
MEETING	EXECUTIVE
DATE	15 JANUARY 2008
PRESENT	COUNCILLORS STEVE GALLOWAY (CHAIR), ASPDEN, SUE GALLOWAY, JAMIESON-BALL, REID, RUNCIMAN, SUNDERLAND, VASSIE AND WALLER

131. DECLARATIONS OF INTEREST

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

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

132. EXCLUSION OF PRESS AND PUBLIC

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

133. MINUTES

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

134. PUBLIC PARTICIPATION AND OTHER SPEAKERS

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

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

135. EXECUTIVE FORWARD PLAN

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

136. MINUTES OF WORKING GROUPS

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

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

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

Having noted the comments of the Shadow Executive, it was

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

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

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

board, together with the implications for democratic accountability.¹

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

Action Required

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

137. POST OFFICE CLOSURES

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

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

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

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

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

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

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

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

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

Action Required

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

138. COMMUNITY LEADERSHIP AND NEIGHBOURHOOD MANAGEMENT

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

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

Members were invited *either*:

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

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

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

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

Action Required

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

139. REVIEW REPORT: A NEW APPROACH TO CITY MANAGEMENT

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

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

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

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

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

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

Action Required

1. Circulate details of milestones to Group Leaders. GR

140. EASY@YORK OPTIONS FOR PHASE 2

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

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

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

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

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

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

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

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

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

Having noted the comments of the Shadow Executive, it was

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

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

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

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

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

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

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

Action Required

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

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

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

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

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

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

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

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

Having noted the comments of the Shadow Executive, it was

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

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

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

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

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

Action Required

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

142. TRAFFIC MANAGEMENT ACT 2004: IMPLICATIONS FOR PARKING

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

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

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

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

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

Having noted the comments of the Shadow Executive, it was

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

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

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

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

REASON: To ensure a consistent policy.

Action Required

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

JB
GR

143. SECOND PERFORMANCE AND FINANCIAL MONITOR 2007/08

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

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

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

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

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

The Shadow Executive had reserved their position on this item.

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

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

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

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

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

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

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

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

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

Action Required

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

144. CAPITAL PROGRAMME - MONITOR TWO

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

The report highlighted:

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

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

The Shadow Executive had reserved their position on this item.

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

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

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

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

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

Action Required

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

SA
SA

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

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