

**Report of the Corporate & Scrutiny Management  
Committee to Council**

**25 June 2012**

Report of the Assistant Director of Governance & ITT

**Annual Scrutiny Report 2011-12**

**Summary**

1. This annual scrutiny report summarises the work of the five Overview & Scrutiny Committees for the period June 2011 – May 2012.

**Background**

2. This committee is charged with monitoring overall performance in relation to scrutiny review work and providing an annual report to Full Council. The last annual report was presented to this Committee in September 2011 for the period June 2010 – May 2011.

**Consultation**

3. Consultation was not required for the production of this annual report. However, consultation is an important element of Overview & Scrutiny and is regularly carried out in support of all scrutiny reviews.
4. The final reports produced for each of the reviews completed during the period June 2011 – May 2012 detail all of the work undertaken, including any consultation carried out. Those final reports and all supporting information can be viewed in full at:

<http://democracy.york.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13029&path=13028>

**Options**

5. Having considered the Annual Report, Members may choose to:
  - agree any amendments required to the report
  - approve the report for presentation to the meeting of Full Council in July 2012

## Scrutiny Reviews in 2011-12

6. The following scrutiny reviews were carried out by the Overview & Scrutiny Committees in the last municipal year:
7. Admission Arrangements & School Travel Policies  
Between September 2011 and January 2012, the Learning & Culture Overview & Scrutiny Committee carried out a review of the Council's admission arrangements and school travel policies. The aim of the review was to ensure the oversubscription criteria in use in York's community and voluntary controlled schools was made up of the right priorities, and in the right order, and that the Local Authority's school travel policies were fair and appropriate given the changing demographics across the city. The review found that no changes were required to the oversubscription criteria in place. However, the final report presented to the Cabinet in early April 2012 recommended that there be a phased withdrawal of the free school transport provided on a denominational basis. As a result, the Local Authority is currently carrying out the required statutory consultation with the intention of starting the phased withdrawal as from September 2013. This is expected to result in a saving of at least £137k by 2019.
8. York Museums Trust Review  
The Learning & Culture Overview & Scrutiny Committee also chose to scrutinise whether the grant allocated to York Museums Trust by the Council was delivering the council's priorities and achieving value for money. In particular, the Committee were keen to ascertain whether the cataloguing of the collections was on track, in line with the Partnership Delivery Plan agreed in 2002 when the Trust was formed. At that time it was recognised that the storage facilities required urgent attention as many of the collections were being stored in poor conditions. To date, members of the Committee have visited the internal and external storage sites to view the new facilities now being provided by the Trust and to understand the progress being made in cataloguing the hugely varied collections containing over 1.5 million objects. The work on the review started in January 2012 and the Committee plan to complete the review early in the municipal year 2012/13.
9. Staff Sickness Absence Management Review  
The Effective Organisation Overview & Scrutiny Committee set up a Task Group to carry out a review of the Council's management of staff sickness. Work on the review began in September 2011. The Task Group initially received information on a range of associated issues including a national survey of annual absence & labour turnover, and a

number of recent scrutiny reviews and comparative figures from other Local Authorities. The Task Group went on to identify appropriate revisions to the Council's Absence Management Policy & Procedures to ensure they were in line with national best practice and fit for purpose in line with the introduction of the Council's new HR management system (iTrent). Work on the review will continue into the new municipal year so that the Task Group can identify and consult on appropriate training for managers and induction for all new staff.

10. Reducing the Carbon Footprint in the Privately Rented Sector Review  
In November 2011, the Economic & City Development Overview & Scrutiny Committee set up a Task Group to review the Council's policies and procedures in relation to the take up of available measures to reduce the carbon footprint of privately rented accommodation. The Task Group considered the council's current policies, the private sector housing regulations on domestic carbon reduction, and an overview of the policies relating to the regulation of privately rented accommodation in the city. They found that many of the current funding streams to assist with reducing the carbon footprint in the privately rented sector were coming to an end in 2012 and that they would ultimately be replaced by a new Government initiative called the 'Green Deal'. Having discovered that detailed industry guidance on this new initiative would not be available until late Spring 2012 with the first Green Deals due to appear sometime in Autumn 2012, the Scrutiny Committee agreed to postpone the review until the municipal year 2012/13.
11. End of Life Care – The Use & Effectiveness of DNACPR Forms Review  
The aim of the review was to assess whether or not patients wishes and instructions were being acted upon by health professionals and carers at the end of life, especially in terms of ensuring that instructions in relation to information on 'Do Not Attempt Cardiopulmonary Resuscitation' (DNACPR) forms was being kept up to date and adhered to when required. The review found that work had been started to improve how the hospital used DNACPR forms and that specific training was being offered to all doctors on how to use the forms in order to ensure consistency. Work on the review will continue in the municipal year 2012/13 to gather the opinions/guidance & advice from the relevant professional organisations on the appropriate use of the form, and to investigate how things can be improved and who can help with any suggested improvements.
12. City Centre Access Review  
In July 2011, an Ad-hoc Scrutiny Committee was formed to carry out a review of how the Council might minimise vehicular movement in the city

centre foot streets and immediate areas, to ensure the safety of pedestrians. Having initially been made aware of an ongoing foot streets review and city centre movement & accessibility study, the Committee were keen to ensure they did not duplicate that work. Instead, the Committee focussed their work on enforcement of the foot streets policy, and identified various difficulties in enforcing the foot street arrangements currently in place. They also agreed to look at access points, disabled parking provision and accessibility/safety hazards for pedestrians. The Committee also sought the views of CYC officers and North Yorkshire Police regarding partnership working to enforce the policy. The review is due to be concluded during the early part of the municipal year 2012/13.

### **Supporting the Council Plan 2011-15**

13. All of the reviews carried out during 2011-12 (identified above) took account of the Council's need to be inclusive and ensure equality in accessing the services being reviewed. Each of the reviews also supported a number of the council's other improvement priorities and direction statements:
14. Admission Arrangements & School Travel Policies Review  
The Council Plan recognises that the provision of appropriate and improved community infrastructure, including schools, which will help to build strong communities. The Council has also made a commitment to deliver equal outcomes to all its customers through the delivery of an Equalities & Inclusion Improvement Plan, and to support families.
15. Staff Sickness Absence Management Review  
The Council Plan recognises that staff are the most important resource of the Council and without them it could not deliver its services and priorities. Ensuring staff receive the proper levels of support in times of illness etc is one way in which staff can be made to feel valued and engaged.
16. York Museums Trust Review  
The success of the York Museums Trust and the Partnership Delivery Plan contributes to the council's priority to create jobs and grow the economy, through its investment in the tourism infrastructure. It also provides opportunities for learning, for young people across the city.

17. Reducing the Carbon Footprint in the Privately Rented Sector Review  
The review was directly linked with the 'Protect the Environment' element of the Council Plan. In particular, the 'reduce carbon emissions and improve air quality' strand of that document.
18. End of Life Care – The Use & Effectiveness of DNACPR Forms Review  
The review was closely linked with the 'Protect Vulnerable People' theme of the Council Plan as it specifically focussed on the provision of independence and greater choice and control over their lives for vulnerable people.
19. City Centre Access Review  
This review supported the 'Get York Moving' theme of the Council Plan as many of the areas being explored as part of the review complement the theme's commitment to look at improving movement in the city centre.

### **Performance & Finance Monitoring**

20. Throughout 2010-11 the Overview & Scrutiny Committees each received quarterly monitoring reports relating to the council's performance and finance management, in service areas specific to their individual remits. In some cases this led to individual Committees requesting detailed reports on some of the exceptional issues identified and the initiatives being put in place to address them.
20. In addition, they also received other monitoring reports specific to their individual terms of reference, as detailed below:
21. The Community & Safety Overview & Scrutiny Committee received:
  - Quarterly performance reports from the Safer York Partnership & North Yorkshire Police;
  - Updates on the Capable Guardian Pilot, and an overview of other CYC initiatives e.g. the Area Based Working Pilot;
  - A report on the restructure of community safety in North Yorkshire Police;
  - A detailed presentation on the provision of CCTV by CYC Network Management and updates on a regional CCTV Shared Services Consultation;
  - A report on the restructure of Community & Neighbourhood Services
  - A presentation on the Recycling Doorstepping Campaign and a briefing on Waste Management Services
  - A briefing report on the formation of North Yorkshire Police & Crime Panel

22. The Economic & City Development Overview & Scrutiny Committee received:

- Six monthly updates on major developments within the City and major transport initiatives and issues arising from them;
- An update on the Local Enterprise Partnerships (LEPS) and a presentation from the Chief Operating Officer of the York and North Yorkshire LEP;

23. The Effective Organisation Overview & Scrutiny Committee received:

- A presentation on the findings from a recent staff wellbeing survey
- A report on the future use & options for the Guildhall
- A monitoring report on the implementation of the Council's Workforce Plan

24. The Health Overview & Scrutiny Committee received:

- Updates on the transformation of Community Services;
- A progress report on NHS Reforms and the work of the Transition Board;
- Regular updates from York Teaching Hospital NHS Foundation Trust, and the Yorkshire Ambulance Service;
- Six monthly update reports on the Carer's Strategy for York;
- An annual performance account for Adult Social Care;
- Updates on the Dementia Strategy Action Plan;
- Regular Health Watch Procurement monitoring reports;
- An update on the proposed changes to Children's Cardiac Services
- Briefings on the proposed changes to the Mental Health Service, the redesign of Acute Care Pathway in York, and on the Major Trauma Network;
- Updates on the formation of CYCs Shadow Health & Well Being Board;
- A presentation on NHS 111 Service;
- A briefing on cuts to voluntary sector funding

26. The Learning & Culture Overview & Scrutiny Committee received:

- Bi-annual service level agreement performance update reports from the Yorkshire Museums Trust and York Theatre Royal;
- Presentations on Demographics in York Primary Schools, Corporate Parenting, and the Management of Public Parks

27. The Committee also carried out a tour of the Theatre Royal & De Grey Buildings.
28. Else on this agenda, CSMC are asked to consider reviewing how the scrutiny committees undertake performance monitoring as there are many facets to this role beyond receiving quarterly reports.

### **Acting as Critical Friend**

28. During the municipal year 2011-12 each of the Overview & Scrutiny Committees met with the relevant Cabinet Members to hear about their challenges and priorities for the year. They also met with some of the council's appropriate statutory partners to hear about their priorities and challenges.

### **Monitoring Previous Recommendations**

29. Finally, each of the committees received bi-annual updates on the implementation of any outstanding approved recommendations arising from the scrutiny reviews they had completed in previous municipal years.

### **Calling - In**

30. Throughout the municipal year 2011-12 there were 4 Cabinet/ Cabinet Member decisions called-in for consideration by the Scrutiny Management Committee (SMC). SMC agreed to uphold all 4 decisions and therefore none were referred back to the Cabinet for their reconsideration. The items called-in were:
  - Revisions to the Council's Administrative Accommodation Strategy;
  - The Community Stadium & Council Leisure Facilities – Procurement of Operator Arrangements;
  - Neighbourhood Working – A New Approach
  - Water End/Clifton Green Junction: Options for Reinstating a Separate Left Turn Traffic Lane on the Water End Approach

### **Implications**

31. There are no known legal, HR and financial implications associated with the recommendation within this report. The cost of producing and publishing the completed review booklets and this annual scrutiny report has been met from within the scrutiny budget.

## **Risk Management**

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

## **Recommendations**

33. Having considered the information within this covering report, Members are asked to approve and present to Council the Annual Scrutiny Report which covers the period between June 2011 and May 2012.

Reason: To enable its presentation to Full Council, in line with Constitutional requirements.

## **Contact Details**

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**Report Approved** ✓ **Date** 13 June 2012

**Specialist Implications Officer(s)** - None

**Wards Affected:**

**All**

✓

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

**Background Papers:** None

**Annexes:** None