



**Notice of meeting of
Learning & Culture Overview & Scrutiny Committee**

To: Councillors Looker (Chair), Brooks (Vice-Chair), Aspden, Crisp, Hogg, Taylor, Waudby, Douglas and Mr W Schofield (Co-opted Statutory Member)

Date: Tuesday, 5 October 2010

Time: 6.00 pm

Venue: Explore York (Library)

AGENDA

- 1. Declarations of Interest** (Pages 3 - 4)
At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.
- 2. Minutes** (Pages 5 - 10)
To approve and sign the minutes of the meeting held on 13 July 2010.
- 3. Public Participation**
At this point in the meeting, members of the public who have registered their wish to speak on an item on the agenda or an issue within the committee's remit can do so.

Anyone who wishes to register or who requires further information is requested to contact the Democracy Officer for this meeting, details of whom are listed at the foot of this agenda.

The deadline for registering to speak is 5.00pm the working day before the meeting, in this case **5.00pm on Monday 4 October 2010.**

4. 2010/11 First Monitoring Report - Finance & Performance (Pages 11 - 18)

This report analyses the latest performance for 2010/11 and forecasts the outturn position by reference to the service plan, the budget and the performance indicators for all of the relevant services falling under the responsibility of the Director of Adults, Children & Education and the Director of Communities & Neighbourhoods.

5. Update report on the City Archives & Local History Service (Pages 19 - 28)

This report describes the progress to date in implementing changes to the management of the City Archives to enable to delivery of the city's vision for the Archives and describes the planned next steps for realising the vision.

6. City of York Council's Play Policy & Update on York's Playbuilder Programme (Pages 29 - 38)

This report asks for Members views on City of York Council's next edition of York's play policy 'Taking Play Forward', before it is finalised, and provides an update on York's Playbuilder Programme following the recent change in Government for Members information.

Due to its size, Annex A (Revised Play Policy) will be published online only and only Members of the Committee will receive a hard copy. If anybody else requires a hard copy, please contact the Democracy Officer.

7. City of York Council Youth Services (Pages 39 - 48)

This report introduces a briefing on City of York Council's Youth Services, following the submission of an associated scrutiny topic submitted by Cllr Watt. Members are asked to consider the information provided and decide whether a review of the Youth Service is required.

8. West Offices - Opportunities for Public Art (Pages 49 - 52)

This briefing paper outlines the discussions already held with the developers of West Offices, S. Harrison Developers Ltd, and details the next steps in the process of embedding public art into the development of a new civic building for York.

**9. Learning & Culture Overview & Scrutiny (Pages 53 - 54)
Committee Work Plan 2010-11**

10. Urgent Business

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

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy officers named above).

For more information about any of the following please contact the Democracy Officers responsible for servicing this meeting, as listed above.

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

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Would you like to speak at this meeting?

If you would, you will need to:

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

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

Further information about what's being discussed at this meeting

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

Access Arrangements

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

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

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

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Holding the Executive to Account

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

Scrutiny Committees

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

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

Who Gets Agenda and Reports for our Meetings?

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

Learning and Culture Overview & Scrutiny Committee 2010-11**Agenda Item 1 – Declarations of Interest**

Please state any amendments you have to your declarations of interest.

Committee Members

Councillor Aspden	Member of the National Union of Teachers (NUT) Employee of North Yorkshire County Council Governor at Danesgate Centre, Fulford Cross
Councillor Brooks	Employee of The Manchester College Member of the Association of Teachers and Lecturers (ATL)
Councillor Crisp	Governor at Poppleton Road Primary School Member of Board of York Theatre Royal
Councillor Hogg	Council's Lib Dem Representative on Visit York Member of York Museums Trust Employee of the National Railway Museum
Councillor Looker	Governor of Park Grove Primary School Governor of Canon Lee Secondary School Company Secretary, York Theatre Royal Member of York Museum Trust
Councillor Taylor	Employee of City Screen, York
Councillor Waudby	Governor of Lakeside Primary School

Substitutes

Councillor Firth	Governor of Wigginton Primary School
Councillor D'Agorne	LEA Governor at Fishergate Primary School Employee of York College, Guidance Service

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City of York Council

Committee Minutes

MEETING	LEARNING & CULTURE OVERVIEW & SCRUTINY COMMITTEE
DATE	13 JULY 2010
PRESENT	COUNCILLORS LOOKER (CHAIR), BROOKS (VICE-CHAIR), ASPDEN, CRISP, HOGG, TAYLOR AND WAUDBY
APOLOGIES	COUNCILLORS PIERCE

1. **DECLARATIONS OF INTEREST**

At this point in the meeting, Members were asked to declare any personal or prejudicial interests they might have in the business on the agenda or any other general interests they might have within the remit of the Committee.

Other than those standing interests listed in the agenda, no interests were declared.

2. **MINUTES**

RESOLVED: That the minutes of the meeting of the Learning and Culture Overview and Scrutiny Committee held on 27 April 2010 be approved as a correct record and signed by the Chair.

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. **2009-10 YEAR END OUTTURN REPORT**

Members considered a report which analysed the latest outturn position for 2009-10 year end by reference to the service plan, the budget and the performance indicators for all of the services falling under the responsibility of the old Director of Learning, Culture and Children's Services.

Officers gave an update and confirmed that the overspend in the Children and Young Peoples Services Portfolio was due to an increase in 'Looked After Children' (LAC). Officers would incorporate LAC into the first Budget Monitoring 2010/11 report to allow Members to note any progress in this area. Officers also confirmed that the overspend in Adult Education and Music Services was due to adults withdrawing from the A' Level provision and as a result of the current economic downturn, the level of music tuition fees had proved to be too expensive.

Members discussed the report and reminded officers that acronyms should be listed in full when first used. It was suggested that officers produce a standard document listing all the Education acronyms.¹

The Chair suggested Members contact the Scrutiny Officer if they requested any specific information relating to the Performance Indicators.

RESOLVED: That the Scrutiny Committee:

- Noted the progress on all of the performance and corporate strategy milestone actions and commented on areas where corrective action was needed to bring things back on track.

Reason: To update the committee on the latest finance and performance position for 2009/10

Action Required

Produce a list of Education acronyms and remember to write RH out in full when first used

5. BRIEFING ON POST ELECTION POLICY DIRECTION FOR EDUCATION & CHILDREN'S SERVICES

Members considered a report that provided a summary of developing policy direction since the General Election. It provided a summary of the changing policy landscape which would impact upon the work of individual schools, the wider children's services agenda and the local authority.

Officers gave a brief update and Members discussed what implications the policy would have on the City and how it would impact the Educational Services provided by the Council.

Officers explained that Free Schools would give groups who were interested in setting up a new school the power to locate their own premises and open their own facilities. Members noted how the Academy School status would be offered on a fast track option to any school that had received an outstanding Ofsted result. Officers stated that some parents and schools within the City had shown an interest in one of these options. Members discussed what implications would arise if any of these schools were to open in York.

Members agreed that York provides an exceptional education service with outstanding schools.

Members thanked Cllr Runciman for attending the meeting for this item.

RESOLVED: That the report be noted.

Reason: To update Members on the developing policy direction for Education & Children Services since the General Election.

6. CASUAL PLAY OPPORTUNITIES SCRUTINY REVIEW - DRAFT FINAL REPORT

Members considered a report that informed them of the agreed key objectives and remit.

The officer gave an update and requested Members concur a set of recommendations to finalise the review. Officers confirmed that three areas within the City would be put forward as pilot areas.

Members thanked officers for their contributions throughout this review and the Chair also thanked Members for their input.

Members agreed the following recommendations:

RESOLVED: The Executive to authorise officers to:

- a) support the introduction of a pilot scheme by working with the new 'Taking Play Forward' Strategic Board to:
 - Identify three diverse areas within the 'area based service delivery' pilot area which would benefit from such a scheme.
 - Identify all the relevant parties from within the council, external organisations, and from within the identified area of the city to participate in the scheme.
 - Draft a framework for the scheme for the Executive's consideration.

- b) encourage ward committee, parish councils and residents associations to promote the value of outdoor play and take up any opportunities for encouraging community buy-in to play opportunities in their locality.

Reason: To conclude the review in line with scrutiny procedures and protocols

7. LEARNING & CULTURE OVERVIEW & SCRUTINY COMMITTEE WORK PLAN 2010-11

Members considered the Committee's workplan for 2010-11.

Members agreed to the following:

RESOLVED: That the work plan be updated to:

- reschedule the next meeting from Wednesday 29 September to Tuesday 5 October 2010.
- hold the next meeting in Explore York and receive a tour of Explore and the Archives.
- add Looked After Children and Active Leisure in Adults onto the work programme for 8 December 2010.
- invite the Chief Executive of the York Museums Trust to the meeting on 8 December 2010 and request a 6 monthly report with an invite to attend a committee on an annual basis.
- request that the Chief Executive of the York Theatre Royal provides a six monthly report with an invite to attend a committee on an annual basis.
- invite the Director of Communities and Neighbourhoods to attend the meeting on 26 January 2011.

Reason: In order to progress the work of the Committee.

8. YORK THEATRE ROYAL - SERVICE LEVEL AGREEMENT PERFORMANCE UPDATE REPORT

Members consider a report that informed them of the progress and performance of the York Theatre Royal under the current Service Level Agreement (SLA) which runs to March 2012.

The Chief Executive of the Theatre attended the meeting and gave Members an update on their performances. Members noted her comments and commended the Theatre on the quality of productions it offers. The Head of Arts commented that the Theatre had been a great support to schools in York and had provided a great experience for the children. Members congratulated the Theatre on the projects it offers and the support it gives to young people and Members agreed to support the Theatre in their bid to expand into the De Grey Rooms.

Members thanked the Chief Executive and the Head of Arts for attending the meeting and for their updates.

RESOLVED: The Committee noted and commented upon the performance of the York Theatre Royal.

Reason: To fulfil the Council's role under the Service Agreement.

9. YORK MUSEUMS TRUST PARTNERSHIP DELIVERY PLAN - PERFORMANCE UPDATE REPORT

This report updates members on the current progress of the York Museum Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan.

Members noted that the Museum had encouraging visitor numbers and were looking forward to seeing it reopen after the refurbishment.

Resolved: Members noted and commented upon the performance of the York Museums Trust.

Reason: To fulfil the Council's role under the partnership delivery plan

Cllr Looker, Chair

[The meeting started at 5.20 pm and finished at 7.26 pm].

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Learning & Culture Overview & Scrutiny Committee**5 October 2010**

Report of the Director of Adults, Children & Education and the Director of Communities & Neighbourhoods

2010/11 FIRST QUARTER MONITORING REPORT – FINANCE & PERFORMANCE IN ADULT SOCIAL SERVICES**Summary**

- 1 This report analyses the latest performance for 2010/11 and forecasts the outturn position by reference to the service plan, the budget and the performance indicators for all of the relevant services falling under the responsibility of the Director of Adults, Children & Education and the Director of Communities & Neighbourhoods.

Financial Analysis

- 2 Communities & Neighbourhoods are predicting early financial pressures within Lifelong Learning & Culture of £450k. The directorate's income generating services are the main contributory factor with shortfalls in income projected for the Library Service (£173k), Performing Arts Service (£134k) and the Adult Education Service (£46k).
- 3 Work is being carried out to address the income shortfalls with alternative options that would reduce the position being assessed. The directorate will also address its current position via vacancy management measures and a freeze on non-essential spend in order to stay within budget by the end of the financial year.
- 4 There are a further £451k of pressures within Children & Young People's budgets, the causes of which include:
 - i) Maintaining current staffing levels for children's social care (£216k), in particular the continued use of agency staff whilst the service completes its major staffing restructure.
 - ii) Pressure on home to school transport budgets (£149k), where the additional savings target allocated to the service during the 2010/11 budget process is unlikely to be achieved.
- 5 These pressures are offset by vacancy management measures across the service and work is ongoing to identify further actions to reduce the reported position.
- 6 In addition to this children's services has had to identify £1,290k of savings in response to in-year government grant cuts. Difficult decisions have had to be taken in order to reduce expenditure on a wide range of community based schemes within the Early Intervention Fund as well as the Youth Volunteering Project. Full details were reported to the meeting of the Executive Member on 14 September.

Performance Indicators

Young People

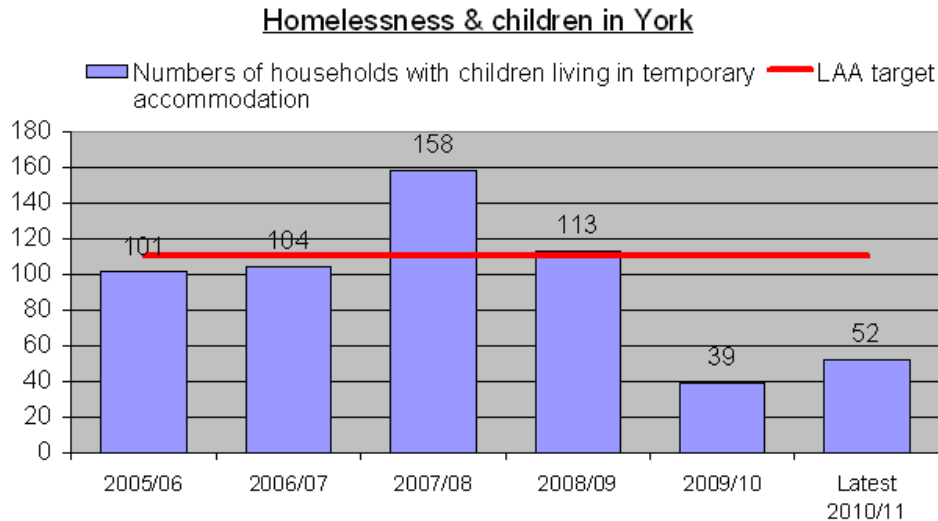
- 7 *NPI 19: Rate of proven re-offending by young offenders aged 10-17 (LAA indicator).* Recently published 2009-10 outturns show significant improvement from 2008-09 (a drop of 28% to 1.17 against a target of 1.74). Historically York is usually very high compared with the statistical family and regional authorities, particularly for the majority of young people that are not YOT supervised. Unfortunately, the current cohort is classed as having a high-risk profile (e.g. there is more risk of re-offending) and the first quarter results for 2010-11 will be available in the next performance report.
- 8 *NPI 111: First time entrants to the Youth Justice System aged 10-17 (LAA indicator).* There continues to be significant reductions in first time entrants into the Youth Justice System, (220 for Q1 compared to expected levels set at 900). Good improvement has also been made in terms of those who receive a conviction and are sentenced to custody. The current Capable Guardian scheme, integration of Youth Offending Team & Young People's Services and 'Front Door' arrangements should have further additional impact later in 2010-11 and the current performance is expected to continue.

Indicator definition	2006-07	2007-08	2008-09	2009-10	2010-11 (Q1)	2010-11 Target	Priority ?
NPI 19: Rate of proven re-offending by young offenders aged 10-17	1.91 baseline		1.63	1.17	N/A	1.66	LAA
NPI 43: Young people (aged 10-17) in the Youth Justice System sentenced to custody	3.9%	3.6%	4.9%	2.6%	2.1%	4.0%	NPI only
NPI 111: First time entrants to the Youth Justice System aged 10-17	1850	2350	1810	1559	220	1900	LAA

- 9 *NPI 117: NEETs - % of 16-18 year old not in education, employment or training (LAA indicator).* Progress on reducing the number of NEETs in York continues, despite the current economic climate. First quarter results show a drop to 4% from 4.3% at the end of 2009-10 (lower is better). Ongoing work on entry into employment provision and data for Year 11 leavers points to continued high levels of participation and a continued reduction throughout the year to achieve the challenging 2010-11 LAA target of 3.3%. However, the % of care leavers in employment, education or training in York has reduced to 50%, a 3.8% drop on last year (higher is better).



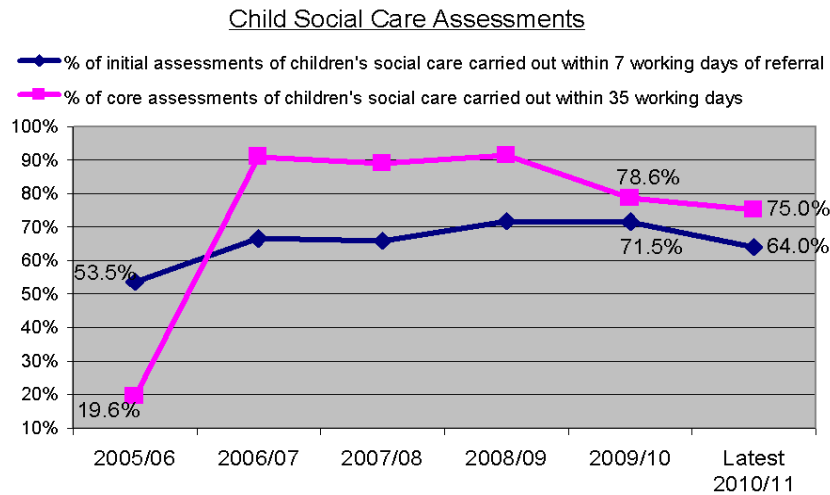
10 *NI 156: Homelessness & children (LAA indicator)*. The number of households with children living in temporary accommodation in York has increased to 52 in Q1, from 39 achieved in 2009-10. However, this is still well below levels from 2 years ago and is still on track to exceed the 2010-11 LAA target.



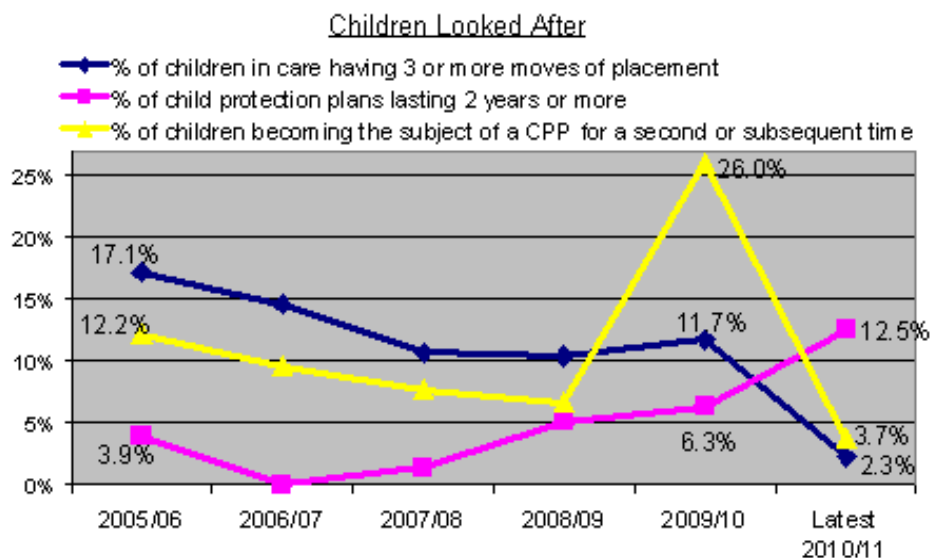
Child Social Care (Note: small cohorts for some child social care indicators can distort results.)

- 11 At Q1 6 of the 9 child social care indicators are showing good improvement. In particular:
- NPI 62: Children in care having 3 or more moves of placement - currently 2.3% compared to 11.7% last year (lower is better)
 - NPI 65: Children becoming the subject of a Child Protection Plan for a second or subsequent time – currently 3.7% compared to 26% last year (lower is better).
 - NPI 66: Looked after children cases reviewed within required timescales – currently 96.6% compared to 84% last year (higher is better).
 - NPI 67: Child protection cases reviewed within required timescales – currently 100% compared to 90.3% last year (higher is better).
- 12 Three indicators are not improving and are unlikely to achieve their 2010-11 target unless improvements are made over the next 8 months. These cover assessment times and the length of time children are in care or subject to Child Protection Plans (CPPs).
- 13 *NPI 59 & 60: % of initial and core assessment of children in care carried out within the designated timescales.* Q1 performance shows a decline in the % of assessments carried out on time (7.5% for initial assessments and a 3.6% decline for core assessment and - see graph below). However, further investigation suggests that the recording of these referrals within the child social care IT system does not accurately reflect practice and this is now being reviewed. Further work, via the

implementation of Common Assessment Framework, lead practitioner activity, and integrated 'Front Door' arrangements are expected to improve performance in the future. If successful, this will also improve redirection of the volume of all 'contacts' to the Referral and Assessment Service, which continues to increase year on year.



- 14 *NPI 64: % of children becoming the subject of a Child Protection Plan for a second or subsequent time.* As is the case with many of the child social care indicators, small cohorts can distort results. This is especially evident for NPI 64 (currently at 12.5% Q1 against a 2010-11 target of 2.5%), which actually represents 3 children (2 being in one sibling group) out of a cohort of 24. As mentioned above, other indicators relating to children in care having 3 or more placements and children becoming subject of a child protection plan for 2 or more times, improved significantly in Q1 (see graph).



- 15 The 33% increase in CLAs since 2007-08 affected performance last year for some areas of child social care provision. However, latest figures show that CLA numbers have reduced slightly by 2%, but costs are forecast to increase by 10%, bringing the average cost per child to over £22K by the end of 2010-11. If York is to maintain the

good value for money it has traditionally provided for CLAs in comparison to other local authorities, this may need to be reviewed (see table below).

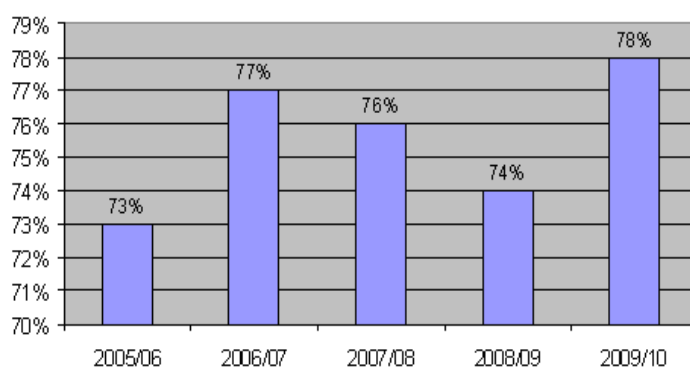
Numbers and average cost looked after children in York

Year	No. of LAC	% change	Budget	Actual	Cost per Child	% change
2006-07	157	+12%	£1,972,780	£2,998,715	£19,100	N/A
2007-08	168	+7%	£3,083,130	£3,345,742	£19,915	+4.2%
2008-09	199	+18%	£3,468,020	£3,833,682	£19,265	-3.2%
2009-10	223	+12%	£3,578,760	£4,501,280	£20,185	+4.5%
2010-11 forecast	219	-2%	£4,775,450	£4,867,707	£22,227	+10%

Education

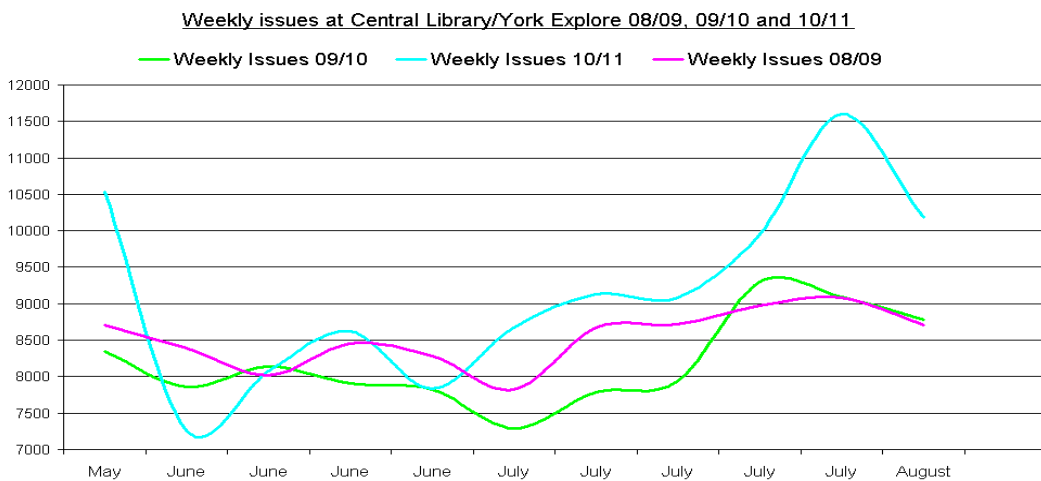
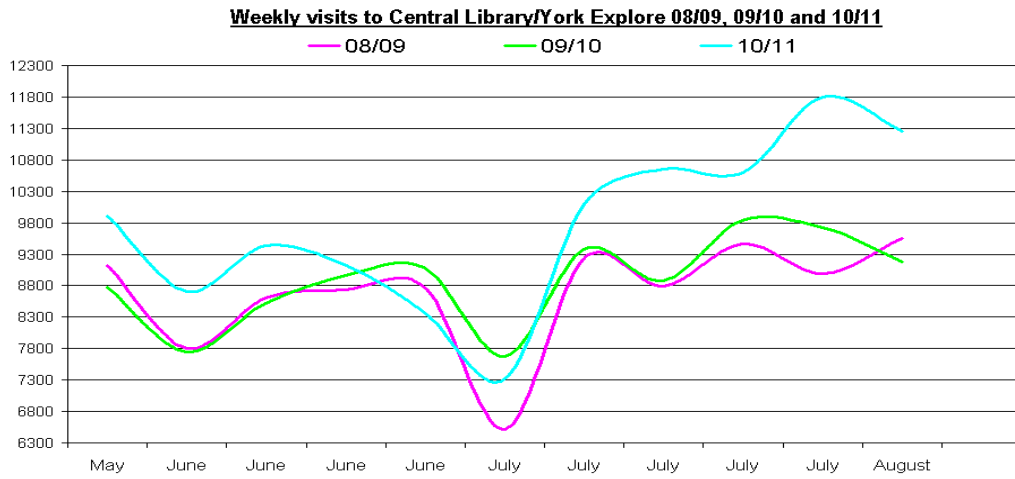
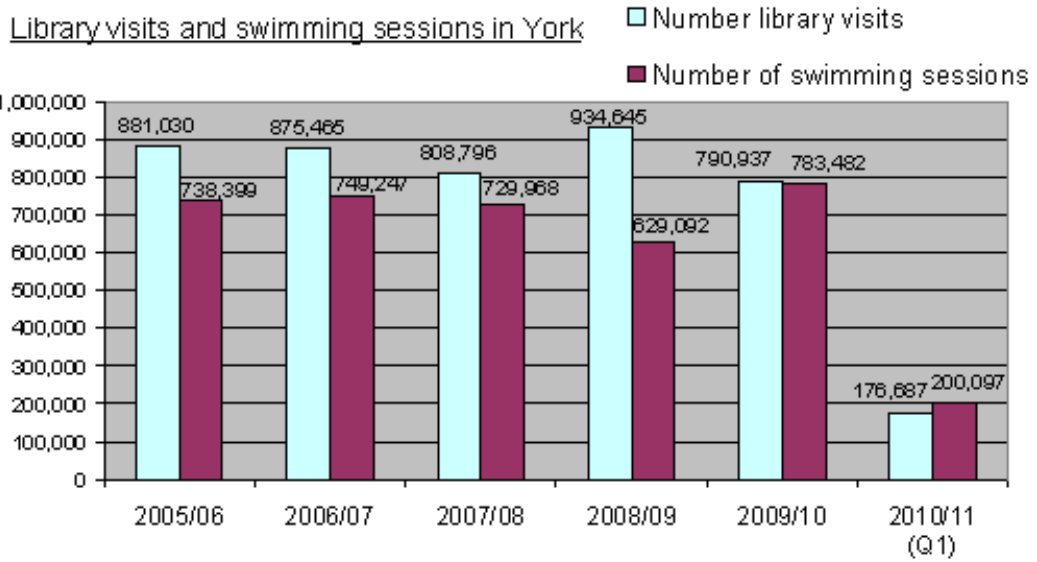
- 16 *NPI 73 & 76: Literacy & numeracy (KS2).* The % of pupils achieving Level 4 or above in both English and Maths at KS2 has increased by 4 percentage points since the previous academic year. This is 4 percentage points higher than the national average, is the highest result in the region and places York 14th out of 132 local authorities. This increase has meant that York has no schools who have not achieved the floor target of 55% for Level 4+ in both English and Maths at KS2.

% of pupils achieving level 4 in both English & Maths at KS2



Culture

- 17 *Swimming sessions and library visits:* Over 200,000 swimming sessions were taken by York residents in the first quarter of this year. This is an increase on the same period last year and CANS are forecasting over 800,000 for the end of year (see graph overleaf). This would be a 2% increase on 2009-10, which reported an unprecedented 24% increase on the year before. The number of people (residents and visitors) using York libraries in 2009-10 and 2010-11 will be significantly distorted by the closure of York library from November 2009 to end May 2010. This means that Q1 comparisons between the 2 years is not reliable using the survey method. However, using actual visitor footfall data shows that visitor numbers in July 2010 visitors are up by 6.3% compared to July 2009 and book issues are up by 7.3%, bucking the current national trend. The graph below shows the number of items issued and the number of visits made to York Explore since the week the library opened at the end of May 2010. This is compared to issues and visits from the previous 2 years. Visits to York Explore are growing and we expect to report further increases as the year progresses.



Corporate Priorities

- 18 The information included in this report demonstrates progress on achieving the council's corporate strategy (2009-12) and the priorities set out within it.

Implications

- 19 The financial implications are covered within the main body of the report. There are no significant human resources, equalities, legal, information technology, property or crime & disorder implications arising from this report.

Risk Management

- 20 A number of budgets are under pressure. On going work within the directorates may identify some efficiency savings in services that could be used to offset these cost pressures before the end of the financial year. It will also be important to understand the level of investment needed to hit performance targets and meet rising demand for key statutory services. Managing within the approved budget for 2010/11 will be a challenge and both management teams will continue to review expenditure across their directorates.

Recommendations

- 21 As this report is for information only there are no specific recommendations.

Reason: To update the committee on the latest finance and performance position for 2010/11.

Contact Details

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Peter Dwyer
Director of Adults, Children & Education

Sally Burns
Director of Communities & Neighbourhood
Services

**Report
Approved**

Date *22 September 2010*

Specialist Implications Officer(s) None

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

All

For further information please contact the author of the report

Background Papers

First finance and performance monitor for 2010/11, Executive 7 September 2010

Annexes

None



Learning & Culture Overview & Scrutiny Committee**5 October 2010**

Report of the Head of Libraries & Heritage

Update report on the City Archives & Local History Service**Summary**

1. In December 2008 the Executive received a feasibility study report recommending changes to the management of the City Archives to enable delivery of the city's vision for the Archives (see Annex A.) This report describes the progress to date in implementing those changes and describes the planned next steps for realising the vision.

Background

2. The December 2008 report identified that the city archive had significant development potential but lacked the leadership, management or financial capacity to allow it to unlock that potential. The report made several recommendations to address these issues which can be summarised as:
 - Retain the City Archive in-house, within the Library service, and merge the Archive and Local Studies into a single service.
 - Provide leadership and the management capacity to realise the service's potential by creating a Development Manager to lead the merged service and to raise development funding.
 - Re-focus the Archive on its original remit to preserve and maintaining the unique York Civic Archive.
 - Create a Development Trust based on the Hampshire Archives Trust model to act as a focus for fundraising and engagement with stakeholders.
 - Initiate a project to re-locate the Archive and Local History to the Central Library as part of existing plans to develop the Library building.
3. In accepting the study report, the Executive authorised a one-off start-up capital grant of £30k to support the Development Trust, and the provision of £32k to cover additional staffing costs for the service in 2009/10. Both these items were to be treated as one-off start-up costs for financial year 2009/10 only, and continued funding of the additional staffing costs from 2010/11 onwards were to be realised through efficiency savings.

Part 1: Progress Report

4. New structure and efficiency savings

The full merger of the former Archives and Local Studies services was formally implemented on 1st April 2010 as part of the wider Library Service staffing review. The new post of Archives and Local History (ALH) Development Manager had been filled by external recruitment in July 2009, and from this date the existing separate Archives and Local Studies Library teams both reported to this new post in preparation for merger.

5. Complete merger of the two services required a new structure which would realise the efficiency savings needed to fund the service from 2010/11 onwards, but would also support the archives vision by:

- retaining a critical mass of professional specialist skills
- providing enough staff to operate ALH public services for at least 45 hours per week.

6. These objectives have been achieved by bringing forward the relocation of ALH public services to York Explore to take place as part of the Phase 1 development that opened in May 2010. This has allowed ALH public services to be delivered as an integrated part of the York Explore service.

7. A single team of Reading & Learning Advisors and Explore Leaders delivers the core public services in all parts of the building, including ALH, seven days a week. This makes available a pool of 19fte public services staff to ALH, as compared to the pool of 2.5fte public services staff available to the pre-merger Archives and Local Studies teams.

8. The York Explore public services staff are supported and trained by an enlarged team of specialist ALH professional staff. The number of qualified professional posts have been increased from the previous 3fte to 4.5fte

Archives & Local History Development Manager - 0.6fte

Archivist (Civic Records) - 1fte

Archivist (Reader Support) - 1fte

Local & Family History Librarian - 1fte

Local & Family History Advisor – 0.9fte

9. The Archivist (Civic Records) is the operational manager for the service, reporting to the ALH Development Manager. This latter post concentrates primarily on fundraising and development work and has been reduced from 1fte to 0.6fte. The resources freed by this change have been used to create an additional 1fte Reading & Learning Assistant at York Explore.

10. The new structure provides a professional specialist member of the ALH team to be available to customers whenever York Explore is open, including at weekends – a total of 66 hours a week. However, there is no spare capacity in the structure to provide 100% specialist staff cover for holidays.

11. There have been teething problems with specialist staff coverage as the key positions of Archivist (Civic Records) and Local & Family History Librarian were

vacant when the new structure was introduced. This has meant operating ALH public services with only 55% of the required staff.

12. The existing team members (Joy Cann, Allison Freeman and Sonia Murray-Kydd) have worked extremely hard to minimise the impact of this staff shortage on customers, but there have inevitably been periods when no specialist staff have been available to help customers. Having to carry two vacancies for an extended period has meant that the ALH training programme for York Explore staff has been rolled out more slowly than planned, which in turn has had an effect on the quality of customer service, and has slowed progress in other development areas.
13. High-quality candidates have now been recruited to both vacant posts: Joel Kerry joined as Local & Family History Librarian from Leeds Library Service at the beginning of August, and Victoria Hoyle will be joining as Archivist (Civic Records) from the University of York in late September.
14. **ALH services at York Explore**
Public access to the ALH collections is now delivered at a single “one-stop shop” on the first floor of York Explore. This has given the service approximately double the public space of the previous Archives & Local Studies services, although the main room (the former reference library) also does double duty as the quiet study area for York Explore, and as an internet access point for the People’s Network.
15. This part of York Explore was not included in the Phase 1 refurbishment works, and so the layout of this space for its new uses is a compromise, constrained by the need to re-use existing furniture and equipment, and by the limited number of power and data sockets in the rooms and their poor distribution. As a result there is a lack of adaptable spaces for users with special needs (e.g. adjustable chairs and tables for users with mobility difficulties.)
16. The new space continues to lack suitable environmental controls, as did the former Archives and Local Studies Library accommodation. In both hot and cold weather the environment is not conducive to the long-term preservation of archives and rare books or to providing comfortable study conditions for customers. These limitations will be addressed by the Phase 2 development of York Explore, although an attempt has been made to define zones which suit different types of ALH users and to allow more of the collections to be made available in different ways e.g.:
 - a research area with bookable table spaces;
 - a microfilm zone with open access to microfilmed newspapers and archives, and microfilm readers bookable in advance for users;
 - a drop-in local history library with the most frequently accessed stock on open access shelves together with open access to printed archival material (electoral registers and council minutes) for the first time;
 - access to internet resources via a bank of People’s Network PCs
17. This layout is experimental. It may have to be tweaked as experience is gained in what resources are in most demand by customers, and which activities conflict with each other (e.g. bleed through of noise from the PC and microfilm areas into quiet

study areas.) How the space works in practice will provide useful information for the funding bid for the Phase 2 development (see Part 2).

18. Pending recruitment to the vacant ALH posts, the priority for the team to date has been to ensure the greatest possible degree of access to the core local history library collections, together with the newspaper, maps and microfilmed archives. These collections are being moved from basement stores and the former Archives office to open shelves in the ALH rooms, or to an easily accessible stack room on the first floor from where they can quickly be produced.
19. Limitations of staff time have meant that hands-on public access to the original archive collections has been regrettably restricted during this period. These collections have remained in store in the former Archives office in Exhibition Square, with only some access being possible by prior appointment. As a result, hands-on use of the archive collections was only 89 users between the end of May to the end August 2010, as compared to 565 users in the same period in 2009.
20. However, staff have continued to answer detailed public enquires from the archives even if direct access has not been possible with the result that 370 detailed enquiries have been answered in the period May-August 2010, as compared to 349 in the same period in 2009. In the same period there have been 329 booked users for archive and local history resources on microfilm, some of which are likely to be substitutes for access to the original documents.
21. Overall footfall into the ALH room at York Explore was around 15,864 between June and August. This is approximately one third of the total number of users entering York Explore. As this figure also includes People's Network PC users and customers using the room for quiet personal study it is difficult to draw any reliable ALH usage statistics from this figure.
22. It is clear that moving towards a one-stop public access point for ALH in the city centre will require the development of more sophisticated performance indicators for the service rather than simple footfall counts.
23. Use of microfilm and digital surrogates will increase as a way of making more of the collections available to more users. This may lead to a decline in the need to produce original documents for every enquiry, and this type of usage needs to be captured and counted with more precision.
24. The public's use of archives and local history collections increasingly has a "long tail". There may be relatively few hands-on users in numerical terms, but many of those researchers use their studies to publish articles and books, create websites and blogs, deliver talks and lectures, put on exhibitions and displays, and create TV and radio broadcasts. Performance indicators need to be developed which can capture the impact of these uses of York's ALH collections and the benefits to the city that can result.

Part 2: Next Steps To Realising The Vision



25. With the completion of recruitment to the new ALH team, the service is now in a position to move forward from the initial compromise service of the past four months.
26. The next three immediate areas for progress are:
 - improving our management of the collections and making more of the archive available to customers;
 - setting up the Archives Development Trust.
 - Planning and fundraising for the Phase 2 development of York Explore;
27. **Improving the management of the collections**
It has become clear that there is a lack of basic collections management procedures for the ALH collections, and that those that do exist are cumbersome and labour-intensive.
28. Cataloguing standards in the archive collections vary hugely from document-by-document transcriptions to summary box lists. Much knowledge about what is in the collections is held in the heads of long-serving staff and is not recorded in any

information system. The audit trail by which the service demonstrates the legal and evidential value of the unique documents it holds is scattered across a variety of hard copy and electronic systems.

29. These issues matter because without knowing what records are held and what evidence they contain the service cannot answer its users questions, cannot show the relevance of the archives to new groups of users, and cannot discharge its function as the long-term corporate memory of the council.
30. Currently a relatively small part of the archive collections (primarily mediaeval and early modern material) is heavily used, whereas the records of the city from the eighteenth century to the present day and the stories that they can tell are relatively underused.
31. To begin to address these issues the ALH service will install the CALM archive management and cataloguing software which is already in use in the majority of local authority archives services, and will start to transfer the existing catalogues and management information into the new system. Use of CALM will also allow publication of the archives catalogues and indexes online.
32. Additionally, a more formal approach will be adopted to taking in new accessions to the collections, and to disposing of material that is no longer required. The ALH collections are now very comprehensive, and the costs of taking new items in (e.g. storage, staff time to catalogue and index, conservation and preservation) must be balanced against what value any new collections will add to the public service.
33. This deliberative process must be transparent and documented, as is best practice in the wider heritage sector, and this will be achieved by publishing collections management decisions on the Council website, including a revised Collections Management Plan.
34. Work will also start before the end of the year in relocating the most used archives collections from Exhibition Square to secure accommodation at York Explore, so that more users can get access to original documents. However, there is currently not enough secure storage space at York Explore to relocate all of the archives collections, and so some material will have to remain accessible by prior notice only. Decisions on what material is managed in what way will be taken in consultation with ALH service users and will also be publicised on the Council website.
35. Completion of recruitment to the ALH team has also created the capacity to re-start a volunteer support programme for the collections. This programme will be developed as part of a wider volunteer programme for York Explore and the whole library service.
36. **The Archives Development Trust**
The Council has made a one-off start-up grant of £30k in order to establish a Development Trust for the ALH collections. The Development Trust will act as a focus for generating external funding for the conservation of the ALH collections and increasing public access to them, and as a vehicle for engaging more partners and stakeholders.

37. The Council has set up a partnership with the York Civic Trust under a Memorandum of Understanding. Under this the Civic Trust will use its knowledge and expertise to assist the Council to establish the Development Trust. It is intended that the Trust will be operational by March 2011.
38. **“York – Gateway To History” - York Explore Phase 2**
Planning is already in hand for the Phase 2 refurbishment works at York Explore without which, further development of the ALH service will not be possible. Under the strapline “York – Gateway To History”, the objective of Phase 2 is to create a high-profile easy-to-access city centre archive which will showcase York’s internationally-important ALH collections to both citizens and visitors, and which give hands-on access to the city’s history to at least 22,000 personal visitors from across the city and across the world.
39. “York – Gateway To History” at York Explore will contribute to the development of the city centre visitor offer. It will complement the adjacent refurbished Yorkshire Museum by giving detailed access to the history of the city and people of York. It will enable the further development of the Cultural Quarter by vacating the wing of the Art Gallery currently occupied by the Archives, and will pave the way for follow-on projects to create additional city-centre attractions using the archives to celebrate York’s sense of civic identity.
40. It will also act as a central hub to make the ALH collections available to residents across the city through the branch library network and through partnerships with heritage organisations such as the Civic Trust, the York Oral History Society, the City of York & District Family History Society and through York’s many local history societies.
41. The works required to enable these objectives is planned to include:
 - Creation of a new climate-controlled archive repository at York Explore which will meet best practice for the preservation of the ALH collections and which will allow them to be made available at little or no notice within the building. The plan is for the new repository to be created by building the “missing wing” of York Explore on the St Leonard’s elevation.
 - Clearance of the first floor landing to create an uncluttered circulation and display space
 - Refurbishment of the existing ALH rooms in York Explore to create discrete spaces which are configured to meet the needs of different types of users, but which allow a seamless flow of users between different spaces according to how customers wish to use the collections.
42. Detailed space planning for the user spaces will be informed by public consultations as part of the fundraising process. Initial plans include:
 - creating a separate quiet research area by inserting a glass partition in the archway to the former Local Studies room;
 - bringing the first floor stack room into public use for microfilm and PC use;
 - increasing the number of bookcases and study tables in the main drop-in area;

- fitting discreet environmental controls to all spaces to improve conditions for both users and the collections.
43. Total project costs at this stage are estimated at between £1.3m and £1.5m. Work has already started on an external funding application to the Heritage Lottery Fund (HLF) for this project. An indicative capital bid has been made through the CRAM process for £0.5m as matching funding for an application to the HLF for around £1m.
44. An HLF application of this size will have to be submitted through a two-stage process. The Stage 1 application will be submitted in early 2011. This will include an application for a development grant from the HLF to cover the costs of working up the project in detail. If the Stage 1 application is successful then the detailed Stage 2 application will be submitted in late 2011 or early 2012, aiming for a final decision in mid 2012.
45. The HLF will not entertain applications for projects on which work has already started, and so work could not commence on this project unless a positive final decision is received in 2012. And, the process is a competitive one - obtaining a Stage 1 pass is not a guarantee that the project will obtain final approval at Stage 2.
46. HLF grants are awarded on the basis of a 25-year contract. The maximum chances of success will be achieved if the application can demonstrate that the Council has this long-term commitment to maintaining and developing public access to the ALH collections. The application will also have to demonstrate that it is good value for money for the HLF. This is both in terms of the percentage of matched funding that the Council is able to contribute to the project costs and also in terms of demonstrating that the project will be truly transformative. The project will have to demonstrate that it will allow many more people, and many more different types of people, to have access to, involvement with and to learn about their heritage.

Recommendations

47. Members are asked to note the progress made to date as set out in Part 1; and to endorse the proposed future development plans for the Archives & Local History Service as set out in Part 2.

Contact Details

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Fiona Williams
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Report Approved **Date** 22 September 2010

Wards Affected:

All

For further information please contact the author of the report

Annex A – Vision for the Archives Service

Vision for the Archives Service

This is our vision for the council's archives collections. Within the next 10 years:

- Our archives service will be making an exciting contribution to the life of “a city making history”. Telling the story of the people of York they will be for the people of York, enriching lives in all sorts of ways
- The collections will be a source of learning, interest, inspiration, and fun for all sections of the community
- All citizens will be aware of the archives, what they have on offer for them, and how they can access them if they wish
- They will be used extensively for all kinds of purposes, by:
 - school groups as part of the curriculum
 - individual learners pursuing their own projects
 - people interested in exploring their origins and their family history
 - specialist groups like the Oral History Society and community archives groups
 - local groups wanting to understand the history of their own communities
 - planners and decision makers, understanding the city's heritage
 - people worldwide interested in York
 - academics and researchers
- Far from being the preserve of the few they will be open to all and will proactively encourage new users. Staff will be on hand to help people who are new to using archives
- Materials available will be diverse: Documents, photographs, moving images, sound and oral history recordings – some will be originals, others surrogates of material from other collections. The surroundings will encourage browsing
- At least 22,000 people per annum will use the collections in person (600% more than at present). Virtual visits will be measured in the hundreds of thousands
- The collections will be housed in state of the art premises and the quality and quantity of conservation activity will be greatly increased. The direct handling of documents will gradually decrease as digitisation increases in depth and quality
- There will be an archivist with special responsibility for and knowledge of the city's collections
- They will be available for public use for at least 45 hours per week including at weekends and in the evenings
- Physical access to the collections will be complemented by a virtual “gateway” to the city that showcases our heritage. This gateway will be seamless to the user – what will matter is what they are interested in rather than what institution holds the object or document
- We will take this forward through a partnership of flagship status capable of contributing to the development of national practice, training professionals, and attracting funding. The partnership will draw in key providers such as the Library Service, all the major museums, the University, York St John's College

- The partnership will also work with local history groups to develop the concept of a History Store that will act as a Gateway to York's Past. Based in the Central Library and building on both the local history library and the archive collections it will showcase local and family history resources. The resources will be made accessible through innovative use of ICT and staff's active engagement with users.
- Private depositors will have their collections cared for and documented in the same way as the civic collections.
- In this way virtual access to the archives collections will be possible through a whole host of locations in the city many with staff support on hand
- The archives will play a significant role in show-casing York's achievements, raising York's profile, and encouraging people to visit and to invest in York
- Ultimately the partnership may in effect form a single archive service for the city as far as the public are concerned
- The collections will be supporting the city's key priorities, not just in learning e.g. helping adults to improve basic skills, but in other areas, e.g. providing positive activities for young people
- There will be an Education Officer making the archives a valuable resource for schools and young people generally
- Staff will work in the community to support local groups and communities of interest to access the collections. Community archives and similar groups will be flourishing. Some will base themselves along side the city's collections
- Volunteers will be extensively involved in working with the collections
- The most accessed collections will have been digitised in partnership with other archive institutions in the city (and probably beyond). Paid for access to popular material will subsidise digitisation of the less commercial and will be generating revenue that will be ploughed back into conservation of the collections
- An effective modern records system will manage records destined for the Archive as well as limited-life records with a known future disposal date



Learning & Culture Overview & Scrutiny Committee

5 October 2010

Report of the Head of Civic, Democratic & Legal Services

CYC Play Policy & Update on York's Playbuilder Programme

Summary

1. This report asks for Members views on City of York Council's next edition of York's play policy 'Taking Play Forward', before it is finalised, and provides an update on York's Playbuilder Programme following the recent change in Government for Members information.

Background

2. CYC Play Policy
In October 2009, Members agreed to carry out a scrutiny review of casual play opportunities based on the following remit:

Remit

To participate in the consultation on the revisions to CYC's Play Policy, and carry out a comparison of the play opportunities for 5-13yr olds, within a number of residential areas/wards (one city centre, one suburban and one village).

Objectives

- i. to understand the different types of provision suitable for each type of area
 - ii. to assess the potential space within the identified areas/wards that could be utilised for play
 - iii. to recommend a strategy for the provision of suitable play opportunities within the identified areas
 - iv. To be consulted on the revisions to the Council's play policy and if appropriate, the Local Development Framework (LDF)
3. At the time the review was ongoing, officers were working on revisions to the council's Play Policy. However following the general election and resulting change in Government, CYC officers took the decision to wait for information before finalising their work on the policy, to ensure it properly reflected any forthcoming changes to national policy to be introduced by the new government. This affected the scrutiny committee's review as it delayed their work on objective (iv) i.e. consultation on the revised policy.

4. The Committee took the view that the delay in releasing the draft did not affect their ability to proceed with making recommendations on their scrutiny review, but requested they still be consulted once the draft was released in the new municipal year.
5. The revisions to the play policy have now been completed, and the committee are asked to provide feedback on the revised Play Policy attached at Annex A, in order to fulfil the requirements of the final objective of the Casual Play Scrutiny Review.
6. Playbuilder
In November 2009, in support of the suggested scrutiny review of Casual Play Opportunities the committee received a presentation on the Government's Playbuilder Programme. As part of their commitment to the play agenda, the Government invested £235 million nationally to develop public, open access, to outdoor play spaces close to where children live that were safe, exciting, stimulating and accessible to all, as well as promoting active, imaginative and adventurous play targeting predominately the 8 - 13 year age range. This directly linked into York's play strategy and assisted in raising the standard of play provision across the city.
6. York was allocated £1,165,391 from the Government Playbuilder Project, consisting of £1,120,453 capital and £44,938 revenue. The plan for York, was to build 22 new and upgraded play sites across the city over a two year period, each to be developed in consultation, and with the participation of local children and young people, families, communities and representatives as appropriate.
7. However, following the general election and resulting change in Government, the Department of Education wrote to all Local Authorities announcing their need to identify savings from a number of capital budgets in 2010-11 where commitments are no longer affordable – see copy of letter at Annex B.
8. In the case of York, this led to the Department of Education reviewing the planned spend on Playbuilder scheduled for the second-year of the project. Council were told to expect notification of changes in the allocation of funding by the end of August 2010, but as yet this information has not been provided.

Consultation

9. As part of a public consultation exercise, the revised play policy was circulated to individual members of this committee to enable them to take part in the consultation process.
10. Your views as a whole Committee are now being sought (in line with the fourth objective of the scrutiny review of Casual Play Opportunities), to enable any final amendments to be made before it is presented to the Executive for their approval in late October / early November 2010.

Options

11. Members may choose to suggest further changes to the council revised Play Policy before it is finalised.

Corporate Strategy

12. The work of this overview & Scrutiny Committee is inline with the Council's corporate strategy to make York the most active city in the country by providing high quality cultural and sporting activities for all.

Implications

13. There are no known Financial, HR, Equalities, Legal, Crime and Disorder, IT, Property or Other implications associated with the recommendation in this report.

Risk Management

14. There are no known risks associated with the recommendation in this report.

Recommendations

15. Members are asked to:
 - agree any further suggested changes to the revised Play Policy, if required
 - note the content of the letter from the Department of Education in relation to the Playbuilder Programme

Reason: to progress the work of this Overview & Scrutiny Committee in line with its agreed workplan.

Contact Details

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Andrew Docherty
Head of Civic, Democratic & Legal Services

Final Report Approved **Date** 26 August 2010

Wards Affected:

All

Background Papers: N/A

Annexes:

Annex A – Revised Play Policy

(Due to its size, this document will be published online only and only Members of the Committee will receive a hard copy. If anybody else requires a hard copy, please contact the Democracy Officer)

Annex B – Letter from Department of Education

Department for Education

Sanctuary Buildings
Great Smith Street
Westminster
London
SW1P 3BT

15 July 2010

Dear Play Lead

Government is clear that play is an important part of childhood and child development, and good for families and communities more broadly. We are committed to supporting local people to have an active role in shaping the play opportunities that they care so much about.

However, due to the need to tackle the deficit, the Secretary of State for Education announced on 5 July that the Department for Education needs to identify savings from a number of capital budgets in 2010-11 where commitments are no longer affordable.

These savings will reduce the Department's End Year Flexibility (EYF) requirements by £1bn to help ensure no additional borrowing is required this year. The Secretary of State sent a letter to all 152 top-tier local authority Chief Executives and Directors of Children's Services (or equivalent) on 14 July providing detail of which capital budgets would be affected by this. The play capital grant, which is supported by EYF, is one of those budgets which has been identified as having to make savings during 2010-11.

Play Capital Grant

In order to determine how the play capital grant will contribute to the necessary savings, and the level of capital grant payments that can therefore be made this year to each local authority, we need to ask for information from the 10 Wave 2 Pathfinders and all 122 Playbuilders (*see attached template at Annex A*).

With immediate effect and until further notice, all of these local authorities should avoid incurring any new contractual liabilities in relation to their play capital grants.

The Department will cover the cost of expenditure already incurred for completed sites and sites where groundworks / construction has already commenced.

However, we will need to review contractual commitments already entered into in relation to sites where groundworks / construction have not yet commenced. We hope to allow authorities to progress these projects, although this will be conditional on our ability to make the required savings from projects that are not yet contracted.

In the event that we are unable to make the necessary savings, we may have to request further information on your contractual commitments. On this basis authorities should not progress these projects in any way that would prejudice their ability to exit the associated contracts as per the current stated terms. **Groundworks / construction work should not commence on these sites until further notice.**

Any capital grant that is not yet spent or where there is considered to not be a strong case to continue the commitments entered into, may be retained by the Department. We will be looking to achieve the most equitable distribution of reductions possible, in the context of the savings we need to make.

In order to assess the liabilities already incurred by your authority between 1 April to 14 July 2010, **the template at Annex A needs to be completed, signed by an authorised officer of your local authority and returned, by Friday 23 July 2010.**

Where local authorities have entered into arrangements with district or parish council partners to deliver play sites we will look to the authority accountable to the Department to collate and return the information.

Completed templates should be returned to:

Amanda Barrett, Department for Education, Child Health & Wellbeing Division, Ground Floor, Sanctuary Buildings, Great Smith Street, Westminster, London SW1P 3BT.

We intend to seek any further information from you and confirm revised allocations by end of August so that you have as much time as possible to plan budgets for the rest of the financial year and get projects underway.

Play Revenue Funding

In his letter of 16 June to Chief Executives and Directors of Children's Services (or equivalent), the Secretary of State announced a £5m reduction in the Play Revenue budget as part of the £670m contribution this Department is making to the £6.2bn revenue savings announced by the Chancellor of the Exchequer on 24 May.

The letter provided specific detail of how the savings will impact on Pathfinder and Playbuilder programmes this financial year. In summary, Playbuilders will receive no revenue grant this year and Pathfinders will receive 50% of their allocation as set out in the LAC 2502100003, dated 16 March 2010.

The 50% Play Pathfinder revenue funding allocation will retain its ring-fence, and we would like Pathfinder authorities to focus this funding in the first instance on staffing for the adventure playgrounds delivered as part of the play capital programme, given the level of capital investment that has been/is being made in those facilities.

We will be employing a very light touch approach to requests for information on pathfinder revenue spending plans for the remainder of this financial year. We do however need to know what the reduced allocation means for Pathfinders' current 2010-11 Project Plan, and specifically any services to (or involving) the public. Meanwhile, until you have spoken with one of us here in the play team, we

encourage Pathfinders to not make immediate decisions on stopping revenue funded projects.

Any issues should be raised by Friday 23 July 2010 with Amanda Barrett, Department for Education, Child Health & Wellbeing Division, Ground Floor, Sanctuary Buildings, Great Smith Street, Westminster, London SW1P 3BT (telephone: 0207 340 7355)

Play England Role

You may have seen the announcement from Play England, on 28 June, regarding their proposed reorganisation in light of their reduced contracts with the Department. The remainder of their contract will focus on supporting action by the community in the management and delivery of play provision.

What this will mean for you is that Play England regional teams will no longer contact you to gather data/information in order to monitor the Department's play capital and revenue programme.

We are currently working with Play England to develop a revised programme of support that will be available from August onwards. It will be aimed at increasing the involvement of community & voluntary sector organisations in shaping local play opportunities and future provision, especially in relation to the play areas delivered through the capital programme. It will include a national helpline for all those involved in the play programme. There will be range of guidance available to all via the web and some bespoke support programmes for local areas with staffed adventure playgrounds. As part of the new programme Play England will invite you to be part of practice-sharing networks so you can share your experiences and access advice and support on play.

Play England will be in touch once the revised programme has been finalised. In the meantime, their websites (www.playengland.org.uk, www.playfulcommunities.org.uk, www.playshaper.org.uk) are still available, as are the guidance resources and materials.

Amanda Barrett and colleagues in the Play team are, of course, also on hand to provide advice.

National Evaluation

The Department has significantly reduced its central costs for the national evaluation that SQW/Ipsos MORI are undertaking for us.

We intend to fund a smaller scale, yet still viable, national evaluation which should provide evidence on the impact of the play investment to date which you will be able to use. If we are able to progress this scaled down national evaluation, SQW/Ipsos MORI will be contacting those play pathfinders who were involved in the baseline evaluation activity last year with one final request for data.

Signage

Many of you have enquired about changes to signage requirements for any play areas funded via our capital programme. Given the removal of the capital ring fence and reductions in revenue, there is now much more flexibility.

There are no longer any mandatory signage requirements from the Department for play areas funded, or part-funded, via the Play capital programme.

However a local authority can, if they so wish, add the Department for Education logo to any of their own signage and can reflect whether the play area has been funded or part funded by adding text as per the jpeg file (both graphics files are attached to the covering e-mail).

There remain guidelines about an exclusion zone that should be applied around our departmental logo so as to ensure that it does not become cluttered/lost in amongst other information on signage, and these guidelines can be found on the branding page of our website.

I would like to thank you for your hard work on the play programme. We realise that the reductions in funding outlined above will have an impact on play services in your authority, but would encourage you to continue working with your local communities - and young people - to involve them in decisions that are made about the future of play in your local housing developments, public parks and open spaces; and to help more volunteers support local play opportunities for children.

Yours sincerely



Anne Jackson
Director, Child Wellbeing Group
Children and Families Directorate
Department for Education

**PLAY PATHFINDER/PLAYBUILDER 2010-11 CAPITAL GRANT EXPENDITURE
INFORMATION REQUIRED**

This form should be completed by an authorised officer of the local authority and returned, by Friday 23 July 2010 to:

Amanda Barrett, Department for Education, Child Health & Wellbeing Division,
Ground Floor, Sanctuary Buildings, Great Smith Street, Westminster, London SW1P
3BT

Expenditure incurred between 1 April 2010 and 14 July 2010:

<u>How much has been spent on completed play areas?</u>	£
<u>How many 2010-11 play sites have already been completed?</u>	
<u>How much is needed for projects already under construction (where groundworks / construction has commenced on site)?</u>	£
<u>How many 2010-11 play sites are under construction?</u>	
<u>What is the value of contracts that have been entered into, but groundworks / construction has not yet started on site.</u> (Supporting documentation may be called for at a later date). This would include for example: consultation, design, materials or equipment ordered for sites where groundworks / construction work has not yet started. It may be necessary to produce on request copies of contracts, orders, or paid invoices as evidence of the committed expenditure.	£
<u>How many play sites where contracts entered into contracts but groundworks/construction not yet started</u>	
<u>Total</u>	£

I certify that:

- no claim has been made for funding in respect of these items from any other body.

Signed by a person authorised to sign on behalf of the grant recipient	
Date	
Signature	
Name (please print)	
Position in organisation	



Learning & Culture Overview & Scrutiny Committee

5 October 2010

Report of the Head of Civic, Democratic & Legal Services

City Of York Council Youth Services

Summary

1. This report introduces a briefing on City of York Council's Youth Services, following the submission of an associated scrutiny topic submitted by Cllr Watt. Members are asked to consider the information provided and decide whether a review of the Youth Service is required.

Background

2. In June 2010, Councillor Watt submitted a scrutiny topic on the provision of Youth Clubs across the city and the use of ward funding to provide them – see Annex A. Councillor Watt and the Chair of this committee met with officers to discuss the proposed topic, and it was recognised that:
 - a significant proportion of ward funding goes to Youth Services
 - central wards and rural wards face the same funding issues
 - there is currently inequitable provision with only 4 CYC Youth Clubs across the city
3. Officers agreed that a review of the provision of Youth Services across the city would be timely due to the ongoing national debate on these services. It was recognised that external providers had a role to play in the universal youth provision across the city and their views should be sought, should a review be undertaken. It was also recognised that there were issues around increasing community involvement and supporting recruitment and training of volunteers which the council could lead on.
4. In support of this wider review of Youth Services in the city, officers agreed to provide a briefing paper on Youth Services in York, including a map of what is available where, and information on the funding providers – see Annex B.

Options

5. Having considered the information in this report and its annexes, the Committee may choose to:

- i. Proceed with a scrutiny review of CYC Youth Services and identify a remit for the review with a number of objectives
- ii. Request additional information in support of a possible scrutiny review and defer the decision on whether to proceed with a review until such time as the relevant information has been provided
- iii. Decide a review of Youth Services in York is not required

Analysis

7. It is clear that the pattern of youth provision in York reflects a range of historic decisions about buildings, facilities and other issues. This means that it is not evenly distributed, in the accepted sense of the term, across the city . On the other hand, it could be argued that where certain Ward Committees have chosen to prioritise the funding of youth provision, the results are a fair reflection of local residents' wishes. It must also be noted that young people don't always look for youth provision close to where they live - they have repeatedly told Youth Services in surveys and focus groups that their own priority would be for more facilities close to the city centre.
8. This Committee could usefully take stock of the current pattern of provision and express a view as to whether what exists at present is an inevitable and welcome consequence of devolved local decision making, or something that needs more fundamental review. The Committee might wish to seek the views of young people themselves on this matter, and this could readily be facilitated through the Youth Council.
9. That said, this potential scrutiny review takes place against the backdrop of a bigger national debate about the future of traditional youth work, and the role of local authorities in providing it. Some commentators have argued that the bulk of traditional youth work should be provided by the voluntary and community sector, with the LA's role being confined to that of a commissioner or quality controller. The debate on this has by no means reached a firm conclusion, and is unlikely to do so until after the comprehensive spending review. Officers' view is that this backdrop means a local debate on the issues would be highly topical, and would enable us to meet the challenges of the months and years ahead on the front foot in terms of understanding local Members' views.
10. With this in mind, officers agree that it is timely to examine:
 - the current pattern of youth provision across the city, who provides it, from what buildings, and with what funds
 - any future strategic steers about the distribution of such provision, incorporating young people's own views
 - the balance between what the local authority provides, and what can be provided in the voluntary and community sector - taking account of the ongoing national debate on this issue.

Corporate Strategy

11. The work of this Overview & Scrutiny Committee is inline with the Council's corporate strategy to make York the most active city in the country by providing high quality cultural and activities for all.

Implications

9. There are no known Financial, HR, Equalities, Legal, Crime and Disorder, IT, Property or Other implications associated with the recommendation in this report.

Risk Management

10. There are no known risks associated with the recommendation in this report.

Recommendations

11. Members are asked to agree whether of not to proceed with a review of Youth Services in York.
12. If a decision is taken to proceed with the review, Members are asked to agree the following:
 - A remit for the review – identifying its aim and objectives
 - A timetable for the review – identifying any additional meetings dates required and a workplan

Contact Details

Author:

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Chief Officer Responsible for the report:

Andrew Docherty
Head of Civic, Democratic & Legal Services

Final Report Approved **Date** 26 August 2010

Wards Affected:

All

Background Papers: None

Annexes:

Annex A – Topic Registration Form

Annex B – Briefing Paper of Youth Services in York

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Scrutiny Topic Registration Form

- * Proposed topic: Central Provision of Youth Clubs to Wards
- * Councillor registering the topic: Watt - Councillor Joe Watt

Submitted due to an unresolved 'Cllr Call for Action' enquiry

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess the following key elements to the success of any scrutiny review:

- How** a review should best be undertaken given the subject
Who needs to be involved
What should be looked at
By when it should be achieved; and
Why we are doing it ?

Please describe how the proposed topic fits with 3 of the eligibility criteria attached.

	Yes?	Policy Development & Review	Service Improvement & Delivery	Accountability of Executive Decisions
Public Interest (ie. in terms of both proposals being in the public interest and resident perceptions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Under Performance / Service Dissatisfaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In keeping with corporate priorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level of Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Efficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National/local/regional significance e.g. A central government priority area, concerns joint working arrangements at a local 'York' or wider regional context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** Set out briefly the purpose of any scrutiny review of your proposed topic. What do you think it should achieve?**

The provision of Youth Clubs and related activity in some wards is dependant upon Ward Funding. Whereas, other wards - particularly those in the central areas of York, have Youth Club provision provided without the need for ward funding. As an example, the Skelton, Rawcliffe & Clifton Without Ward Committee regularly spends approximately 40% of its budget on Youth Clubs and services, despite these being poorly attended. This detracts from the community benefit of ward funding. A scrutiny review should aim to achieve a more equitable provision of youth services across the City of York - Youth Club provision in particular - without dependency on major shares of ward budgets.

*** Please explain briefly what you think any scrutiny review of your proposed topic should cover.**

1. Youth Club provision by ward.
2. Youth drop-in provision.
3. Attendance levels at Youth Clubs and Drop-In sessions.
4. Locations for Youth Clubs and Drop-In Sessions.
5. The fairness of provision across the City and within wards.
6. The fairness of the current funding - in particular - the expectation that some wards will contribute an exceptionally large proportion of their annual budget to Youth Clubs.

*** Please indicate which other Councils, partners or external services could, in your opinion, participate in the review, saying why.**

All 3 parish Councils in Skelton, Rawcliffe & Clifton Without would welcome the opportunity to contribute to any review.

*** Explain briefly how, in your opinion, such a review might be most efficiently undertaken?**

As a task for the Learning & Culture Overview & Scrutiny Committee

Estimate the timescale for completion.

- 1-3 months
- 3-6 months
- 6-9 months

Support documents or other useful information: None

Date submitted: Friday, 18th June, 2010, 11.51 am

Submitted by: Councillor Joe Watt

Learning & Culture Overview & Scrutiny Committee

Young People's Services (YPS)

Young People's Services was established on 1st April 2008 through the merger of the Youth Service and Connexions to create a new integrated youth support service for young people aged 13-19 years. A significant number of young adults up to the age of 25 also receive specialist support. A strong partnership culture exists with other agencies and services, and local communities are also indirect partners.

There are 4 main strands to YPS:

- Universal Information, Advice and Guidance (IAG), including a statutory duty to provide careers advice to schools, access to counselling and intensive support for those who require specialist intervention.
- Access to a wide range of positive activities, including an appropriate offer of "places to go and things to do" that reflects the Government's ambition for youth opportunities.
- Empowering young people to influence services and facilities that are available to them and facilitating opportunities to volunteer and contribute to their local community.
- Targeted support for vulnerable young people experiencing difficulties in their education, health, behaviour, or relationships, with specialist services for disabled young people or those from different ethnic backgrounds.

YPS provides opportunities, help, support and advice for young people aged 11 to 25 through:

- youth centres and outreach sessions providing a wide range of sport, arts, personal development and health activities
- access to careers information, advice and guidance through Connexions service
- a confidential information, support and counselling service for young people 16-25 at Castlegate
- the Duke of Edinburgh's Award, offers 14-25 year olds the chance to learn new skills, help others and experience adventure, administered by YPS and delivered through 20 groups in the city
- the Zoo – one of the best skate parks in the region
- the Basement Multi-Media Project in partnership with the City Screen Cinema
- activities and clubs specially arranged for young people with disabilities or other special needs
- volunteering activities in city-wide communities and involvement in local democracy through the Youth Council and other 'voice and influence' activities
- mobile information and activities through the URBIE minibuses
- excellent mentoring and alternative learning programmes for young people who need additional help, delivered through Network 2 and specialist support staff
- the deployment of specific funds by young people through the YorkKash fund

- providing support and initiatives to reduce the numbers of young people not in education, employment or training (NEET)

YPS is guided by the principles of Every Child Matters including the provision, together with a range of statutory and voluntary sector partners, of an entitlement for young people described as the Youth Offer. This includes:

- access to two hours per week of sporting activity;
- access to two hours per week of other constructive activities in clubs, youth groups and classes;
- opportunities to make a positive contribution to their community through volunteering;
- a wide range of other recreational, cultural, sporting and enriching experiences;
- a range of safe and enjoyable places in which to spend time;
- access to information, advice and guidance including careers education and guidance for young people age 13-19 , counselling and support .(up to 25 for disabled young people)
- intensive and targeted support for vulnerable young people

Operationally YPS is managed through 3 localities, each one a geographical third of the City comprising specific wards and neighbourhoods. Work is delivered from a main Hub Centre in each locality, which is also the base for the locality staff teams comprising youth workers, careers advisers, connexions advisers, and other specialist staff.

The teams work in schools, satellite buildings and through outreach initiatives, including street work.

The 3 localities are complemented by city wide provision including the Castlegate Centre for young people and Heworth Lighthouse both of which provide much of the targeted and intensive work, including alternative learning programmes and counselling.

Youth Clubs

It will be apparent that the provision of opportunities for young people through YPS is far wider than access to youth clubs in a traditional sense. Throughout the last decade youth club buildings have reduced, principally due to the lack of attendance by young people, budget reductions, changes in the priorities of delivery methods and agenda, and the need by young people for more sophisticated entertainment and pastimes. The latter is well provided for in York by the commercial sector and home entertainment.

However, YPS has maintained the provision of youth clubs in each of the hubs, supplemented by activities in satellite bases or through voluntary clubs.

The table below gives an overview of locality arrangements and the distribution of youth clubs.

Locality	East	North	West
Hub	Fulford	Kingswater	Moor Lane
Satellite Base	68 Centre	New Earswick Skate Park Basement	Chapelfields
Other CYC provision	Tang Hall Dunnington Acaster Malbis URBIE	Huntington Strensall Skelton URBIE	Southlands Acomb outreach URBIE
Vol sector youth clubs	85 Club Wheldrake Bishopthorpe	Haxby	Poppleton Copmonthorpe
Wards	Derwent Fishergate Fulford Guildhall Heslington Heworth Heworth W/out Hull Road Osbalwick Wheldrake	Clifton Huntington and New Earswick Skelton, Rawcliffe, and Clifton Without Haxby & Wigginton Strensall	Acomb Bishopthorpe Dringhouses and Woodthorpe Holgate Micklegate Rural West Westfield

Financial Contributions

YPS has successfully gained external funding for a range of supplementary and enhanced activities and the delivery of pilot development activities. This includes the LAA delivery fund, DCSF, Safer York Partnership and the PCT.

Contributions from ward committees has also been substantial and over a sustained period of years supporting additional staff hours, URBIE, specific youth club activities, detached work, junior clubs, equipment and resources. The grants from ward committees have ranged between a few hundred pounds to £20k, with the average around £4k.

Over the past 3 years only 2 ward committees have not contributed to the service.

Some parish councils have also asked for specific responses to perceived needs in their area and have agreed to pay for the work as YPS does have a limited budget.

It is worthy of note that responses to the needs of young people can not just be the responsibility of council services and the whole community has a part to play. This can be evidenced by local people volunteering, voting for local resources to be utilised for young people's activities or simply encouraging young people to get involved and do positive things with their lives.

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Learning and Culture Scrutiny Committee.**5 October 2010**

Report of the Head of Arts & Culture

West Offices - Opportunities for Public Art**Summary**

1. This briefing paper outlines the discussions already held with the developers of West Offices – S. Harrison Developers Ltd, and details the next steps in the process of embedding public art into the development of a new civic building for York. The aim is to ensure the highest quality design while recognising that as the Council Headquarters for the city, we should use the opportunity to celebrate both our contemporary artists & craft workers, and our artisan heritage.

Background

2. Since 1998, City of York Council has required that public art has to be a proactively considered element of any new development scheme in York. The council has committed itself to ensure that all development on behalf of the council has a public art element within the development brief.
3. Successful public art is work that resonates with the site and context, and creates an opportunity for the range of people using the site to engage with it. As an integral part of the new Headquarters for the City of York Council the public art commissions should also aim to capture the skills and creativity of the local community, embrace the heritage of our craft workers, artists and artisans and reflect the ambitions of, and new directions for, the City of York. In short it should enhance both the role of the building and the surrounding public realm environment of the building.

Current situation

4. Through client discussions with the developers we have agreed the following principal. Public art should not be confined to one area or one audience, it is important to foster a sense of identity, dynamism and of interpreting the ambitions for the city. It must also be public, not hidden away in boardrooms or staff only spaces but used to welcome in the community, to celebrate our local skills and delineate those things that make York unique.
5. Jointly we have identified public art opportunities around the following general areas:

- Design landscaping of the main approach gardens
 - Seats, benches, shelters in the outdoor areas
 - Functional artwork in the main reception areas
 - Artistic interventions that create a positive and engaging visual statement for the division between the public and the private space
 - Window treatment and lighting schemes that display the beauty of the building after dark but also create a welcoming approach at other times of the day.
6. In addition to the ideas given above there are a number of commissioning opportunities that could be functional interventions that are embedded in the building. These could encompass flooring in the public area, seating in reception or public meeting rooms, lighting in the interior public spaces, and wall space that enable artists to design and influence colour, pattern and use texture and text. The intention must be to have a co-ordinated approach to the building and its environs where the art, the architecture and the landscape are complementary.
7. Working within the developers budget we have also established the principal that where any artwork has a functional use then only the element of making it public art will be charged to the public art budget i.e. if outdoor seating were to be commissioned, the charge to the public art budget would be the cost LESS any money already included in the development budget for outdoor seating.
8. We have also agreed that a balance of practitioners should be sought reflecting the local traditions in stone, metal and glass and that new directions supporting sustainable development in lighting, landscape art and digital art should also be included in the scope of the artistic commissions.
9. In order to maintain a clear client and developer relationship there will be small focussed steering group of CYC chosen representatives and developer/ architect, that will work with a commissioning manager appointed by the developers to oversee the artistic commissions and ensure the integration of the public artwork into the development programme. It is intended that approved artists be appointed at an early stage in order to bring together a coordinated public arts programme into a cohesive whole.
10. The Commissioning Manager would be expected to:
- Work closely with the architects and development team to identify, prioritise, and cost the outline public art commissions within the project
 - Work with City of York Council/ developer steering group to agree the commissions offered
 - Develop the briefs for the commissions and prepare a short list of local artists and craftspeople with recommendations to the steering group. If appropriate, consideration will be given to a design competition for elements of the external lighting works or landscaping.

- To manage the implementation of the agreed commissions working closely with the artists and the project team to ensure successful completion of works and adherence to the budget and the brief.
- Agree an approach that ensures public participation in the commissioning process.

11. Members are asked to note and comment on the work undertaken with the developers so far.

Contact Details

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Chief Officer Responsible for the Report

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Report Approved

Date 22 September 2010

Wards Affected:

All

For further information please contact the author of the report

Background Papers: Planning application for West Offices.

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Learning & Culture Overview & Scrutiny Committee Work Plan 2010-11

Chairs Brief	Meeting Date	Work Programme
TBA	13 July 2010 @ 5:15pm	<ol style="list-style-type: none"> 1. 2009-10 Year End Outturn Report 2. Briefing from Director of Adults, Children & Education on changes to Govt. policy post general election 3. Draft Final Report - Review of Casual Play Opportunities <u>For information Only</u> 4. York Theatre Royal – Service Level Agreement Performance Update Report 5. York Museums Trust Partnership Delivery Plan – Performance Update Report 6. Workplan
TBA	5 Oct 2010 Meeting in Marriott Room at York Explore	<p>Tour of Library & Archives Area @ 5:30pm at York Explore, followed by public meeting @ 6pm</p> <ol style="list-style-type: none"> 1. First Quarter Monitoring Report 2. Report on Archives (Fiona Williams) 3. Draft Play Policy & Update on Playbuilder 4. Briefing on Youth Services -re scrutiny topic submitted by Cllr Watt (Paul Murphy) 5. Report on Opportunities for Public Art at new CYC HQ (Maria Wood / Gill Cooper) 6. Workplan
TBA	8 Dec 2010 @ 5pm	<ol style="list-style-type: none"> 1. Second Quarter Monitoring Report 2. York Museums Trust Partnership Delivery Plan – Performance Update Report (To Attend) 3. Presentation on Looked After Children – handouts to be provided 4. Report on Levels of Adult Participation In Sport in the city (NP18) 5. York Theatre Royal – Service Level Agreement Performance Update Report (For Information Only) 6. Workplan
TBA	26 Jan 2011 @ 5pm	<ol style="list-style-type: none"> 1. Workplan

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