them to

source refuge accommodation, linking with the Emergency Duty Team at CYC. Refuge accommodation for a York victim would normally be provided in the Harrogate refuge and vice versa. IDAS are also able to source refuge accommodation where victims have specific needs eg. Health/faith/disability.

Governance Arrangements

17. The North Yorkshire Police Deputy Chief Constable has commissioned a piece of work to look at the Governance arrangements in York and North Yorkshire for Domestic Abuse. Currently, separate reports are received by the adult and children's safeguarding boards for both county and city as well as by the two Community Safety Partnerships. In addition, local governance is held by the District Community Safety Local Delivery Groups across North Yorkshire. In 2008, the York and North Yorkshire Safer Communities Forum, a body comprised of the responsible authorities for community safety delivery, chairs of the former district and York Community Safety Partnerships (CSP) and local authority representation, assumed responsibility for overseeing performance against the community safety elements and funding of the Local Area Agreement for North Yorkshire. Joint Co-ordinating Groups (JCG) were established for each of the community safety themes including Domestic Abuse. York also had representation on the Domestic Abuse JCG from the CSP and also from CYC as Supporting People funding contributed to county and city domestic abuse services.
18. The current review of Governance will oversee the revision of this JCG to include better representation for York and develop a consistent single report on performance in relation to Domestic Abuse. This report will be taken to both Safer York Partnership and the county Community Safety Partnership where representatives from both adult and children's safeguarding will, in turn, provide this report to their respective boards.

Conclusion

19. York is regarded as the flagship area for North Yorkshire Police Force in terms of the interventions and partnership working that is delivered to tackle domestic abuse. The Domestic Abuse Strategic Board has developed an action plan specific to York which sits under the sub-regional York & North Yorkshire Strategy and the strategy has been formally signed off by the County and the City. Initiatives such as the Early Intervention and Perpetrators projects which have been developed and funded by Safer York Partnership, are showing positive

results and are being monitored by OPCC with a view to rolling these out more widely across the county.

Analysis

20. The analysis is set out within the body of the report.
21. Domestic abuse levels have remained consistent over the last five years and no domestic homicides have occurred in the city. There is a direct link between increases in reporting and the pro-active marketing campaigns which are delivered through Safer York Partnership at key times eg. Christmas, World Cup etc. However, the benefit of early intervention work and close partnership working between the voluntary sector, police and local authority means that support is quickly provided to those victims who come forward.

Council Plan

22. Work to tackle Domestic Abuse links to “Build Strong Communities” and ‘Protecting Vulnerable People” within the Council Plan.

Implications

23. The implications arising directly from this report are:
 - **Financial** – Continued support to the IDVA/MARAC/DV Coordinator posts
 - **Human Resources (HR)** – There are no HR implications.
 - **Equalities** – delivery of outcomes related to hate crime, fits with the ongoing work on equalities
 - **Legal** – There are no direct legal implications.
 - **Crime and Disorder** – Domestic Abuse features as a priority within the Community Safety Plan for York
 - **Information Technology (IT)** – There are no IT implications
 - **Property** – There are no property implications
 - **Other** – There are no other implications

Risk Management

24. There are no known risks associated with this report.

Recommendations

25. Members of the Communities and Environmental Policy and Scrutiny Group are asked to note the content of the report.

Reason: To provide an update on the work being carried out to tackle domestic violence.

Author:

Steve Waddington
Assistant Director of Housing
and Community Safety

Tel No.x4016

Chief Officer:

Sally Burns
Director of Communities and
Neighbourhoods

Report Approved **Date** 16 July 2015

Wards Affected:

All

For further information please contact the author of the report

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**Communities & Environment Policy & Scrutiny
Committee**

27 July 2015

Report of the Director of Communities and Neighbourhoods

Listening to Residents: Ward Committees**Summary**

1. The attached report will be considered by the Executive on 30 July. It sets out a new approach to community engagement through working with local neighbourhoods and the establishment of revised ward committees.

Background & Context

2. A key priority of the new council leadership is to ensure there is greater cross-party involvement in the decision making process and that decisions are taken in a more open and transparent way. To support this, the new leadership want policy and scrutiny committees to have the opportunity to debate and make recommendations on matters requiring an executive decision, before a final decision is taken.
3. On 30 July 2015 the Executive will be considering a report proposing options to be consulted on for implementing this new system. The proposals will allow Policy and Scrutiny Committees to see reports prior to executive decisions being made. Whilst it has always been possible for a Scrutiny Committee to identify issues which in due course will require an Executive decision, and for the Committee to review those issues, what these new proposals seek to achieve is to give Scrutiny and Policy Committees the opportunity to see a report in its final (or close to final) form and to debate recommendations on the report prior to the final decision being made.
4. In light of the proposals outlined above, the Executive Member for Economic Development and Community Engagement has requested that this Scrutiny Committee give its views on the proposals outlined in the attached report, prior to consideration of the report at the Executive on 30 July 2015.

Recommendations

5. The scrutiny committee is particularly asked to comment on:

- The new approach to community engagement
- The allocation of increased funding to these ward committees
- The production of ward fact sheets in order to support ward councillors and explain the process to residents
- The production of a range of local service choices giving options for how the ward committee funding pot can support local communities
- The options set out in paragraph 8 of the attached report for the constitution of ward committees

Reason: In order to support the Council's commitment to working with local communities and devolving power and budgets to residents.

Contact Details

Authors:	Chief Officer responsible for the report:	
Mary Bailey Head of Communities & Equalities Charlie Croft Assistant Director (Communities, Culture & Public Realm)	Sally Burns Director of Communities & Neighbourhoods	
Report Approved ✓	Date: 16 July, 2015	
Specialist Implications Officer: N/A		
Wards Affected:	All	✓

For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A *Listening to Residents: Ward Committees:* Report to the Executive
30 July, 2015



Executive

30 July 2015

Report of the Director of Communities and Neighbourhoods

Listening to Residents: Ward Committees**Summary**

1. This report sets out a new approach to community engagement through working with local neighbourhoods and the establishment of revised ward committees.

Recommendations

2. The Executive is asked to agree:
 - The new approach to community engagement including revised ward committees
 - The allocation of increased funding to these ward committees
 - The production of ward fact sheets in order to support ward councillors and explain the process to residents
 - The production of a range of local service choices giving options for how the ward committee funding pot can support local communities
3. The Executive is asked to give a view on which of the options set out in paragraph 8 for the constitution of ward committees they wish to see implemented

Reason: To support the Council's commitment to working with local communities and devolving power and budgets to residents.

4. The Executive is asked to approve the virement of £150k from Health & Wellbeing Directorate to Communities and Neighbourhoods Directorate representing the transfer of that element of the Adult Social Care Community Fund to Ward Committees.

Reason: In accordance with Financial Regulations

Background

5. The Council's approach to neighbourhood working aims to support ward members so that they can:
 - Work with local communities to develop local priorities and help deliver on these
 - Help empower local communities and devolve more budgets to residents
6. It is proposed that ward committees are re-instated with increased funding at the heart of this approach in order to strengthen engagement with residents.

Next Steps

Ward Committees:

7. Ward Committees will be re-established so that the Council can work in partnership with residents to tackle local issues. Additionally they will improve the Council's accountability to residents, providing opportunities to influence services at the local level. They will be chaired by the ward councillor(s) in each ward and will:
 - Engage residents on issues affecting the ward and draw up priorities to address these issues
 - Agree expenditure and services from budgets allocated to the ward
 - Stimulate community schemes that tackle local issues
 - Engage with local residents about some of the big issues facing the Council
 - Work with communities to scrutinise the delivery of local services
 - Select ward planning panels where required
8. There are two main options with regard to how Ward Committees could be established within the Council's constitution:
 - a. They could be formally constituted as committees
 - b. They could remain informally constituted relying on the delegated authority of the relevant chief officer to implement the wishes of the committee (subject to Council policy and procedures), for example its spending decisions
9. Option a) is the more formal route. If this were chosen it would mean that single member wards would be grouped with other wards in order to create a committee with the minimum requirement of two members. Under this option all decisions would be taken through formal

meetings. This requirement to use formal meetings could have negative consequences for equalities as the equalities impact assessment shows that formal meetings are not particularly inclusive and a greater variety of more informal engagement methods are needed to reach all sections of the community.

10. If option b) were chosen ward members could make decisions much more flexibly with those decision implemented between meetings under officer delegation. It would mean that there would be less reliance on formal meetings allowing members to use a greater variety of meeting styles and events which, experience shows, are more effective at engaging all sections of the community. Grouping of single member wards would not be required.
11. It is proposed that a minimum of one formal Ward Committee meeting is held per annum. Wards may wish to set a programme of additional meetings / events for the year but it will be for ward members to determine. For this financial year 2015/16, the formal ward committees will take place in the autumn. In future years, formal meetings would be more effective earlier in the financial year so that budgets can be allocated and projects allowed the maximum possible time to be delivered.
12. The formal Ward Committee meeting will follow any public consultation undertaken by ward members on proposed schemes. At the formal meeting members will feedback on the previous year's achievements, discuss the priorities for the year ahead, decide on which ward projects to fund, make any other devolved budget decisions and select Ward Planning Panels where required¹.
13. Ward members will also engage with their communities throughout the year in a variety of ways, appropriate to their circumstances. Ward profiles will provide members with information about the demographics of their ward to help determine the appropriate method of engagement, for example, if there is a high percentage of young people in the ward the councillor may consider methods that engage local school and community based organisations. Councillors may also consider existing or ongoing consultation and engagement work lead by partner organisations e.g. Healthwatch.
14. The Communities and Equalities Team will be able to support up to 4 meetings / events per annum per ward and advise on other forms of engagement; however, if members go for a high proportion of formal

¹ Planning Panels operate in non parishes areas made up of local volunteers that comment on current planning applications.

meetings this is likely to over-stretch the resource available. The position will need to be assessed in January (see paragraph 25 below) in the light of experience.

15. Members may also choose to have joint ward meetings with another ward where priorities cross boundaries.

Ward Teams:

16. Members, partners and officers will hold regular (suggested a minimum of 6 per year) Ward Team meetings to work on projects that address the ward priorities. These meetings will also provide an opportunity for liaison between ward partners. They should complement any Ward Committee arrangements. Representatives at the meeting will be those officers and organisations that can help address the ward priorities. The Ward Team will help the ward councillors by bringing to the table:

- Feedback from residents about their views and ideas,
- Local knowledge from partner organisations,
- Statistical data and other ward information in the form of a ward profile,
- Awareness of key agenda that would not normally crop up in ward meetings such as resident health and experience of adult social care services
- Ideas for projects and solutions.

These will help highlight priorities for the ward member(s) which will guide use of the ward budgets.

17. Each ward team will have a ward co-ordinator who will be drawn from the Communities and Equalities Team or another service area relevant to the ward's priorities. The ward councillors will champion their ward at the Council to ensure issues are tackled. To share the learning of the approach and tackle key issues at a ward level there will be a standing item on the Service to City agenda, a forum that brings together senior managers from across the authority.

Devolved Budgets:

18. It is proposed to devolve additional budgets to wards in order to create a single, enhanced pot that wards can use flexibly to help address their priorities and to develop community initiatives which benefit local residents and may reduce reliance on Council services. The new, revised ward committees will have a significant overall increase in budget. The ward pot will be made up of the following areas:

- The general “**Ward Budget**” of £150k allocated to each ward committee on a per capita basis.
- A “**Pride in York Fund**” totalling £450k (reallocating the former “Environmental Improvement Fund” and £200k growth fund for reactive street services) made up of 2 parts: i) £250k on a one-off basis and ii) £200k per annum on a recurring basis:
 - i) The one-off fund would be allocated to wards, based on current grounds maintenance spending. It would be used to provide grants to partner, community and voluntary organisations to develop initiatives that benefit the community and help reduce the reliance on Council services. The reason for this method of allocation is that in the budget process the Council agreed savings from its public realm budgets of £250k a year for each of the years 2015-18. Whilst an element of the saving can be made from efficiency savings it will also be necessary to change the tasks carried out in wards. It is therefore proposed to allocate this budget in proportion to the current activity in each ward and therefore the level of saving to be made.

Wards will be consulted about the current grounds maintenance activity in their localities, so that they can state their priorities and assist in delivering required savings through the use of their budgets.

- ii) This fund will enable wards to commission projects and initiatives that improve the local environment and street level issues in the ward. As it would be a recurring fund it could be spent on council services if the ward wished. It would be allocated to wards based on a per capita basis alongside the general ward budget.

Those wards that receive the highest amounts from the Pride in York fund will receive additional support from the Environment Officer team to help them develop schemes and initiatives.

- A “**Community Care Fund**” of £75k per annum (taken from the Adult Social Care Community Fund) will be devolved to wards, on a per capita basis, over 2 years in order to support the prevention or delay of people needing to access formal care packages and statutory support (or, where people already have formal care, preventing the need for this to increase). Wards can have an important role in this through facilitating community level activity that helps people to receive the right level of support, at the right stage, reducing the need for Council care services.

We are aware, from current demand and feedback, that support in the following areas can enable people to stay living independently in their own homes for longer:

- Reducing social isolation and loneliness
- Prevention of falls
- Nutrition
- Transport
- Practical support and handy person services
- Support for carers

Wards will be provided with information that helps them to understand the picture in their ward. It will be expected that wards develop a priority to reflect this picture and to guide the use of this funding allocation.

19. The detail of the allocations is shown at Annex 1. These pots added together will give wards a single, flexible budget that they can spend as they see fit within Council policies and procedures. The budgets may be used to give grants or to buy services. Initially, where a ward wishes to buy services it will be from a Council department, subject to the ability of those departments to supply additional services at an economic cost. A range of local services options will be developed to guide wards in this regard (see Annex 2). This list will grow and develop as the requirements of wards become clearer and will be expanded to include purchasing options outside of the Council under the Council's framework agreements. This will ensure that the Council's best value and statutory obligations continue to be met. Ward budgets must not be used in any way that increases the Council's revenue costs.
20. Examples of initiatives that ward funding could support include:
 - Helping a community group to take on management of a local project e.g. looking after a piece of local open space
 - Undertaking a local clean-up
 - Changing the planting or other arrangements to make a space more attractive and easier to maintain in the future
 - Forming a volunteer group to ensure older and/or vulnerable people have access to a regular nutritious meal
 - Supporting affordable and accessible transport options so people are able to access services

- Providing a grant to a local group or Parish Council in order to provide an additional service for a community or group of residents
21. In addition to the devolved budgets there are other ways that wards will be invited to make decisions about the allocation of resources:
 22. **Ward Highways Programme:** The process for allocating highway improvements will be partly localised through the new ward committees. Highways funding is currently allocated to schemes using a risk based approach whereby highways inspectors assess the condition of the highway against a range of risk factors to identify potential schemes in order of priority against those risks. Schemes are then funded down the priority list until the available funding is exhausted. This approach could be enhanced through the ward committee process. Ward committees will be invited to use the knowledge of residents about local highways, footpaths and cycle ways to identify possible schemes that, whilst they did not meet the criteria for inclusion in the Council's main programme, nonetheless would provide improvements that are considered important by local residents.
 23. It is therefore proposed to top slice £125k from the annual highways maintenance budget and £125k of Local Transport Plan capital to create a £250k ward highways programme. See Annex 1 for the amount that this will provide per ward. In November, wards will be informed about schemes to be included in the main highways programme and invited to propose additional schemes that they would like to see undertaken in their wards from their allocation, to be programmed over the following year. Wards could choose to defer their allocation to a following year in order to fund a larger scheme in that year. It would be expected that these would be schemes that perhaps did not meet the threshold for inclusion in the main programme at that point of time but where repairs were needed and they were identified as important by local residents.
 24. It is proposed that work is undertaken to identify further budget areas that could at least in part be devolved to wards, for example public health budgets. In the meanwhile wards will be increasingly engaged in discussion about the relevant issues for their localities and in developing appropriate responses. The Public Health team will take the lead in providing ward co-ordinators for 3 wards enabling them to pilot an approach at ward level joining up local issues with a public health approach.

Monitor and Review

25. To support the implementation of devolved budgets, a number of processes, factsheets (see Annex 3) and member briefings will be developed to ensure that there is a clear and transparent approach and quality decision making processes for ward spending. The approach will be kept under review and a report brought back after 6 months which will be considered by the relevant scrutiny committee in the first instance. The report will cover all aspects of the system including progress with ward spending. This will include the impact of spend and the outcomes and benefits that it has achieved within each ward.

Publicity

26. The Communications Team are currently drawing up proposals regarding the best way to keep residents informed about ward activity, including through council newsletters in addition to the recently upgraded Council website.

Implications

27. **Finance:** The budgets in 2015/16 will be allocated as follows:
- Base Ward Committee funding £75k - will be devolved taking into account in-year spends and commitments
 - Additional Ward Committee funding - fully devolved
 - Pride In York Fund (one off) - fully devolved
 - Pride in York (Recurring) - 50% of funding to be devolved in 2015/16
 - Community Care Fund - fully devolved
 - Highways Programme - fully devolved
28. **Equalities:** The equality impact assessment points to the need for a wide variety of methods being required to enable the engagement of all residents in ward priorities and action planning. It also suggests the need for multiple channels of communication.
29. There are no additional Legal, Property, Human Resources, Crime and Disorder, or Information Technology implications arising from this report.

Corporate Objectives

30. The proposals in this report contribute to the Council Plan objective that "All York's residents live and thrive in a city which allows them to contribute."

Risk Management

31. In compliance with the Council's risk management strategy the main risks that have been identified associated with the proposals contained in this report are those which could lead to the inability to meet business objectives and to deliver services, leading to damage to the Council's reputation and failure to meet stakeholders' expectations. The level of risk is assessed as "Low". This is acceptable but means that regular monitoring is required of the operation of the new arrangements.

Annexes:

- 1 - Devolved budget amounts
- 2 - Initial list of local services options
- 3 - Fact Sheets

Contact Details

Authors:	Chief Officer responsible for the report:	
Mary Bailey Head of Communities and Equalities Charlie Croft Assistant Director (Communities, Culture and Public Realm)	Sally Burns Director of Communities & Neighbourhoods	
Report Approved ✓	Date: 16 July, 2015	
Specialist Implications Officer: Patrick Looker, Finance Manager		
Wards Affected:	All	✓

For further information please contact the author of the report

Background Papers: Equality Impact Assessment

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Ward Funding Allocations

Annex 1

Wards	Population	Annual Ward Budget ¹	Community Care Fund ^{1 2}	Annual Pride in York Fund ^{1 3}	Total Annual Ward Budget	One-off Pride in York Fund ⁴	Ward Highway Programme ¹
Acomb	8,938	6,769	3,385	9,026	19,180	6,557	11,282
Bishopthorpe	3,906	2,958	1,479	3,944	8,381	2,462	4,931
Clifton	9,890	7,490	3,745	9,987	21,222	7,547	12,484
Copmanthorpe	4,134	3,131	1,565	4,175	8,871	2,704	5,218
Dringhouses & Woodthorpe	11,084	8,395	4,197	11,193	23,785	4,260	13,991
Fishergate	9,342	7,075	3,538	9,434	20,047	15,197	11,792
Fulford and Heslington	4,480	3,393	1,697	4,524	9,614	3,926	5,655
Guildhall	13,760	10,422	5,211	13,895	29,528	42,431	17,369
Haxby and Wigginton	12,038	9,117	4,559	12,156	25,832	6,613	15,196
Heworth	13,440	10,179	5,089	13,572	28,840	19,704	16,965
Heworth Without	4,025	3,048	1,524	4,065	8,637	2,823	5,081
Holgate	12,498	9,466	4,733	12,621	26,820	29,180	15,776
Hull Road	12,535	9,494	4,747	12,658	26,899	11,620	15,823
Huntington & New Earswick	12,108	9,170	4,585	12,227	25,982	5,484	15,284
Micklegate	12,516	9,479	4,740	12,639	26,858	53,584	15,799

¹ Devolved on a per capita basis

² Two year fund

³ 50% devolved in 2015/16, 100% devolved from 2016/17

⁴ Devolved pro rata to current grounds maintenance activity in the ward

Osballdwick and Derwent	7,197	5,451	2,725	7,268	15,444	3,357	9,085
Rawcliffe & Clifton Without	12,425	9,410	4,705	12,547	26,662	16,855	15,684
Rural West York	7,835	5,934	2,967	7,912	16,813	4,091	9,890
Strensall	8,137	6,163	3,081	8,217	17,461	3,309	10,271
Westfield	13,611	10,309	5,154	13,755	29,218	7,046	17,181
Wheldrake	4,153	3,145	1,573	4,194	8,912	1,252	5,242
Totals	198,052	149,998	74,999	200,009	425,006	250,002	249,999

ANNEX 2

Pride in York – Example Local Services Options

Item	Conditions of purchase	Cost per year
Litter bin	1 st year to include the purchase and servicing of the bin	£850.00
	2 nd and subsequent years servicing only	£500.00
Dog waste bin	1 st year to include the purchase and servicing of the bin	£700.00
	2 nd and subsequent years servicing only	£500.00
Special Note for bins	We would require a minimum of 70 bins from across the wards to make the request viable	
To provide a half days (4 hours) manual labour	1 operative and vehicle	£180.00
To provide a full days manual labour	1 operative and vehicle	£360.00
To provide a half days (4 hours) manual labour	2 operatives and vehicle	£360.00
To provide a full days manual labour	2 operatives and vehicle	£720.00
Tasks that could be covered	Manual weeding, sweeping, grass cutting, hedge cutting, planting	

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Ward Priorities

The ward councillors set the ward priorities based on feedback from residents, taking into consideration statistical information and local intelligence available from ward team members and partners that work in the ward. Ward priorities are generally set for one year, but that can vary depending on the nature of the area of work and timescale required to accomplish desired results. By setting priorities the ward team can focus their work and allocate the ward budgets to projects that help address these local priorities. To support the ward team to develop the ward priorities, ward teams will need the following information:

1. **What residents say** – Ward councillors can gather information from a variety of engagement methods e.g. consulting at events taking place locally, at ward committees, ward engagement events, surveys, drop-ins or social media networking platforms.
2. **Ward Statistics** - The council's Business Intelligence Team has developed ward profiles that detail statistical information from various data streams such as the Census, Experian and NOMIS.

You can download your ward profile by visiting your ward web page at [https://www.york.gov.uk/info/20037/statistics and information/94/ward profiles](https://www.york.gov.uk/info/20037/statistics-and-information/94/ward-profiles) .
3. **Local Intelligence** - The Communities and Equalities team will provide information to help build a picture of the ward: ward assets; local volunteering; active community groups and organisations, history of ward projects, current and planned ward projects. The team will have also worked with you to bring together your Ward Team, that will include officers, residents and other partners that have a wealth of local information and intelligence.
4. **Elderly and Vulnerable People Information** – The Adult Social Care team will provide information to help build a picture of the needs of elderly and vulnerable adults in the ward and what could help the to remain independent or prevent further support being needed for this group locally.
5. **Local environment and street issue information** – Public Realm will provide ward information on what services have been delivered in 2014/15 in order for the ward to identify where savings can be made and where voluntary action can alleviate some of these savings. At least one priority must relate to this topic area.

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Communities and Equalities Team

Ward Teams are led by ward councillors and bring together council officers, other partners, community groups and residents that operate within wards. Collectively, they set ward priorities and work in partnership to address them.

Ward councillors may choose to work alongside neighbouring ward teams to work on common issues or priorities that are relevant to that locality.

The purpose of a ward team

- Set and address local ward priorities through collaborative project working.
- Develop projects and initiatives to address the ward priorities
- Make recommendations on how to allocate: a ward budget to encourage, or commission, community groups or specialist organisations to deliver projects that address ward priorities, and; a devolved environmental budget to allow residents to improve and maintain their neighbourhoods.
- Organise the selection of Planning Panels
- Plan ward committee meetings and other engagement events.

To do this the ward team will be supported with training information and guidance but it must decide for itself how it chooses to carry out these actions.

Involving residents

It is expected that residents are given the opportunity to be involved and influence the work of the ward teams and ward councillors will set out how they will involve residents in their ward.

Recording of recommendations

Any decision made about an allocation of ward or devolved budgets must be recorded and made available to the public. e.g. at a ward committee, via a ward web page or newsletter.

Membership

- Ward councillors
- Representatives from other organisations eg. North Yorkshire Police
- Stakeholders based in the ward (this may include voluntary and statutory sector, police, businesses, residents' group representatives).



Communities and Equalities Team

People are invited on to the group due to their local knowledge, connection to a local community asset or activity and/or expertise in a particular field.

Roles within the Ward Team

- i) **Ward councillors** will lead and chair the team. This is the main mechanism for elected members to engage with stakeholders, partners and service providers at a ward level. It enables them to recommend the allocation of funding in their ward and engage with partners. It allows them to set priorities and work with their ward team to develop projects and initiative.
- ii) **Partners and stakeholders'** is to bring expertise, capacity and local knowledge to problem solve, build relationships and contribute towards progressing actions that address local priorities.
- iii) **Ward Coordinator** - a council officer that supports the ward councillors to coordinate and facilitate their ward teams. Communities and Equalities officers will cover this role, or, in some instances, will support officers from others teams to do this where there is a priority area that would benefit from their expertise in that ward.

The support and help that the ward coordinator provides will be to:

- prepare and circulate the agenda in advance of meetings;
- identify realistic priorities for the team and help to set timescales for achievements;
- ensure the right partners are at the ward team;
- capture and progress on projects and initiatives that address ward priorities;
- update the ward webpage, ward twitter/facebook following the ward team.

Format

Recurring items on an agenda would include ward budget allocation, planning ward committees and other engagement events and progressing projects and initiatives that address ward priorities.

At times there could be issues of confidentiality so subgroups may need to be set up to develop a project and report back the headlines to the main meeting.



Accessibility

Under the Equality Duty a ward team meeting must be held in an accessible venue and ward team members supported to attend if they have any special requirements.

Location

The ward team should agree when and where to meet that is agreeable to all and at a reasonable cost. In a large ward it may be decided to rotate venues. The cost would be met by the Communities and Equalities team support budget.

EXAMPLE Terms of Reference

‘Westmanthorpe’ Ward Team Terms of Reference (as agreed 1 April 2015)

Our Purpose:

- We will:
 - Set ward priorities to address the key issues in XXXXX Ward
 - work to address local issues as identified through ward priorities
 - disseminate locally devolved budgets according to the criteria
 - plan up to four public meetings or events per annum

Our ward team is made up of:

Cllr XXXX

Cllr XXXX

Member 1 Residents Association

Member 2 Parish council

Member 3 Headteacher

Member 4 Police

Member 5 Estate Manager

Member 6 Faith leader

(This list is not exhaustive and people will be invited to attend as and when appropriate)



Communities and Equalities Team

Our responsibilities:

The ward team is responsible for setting local priorities and identifying projects to address local issues through partnership working.

The ward team will allocate ward budgets and funding decisions will be made public.

How we will work:

We will meet every XXX weeks [in a community venue in the ward OR XXX]. The meetings will be chaired by the ward councillors on a rotational basis. The meeting will be supported by a council officer.

Agenda

The agenda will be generated by the ward team members and coordinated by the ward coordinator. It will be circulated to the ward team in good time. We will use the ward priorities as a framework for discussion and the ward coordinator will record actions and update the ward webpage following each meeting. Smaller subgroups may be set up when and where appropriate.

Sharing Information

We will keep residents informed in a variety of ways through public meetings / events, the ward website, posters, Our City newsletter and social media.

Review:

We will regularly review the team to ensure we have the right people attending.



Communities and Equalities Team

This factsheet is designed to provide a script for ward councillors to use at their ward team to discuss how devolved ward budgets can address local issues.

The Council has decided to give wards more control of the money that it currently spends within its communities.

Each ward now has a budget made up of three components:

- A general ward fund
- The Community Care Fund
- The Pride in York Fund (annual fund and 'one-off' 2015/16 fund)

Adding the amounts together the ward will get a combined budget of:

- £x each year
- £xk in a one-off fund (when it's gone it's gone)

Here is what we are being asked to do as a ward:

- Familiarise ourselves and discuss the information about the ward that we have available to us:
 - Statistical information about the ward – Ward Profile
 - Local intelligence from partners in the ward team
 - Information gathered from residents of the ward through engagement
 - Information about the needs of elderly and vulnerable people in the ward
 - Information about environmental services in the ward
- Identify 3 to 4 ward priorities that would best address the needs of the ward's residents through partnership working
- Invite local community and voluntary groups to bid for ward funding that would address one or more ward priorities and / or
- Commission local community and voluntary groups, or a specialist organisation, to deliver a project that addresses one or more ward priority
- Purchase Council services that will address one or more ward priority (see list).

It is up to us how we use our budget; however, we will be asked to bear in mind the purposes of the Community Care and Pride in York funds:



The **Community Care Fund**: This encourages us to look at ways that could prevent or delay the need for elderly and vulnerable people to access formal care packages and support or, if formal care is already in place, delay or prevent the need for this to increase.

We are well placed to know where elderly or vulnerable people live in this ward and we can help to identify and facilitate community activity that can ensure they receive the support they need to remain independent for longer. Current feedback has shown that support in the following areas can help with this:

- Reducing social isolation and loneliness
- Prevention of falls
- Nutrition
- Transport
- Practical support and handy person services
- Support for carers

We are asked to identify a ward priority that would best address our elderly and vulnerable residents. Examples of initiatives that ward funding could support include:

- Forming a volunteer group to ensure older and/or vulnerable people have access to a regular nutritious meal
- Supporting affordable and accessible transport options so people are able to access services
- Providing a grant to a local group or Parish Council in order to provide an additional service for a community or group of residents.

The **Pride in York Fund**: This fund is there to improve the local environment and street level issues in the ward. Examples of initiatives that ward funding could support include:

- Helping a community group to take on management of a local project e.g. looking after a piece of local open space
- Undertaking a local clean-up
- Changing the planting or other arrangements to make a space more attractive and easier to maintain in the future.



Communities and Equalities Team

The one-off budget for 2015/16 is there to provide grants to partners, community groups and voluntary organisations to develop street-level environment initiatives that benefit the community and help reduce the reliance on Council services. When it's gone, it's gone.

It has been allocated to wards, based on current grounds maintenance spending by the Council in the ward. The reason for this is that the Council is having to making savings from its grounds maintenance budgets over the next few years. This affects the tasks that the Council can carry out in the wards. Naturally, the more activity that takes place in the ward, the bigger the savings that need to be made. So, wards with more current activity get a bigger share of this budget to help develop appropriate community projects.

Wards will be consulted about the current grounds maintenance activity in their ward, so that they can state their priorities and use this budget effectively in the light of tasks that the Council can no longer carry out (See Fact Sheet 3). There will be support from a relevant Council officer to develop ward projects.

How will we go about spending the money? We will do it either by:

- inviting groups and organisations to bid for a grant, or
- directly commissioning local groups to carry out projects that the ward team has identified will address ward priorities, or
- a mix of these two options.

Details of how groups and individuals can access and influence how the funding is allocated will be shown on posters locally, through social media and online on the ward web pages. If you wish to use funding application forms to enable organisations to bid for grants, the application pack is available on the Communities and Equalities team web page and on request.



Do's and Don'ts

- The annual ward budget may be used to give grants or to buy services or a mix of these two options
- The Ward Budget can be spent throughout the financial year.
- The one-off ward York in Pride budget may only be used to give grants
- Grants may only be given to organisations based in the ward unless there is a specialist need which cannot be met locally
- Grants may only be given to organisations will be from the voluntary sector, community initiatives, residents' associations, parish councils (where they have a stake in supporting a project), community halls, sports and other clubs. They must be constituted and hold a bank account or have a sponsor organisation that can hold funds on their behalf
- Ward budgets must be spent in accordance with Council policies and procedures ensuring that the Council's best value and statutory obligations are met and that projects are legal and feasible
- Initially, where a ward wishes to buy services it will be from a Council department, subject to the ability of those departments to supply additional services at an economic cost
- A range of local services options will be developed to guide wards in this regard. This list will grow and develop as the requirements of wards become clearer and will be expanded to include purchasing options outside of the Council under the Council's framework agreements
- Ward budgets must not be used in any way that increases the Council's revenue costs
- If a commissioning route is taken, decisions on funding allocations will be recorded at ward team meetings on a commissioning pro-forma available from the Communities and Equalities Team, and shared via ward web pages, posters and social media.
- Ward councillors will need to apply due declarations of interests when considering applications.
- Details of how the Ward Budget is allocated will be outlined on the ward web pages.



Communities and Equalities Team

Making an application:

Details of how groups and individuals can access and influence how the funding is allocated will be shown on posters locally, through social media and online on the ward web pages. The application pack is available on the Communities and Equalities team web page and on request.

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**S**

Planning panels are made up of local volunteers (ward residents) who come together to discuss and respond to local planning applications. Planning Panels operate in non parished areas of the city. They meet locally usually every 3 – 4 weeks depending on the level of local planning applications. Resident volunteers get involved out of an interest in the built environment and how their area looks and develops into the future.

Membership

Membership of a ward planning panel is determined annually through an open selection process at a ward committee meeting. Planning panels operate to a terms of reference document (see attached). This encourages greater interaction with more ward residents and the use of the Council's electronic planning system.

Planning panels were established to enable a coordinated resident response by ward to planning applications in order to give parity to parished areas. However a key distinction is that parish councils are statutory consultees in terms of planning whereas planning panels are not. Planning panels' comments are made in an advisory capacity.

Planning panels exist where there is local interest, are connected and have a responsibility to report back to residents through ward committee meetings. Resident members of the planning panels are 'selected' through an open selection process.

Administration

Ward planning panels select one of their members to act as 'clerk' for the panel. The ward planning panel clerk is the first point of contact between City of York Council and the panel and coordinates panel meetings.

Training and Support

Support to the planning panels is through the Communities & Equalities Team e.g. access to training, room hire for meetings and out of pocket expenses for planning panel members.

The amount of support needed by each panel is different, in some cases they meet in a local venue and in others they meet in their own houses e.g. Guildhall Planning Panel has recently started meeting in West Offices which offers them access to a free of charge meeting room and the relevant IT equipment to facilitate ease of group



viewing of electronic plans. Planning panel members are often also members of the Open Planning Forum and through this independent forum can discuss 'big picture issues' with others including parish council representatives.

Equalities

Planning Panels must demonstrate compliance with the Equality Act 2010 eg ensuring accessible location of meetings, accessible information etc

Ward Planning Panels

Currently there are planning panels operational in the following ward committee areas:

Clifton

Dringhouses & Woodthorpe

Fishergate

Guildhall

Heworth

Hull Road

Micklegate

Holgate

If you would like to start a Planning Panel in a non-parished ward that does not have one, please contact the Communities and Equalities team by email:

shapingneighbourhoods@york.gov.uk or tel: (01904) 551832. Non-parished wards that do not currently have a planning panel are:

Acomb

Westfield



Ward Planning Panels – Terms of Reference

1. General Aims

- 1.1 To scrutinise planning applications on behalf of local residents and to make appropriate comments and recommendations to the planning authority.
- 1.2 To work in partnership with the local Ward Committee.
- 1.3 To report activities of the Planning Panel to the local Ward Committee on at least two occasions each year.

2. Membership

- 2.1 Planning panel members should be residents of, or work in, the ward. However in recognition of the valued experience and contribution made by the longer serving planning panel members who do not currently meet this criteria, an exception will be made and they will be eligible to stand in the annual selection process. Any new members MUST be resident of, or work in, the ward.
- 2.2 Planning panel members are confirmed annually at their local ward committee meeting. The names of those selected shall be published on the Council's website following the meeting.
- 2.3 Planning panel members are selected for a period of 12 months and existing members can re-stand for each 12 month period.
- 2.4 Membership will be detailed in the ward committee minutes following the selection of the planning panel. The planning panel clerk should notify the neighbourhood manager / community involvement officer of any potential new members during the following 12 months, at least one week prior to the next ward committee meeting. Selection of new members should then take place at the next annual ward committee meeting.
- 2.5 Nominations for selection to the panel are to be submitted to the panel clerk at least one week prior to the ward committee. Nominations will be invited through



Communities and Equalities Team

ward newsletters annually. It is desirable that planning panel membership will include residents from across the ward to represent a cross section of views.

- 2.6 There are no fixed limits on the numbers of members a panel can have. However, experience has shown that effective meetings are achieved with around 8 residents, so details of 12 residents may be a good number to keep, assuming not all will be able to attend each time.
- 2.7 Members of the panel shall declare any interest in a particular matter for noting prior to consideration of the relevant application.

3. Planning Panel Clerk/Secretary – ‘Job Description’

- 3.1 The planning panel clerk should be a resident of, or work in, the ward. However, in recognition of the valued experience and contribution made by the longer standing planning panel clerks that do not currently meet this criteria, an exception will be made until they choose to stand down. Any new clerks **MUST** be resident of, or work in, the ward.
- 3.2 The planning panel clerk is selected by the planning panel members and is the point of contact for the members of the panel and officers of the planning department. This will involve:
- 3.2.1 Receiving notification of planning applications, which may include plans, maps, drawings etc., these will be sent by the planning officer.
- 3.2.2 Formulating a list of planning panel meeting dates and venues to be forewarned to the Communities and Equalities Team for publication on the Council’s website
- 3.2.3 Working with the ward committee in terms of arranging special public meetings to obtain local resident views on more significant planning applications.
- 3.2.4 Sending the notice of their meetings and views and comments of the panel relating to applications to the City and Environmental Services Directorate.
- 3.2.5 Sending the notice of their meetings and copies of views and comments of the panel relating to applications to ward committee members and



Communities and Equalities Team

neighbourhood manager / community involvement officer unless otherwise requested.

3.2.6 Receiving feedback on the success / failure of each planning application and reporting back to planning panel members.

3.2.7 Arranging to report back to the ward committee on a twice per year basis.

3.2.8 Submitting claims for reasonable out of pocket expenses (incurred as a result of participation on the panel) for the planning panel clerk or on behalf of panel members to the City of York Council. Receipts need to be submitted as evidence of expenditure.

3.2.9 The planning panel clerk may also need to obtain further information from planning officers.

4. Expenses procedure

4.1 Expenses are paid for reasonable and legitimate expenses incurred by planning panel members in the course of their work for the planning panel. The basic principle is that members should not be out of pocket as a result of their participation in the planning panel.

4.2 Claims forms should be completed by the claimant and handed to the clerk who will then pass on to the City of York Council contact address at point 5.1

5. City of York Council Contact

5.1 Queries related to Ward Committee Planning Panels should be directed to:

City of York Council

Communities and Equalities, West Offices, Station Rise, YO1 6GA

Tel: 01904 551832

Email: shapingneighbourhoods@york.gov.uk

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ts

This topic sheet is designed to provide a script for ward councillors to use for engaging residents and partners about the allocation of budgets devolved to wards.

The council has decided to give wards more control of the money that it currently spends within its communities. Each ward now has a budget made up of three components:

- A general ward fund
- The Community Care Fund
- The Pride in York Fund (annual fund and 'one-off' 2015/16 fund)

In addition wards are being given control of the public realm activity that the Council undertakes at ward level. This includes:

- Parks and Gardens
- Open spaces
- Grass cutting, including highways grass
- Flower beds maintenance and planting
- Cleansing

So, what does this mean for us? Here is what we are being asked to do as a ward:

- familiarise ourselves with the ward spreadsheet and how our budget is currently spent
- identify our priorities for future expenditure i.e. the things that are important to us - and identify the things that are less important i.e. areas where savings can be made
- decide how we will use our share of the 'one-off' Pride in York budget to develop community and volunteering schemes in our ward

The Council is having to make savings in its public realm budgets over the next few years. This means that the Council will not be able to carry out all the tasks listed on the spreadsheet. As a ward, we are best placed to work out where the reductions should be made.



Communities and Equalities Team

The ward spreadsheet shows all the tasks that were carried out last year (2014/15). The activities have been put into three categories:

- a) **GREEN**: These are tasks that the Council believes must continue in the future and that it should carry on undertaking itself
- b) **RED**: These are tasks that the Council can no longer undertake. As a ward, we need to decide whether these tasks are important to us and, if so, whether there is scope for them to be carried out in a different way, perhaps by volunteers
- c) **AMBER**: These are tasks which don't all have to stop but where there does have to be an overall reduction as soon as possible but no later than 31 December 2015. Therefore we need to make choices about identifying:
 - tasks we want the Council to carry on doing
 - tasks which stop altogether, or
 - tasks where we might be able to get volunteers to do them instead

We will now spend a few minutes:

- familiarising ourselves with the green category
- looking through the red and amber categories to see if there is anything there that we would want to make a saving

There is a savings target to meet of $x\%$ in xx ward.

DO THE TASK!

(Note for ward councillors: you can choose to do this task as part of your ward team meeting or you can do this with residents of your ward at an engagement event. A decision will need to be made by.....*insert date*)

Further information:

The ward will need to do this task in conjunction with its ward budget and especially the Pride in York fund each year. The spreadsheet will be updated annually to show the impact of the savings for the following year. If the ward can identify more than the minimum savings needed by reducing tasks, the ward can either:

- Redirect the Council's resource to other tasks that the ward requires (subject to the necessary management arrangements, health & safety, etc. being deliverable), or



Communities and Equalities Team

- The Council will aim to turn the resource saved into a cash budget that the ward can then spend on other priorities. This will only be possible if the Council is able to make the saving cashable.

Two or more wards may choose to join up to create a larger saving.

If wards are not able to agree upon the required savings it will be necessary for the Director of Communities and Neighbourhoods to do it on the ward's behalf.

The 'one-off budget' (Pride in York) is only available once so it needs to be spent wisely to ensure it continues to benefit the ward into future years. New community activity will need to have an impact over future years.

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rogramme

This topic sheet is designed to provide a script for ward councillors to use for engaging residents and partners about the allocation of budgets devolved to wards.

The Council has decided to give wards more control of the money that it currently spends within its communities. Each ward now has a budget made up of three components:

- A general ward fund
- The Community Care Fund
- The Pride in York Fund (annual fund and 'one-off' 2015/16 fund)

In addition to this budget, wards have an allocation within the **Wards Highways Programme** so that they can decide on schemes to be undertaken in their local area.

The **Wards Highways Programme** will cover expenditure in the following areas:

- Resurfacing
- Footpaths / Public Rights of Way
- Cycle way improvements
- Street lighting: ornamental / aesthetic improvements to existing lamp standards

The **Wards Highways Programme** enables us to identify and progress schemes within the ward over and above those already included in the Council's annual Highways Programme.

Each year the Council's highways inspectors look at the streets of York to assess their condition against a range of risk factors. From this they produce a list of schemes to be carried out over the next financial year, ensuring that the most urgent schemes are done first.

Here is what we are being asked to do as a ward:

- The Council will explain to us the schemes that are to be included in the Council's highways programme highlighting those that will be carried out in our ward.



Communities and Equalities Team

- We will be invited to use the knowledge of residents to collect information about local highways, footpaths and cycle ways.
- We will use all this information to identify possible schemes that perhaps did not meet the criteria to be included in the Council's main programme, at the point when it was compiled, but where improvements are identified as important to local residents.
- If necessary, the budget can be carried over to the following financial year to enable a bigger scheme to be done.
- We can refer to: a price list for different types of work, and, the list of schemes remaining for the current financial year so that we don't duplicate.
- From this we will agree our scheme(s) to be included in the Ward Highways Programme.

Communities & Environment Policy & Scrutiny Committee – Workplan 2015-16

Dates	Work Programme
16 June 2015 @ 5:30pm	<ol style="list-style-type: none"> 1. Introductory Report inc. Ideas on Potential Topics for Review in this Municipal Year 2. Verbal update on the Costs Associated with Fly-tipping 3. Further Implementation Update on Recommendations from Community Resilience Scrutiny Review 4. Workplan 2015-16
27 July 2015 @ 5:30pm	<ol style="list-style-type: none"> 1. Attendance of the Executive Member for Environment 2. Safer York Partnership Bi-Annual Performance Report (Jane Mowat) 3. Briefing Paper on Domestic Violence (Jane Mowat) 4. Report on Proposals for New Community Engagement Model (CC/MB) 5. Workplan 2015-16
22 Sept 2015 @ 5:30pm	<ol style="list-style-type: none"> 1. Attendance of Cabinet Member for Housing & Safer Neighbourhoods 2. CYC Year End Financial & Performance Monitoring Report 3. CYC First Qtr Finance & Performance Monitoring Report (Patrick Looker) 4. Update on the work of AVANTE (Alcohol, Violence & Night-Time Economy) (Tanya Lyon SYP) 5. Implementation Update on Recommendations from A-boards Scrutiny Review 6. Workplan 2015-16
17 Nov 2015 @ 5:30pm	<ol style="list-style-type: none"> 1. Update report on work of Horse Bailiff 2. Workplan 2015-16
20 Jan 2016 @ 5:30pm	<ol style="list-style-type: none"> 1. Safer York Partnership Bi-Annual Performance Report (Ian Cunningham/Jane Mowat) 2. CYC Second Qtr Finance & Performance Monitoring Report (Patrick Looker) 3. Workplan 2015-16
15 March 2016 @ 5:30pm	<ol style="list-style-type: none"> 1. CYC Third Qtr Finance & Performance Monitoring Report 2. Update on Anti-Social Behaviour Hub 3. Workplan 2015-16

17 May
2016 @
5:30pm