



**Notice of a public meeting of
Customer and Corporate Services Scrutiny Management
Committee**

- To:** Councillors Crawshaw (Chair), Fenton (Vice-Chair),
Hunter, Hollyer, Rowley, Musson, Pearson, Mason and
Kilbane
- Date:** Monday, 9 November 2020
- Time:** 5.30 pm
- Venue:** Remote Meeting

AGENDA

1. Declarations of Interest

At this point, Members are asked to declare:

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

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

2. Minutes (Pages 1 - 12)

To approve and sign the minutes of the meetings held on 5 October 2020.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines have changed to 2

working days before the meeting, in order to facilitate the management of public participation at remote meetings. The deadline for registering at this meeting is at 5.00pm on Thursday 5 November 2020.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

4. Health Update on COVID-19

The Director of Public Health will give a verbal update on COVID-19.

5. Update on Council's overall position further to COVID-19 including outline plans for the coming months

The Interim Head of Paid Service will give an update on the Council's overall position further to COVID-19 including outline plans for the coming months.

6. HR & Staff Well-being Update (Pages 13 - 22)

This report will provide an update on staff well-being under COVID-19. It includes an update on the measures and arrangements for winter including ongoing absence management strategies.

7. Finance Update (Pages 23 - 28)

This report provides an update on financial matters. A previous report to this committee outlined the forecast position for the current financial year and the next monitoring report is due to

be considered by Executive on the 26 November after which a more detailed report will be presented to this committee for scrutiny.

8. Scrutiny Management and Work Planning (Pages 29 - 34)

The Committee will consider scrutiny management and work planning for the council's scrutiny committees.

9. Work Plan 2019/20

To consider the Draft Work Plan for 2019-20.

10. Urgent Business

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

Democracy Officer:

Name: Angela Bielby

Telephone: (01904) 552599

E-mail: a.bielby@york.gov.uk

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

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City Of York Council

Committee Minutes

Meeting	Customer and Corporate Services Scrutiny Management Committee
Date	5 October 2020
Present	Councillors Crawshaw (Chair), Fenton (Vice-Chair), Hunter, Hollyer, Rowley, Musson, Pearson, Mason, and Kilbane (Substitute for Councillor Barnes)
Apologies	Councillor Barnes

26. Declarations of Interest

Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or discloseable pecuniary interests they may have in respect of business on the agenda.

Cllr Mason declared a pecuniary interest as his partner worked at the University of York as a Security Officer and he worked as the Health Services Manager at St Peters School.

Cllr Rowley declared a prejudicial interest as a school governor at both St Aelred's RC Primary School and Archbishop Holgate CE Academy.

Cllr Crawshaw declared a prejudicial interest as a school governor at Governor at Scarcroft Primary School.

27. Minutes

Resolved: That the minutes of the meeting held at 2:00pm on 7 September 2020 were approved as a correct record and would be signed by the Chair at a later date, subject to the following amendments:

- i. That Cllr Kilbane be removed from the list of apologies as he was not required to attend the meeting.
- ii. That minute 21. be amended to note that the Chair of the Committee was disappointed at the disproportionate number of Liberal Democrats now on the Committee, not that there would be no Green

members on the Committee, now that Cllr Taylor was an independent member.

28. Public Participation

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

29. Health Update

The Director of Public Health gave an update on COVID-19 cases in York noting the rise in both cases and the rate of infection. She also provided updates on cases in care homes, schools, and universities, as well as, the increased activity in hospitals. She gave an update on test and trace noting that the data available showed that most transmissions were through social contact and that there had been no outbreaks in work places or hospitality settings in York.

Members discussed the access to data and whether York should expect greater restrictions or a 'local lockdown' based on the available data. It was noted that under previous social distancing framework's York could have expected further restrictions, however, Government were still creating a new tier system which was expected to have new thresholds to enter a new tier. Questions were also raised regarding travel between 'locked down' and 'non-locked down' areas, it was noted that while people could travel from areas with higher rates of infection to areas with lower rates of infection, there was no public health powers that could limit travel.

Resolved:

- i. Members to consider what COVID-19 data they would wish to have presented at the next meeting of the Committee.
- ii. Public Health to give a full presentation on COVID-19 data alongside the public health update.
- iii. Public Health update was noted.

Reason: To ensure that Members were aware of the current situation in York relating to Covid-19.

30. Schools Update

The Committee received an update on York's schools, it was noted that schools had remained open throughout the pandemic and that attendance had been above the national average. Cases in schools were also noted, highlighting that while there had been cases no schools had had to be closed to deal with these. Members noted a thanks to school staff for their work throughout the pandemic.

Members enquired about how schools were finding the national test and trace system and it was noted that local system had had a positive effect on schools. Staff in a vulnerable or at risk category at schools were enquired about and officers confirmed that schools were taking each staff member as an individual case and assessing what is needed to ensure staff members are safe.

Flu vaccinations in schools were discussed and it was noted that school staff that were eligible would have access through the NHS and school staff employed through City of York Council will have access to the councils vaccination system. School staff employed by academies will be reliant on each academy to establish a vaccination scheme.

The walk to and from school was also discussed in relation to students using retail areas and whether this could put students and non-students at risk of catching COVID-19. It was noted that messages had been given to parents and schools to encourage large groups of students not meeting and congregating at shops after school, however, as it is not a public nuisance there is no enforcement that could be considered to enforce students to go directly home after the school day.

Resolved:

- i. The update was noted.

Reason: To ensure the Committee is kept updated regarding schools during COVID-19.

The Committee adjourned for a short break between the times of 3:10pm to 3:17pm.

31. Update on Return of Universities

The Committee were joined by officers and Professor Charlie Jeffery the Vice Chancellor of York University.

It was outlined that York's higher education sector had planned for the full return of students and had carried out this planning by working with partners including City of York Council and York's Public Health officials. It was noted that a sub group of the Outbreak Management Board had been set up to look at higher education and this group had undertaken various scenario planning in preparation.

The work undertaken to prepare was noted including actions having been taken such as the move of a lot of fresher's week online, a specific bus service for the University had been agreed with Frist and students had been advised to use this service and no other buses. It was also noted that socially distanced events had been set up on campus to lessen the number of students using bars in the city centre. Support provided to students having to isolate was also noted.

Access to testing was discussed for students and staff and it was noted that home kits had been acquired for York's institutions and a walk in testing centre had been set up on the University of York's campus, discussion took place regarding the location in relation to St John's University and while it was agreed as not being ideal the site was within a 35 minute walk which was better than the access to the drive in centre at Poppleton Bar. Members enquired about the use of the University Labs for testing and it was highlighted that work had been undertaken with regional partners and the NHS around this and it was incumbent on logistical organisation and Central Government support that would allow the University to deliver some testing for COVID-19.

International students were discussed and it was highlighted that all international students would have to undertake 2 weeks of self-isolation and were collected from airports in chartered transport, once, they would also receive 2 weeks of free accommodation alongside support to be able to isolate.

Online teaching was considered and how York's higher education institutions had adapted to the challenges of teaching either virtually or in a mixed environment. Members enquired as

to whether more tutors and lecturers had been hired to facilitate online teaching, whether there were more opportunities for online learning if students didn't travel to York, and whether fees were still justified with the changes to how teaching had changed. It was confirmed that the Universities had not expanded their recruitment but had planned and prepared since the start of the pandemic and had worked closely with teaching unions to be able to start the academic year. Changes to fees were not advised by Professor Jeffery due to the changes as University fees were not set by contact teaching time. It was also noted that additional access to teaching online from students homes had been made available for those still unable to travel to York, however, the University did intend for students not on a distance learning course to be able to learn from York once any transport issues were resolved.

Resolved:

- i. The update was noted.
- ii. That members of the Committee consider any KPI information they would wish to be presented regarding COVID-19 at future meetings.

Reason: To ensure that Members were aware of the current situation relating to Covid-19 and York's higher education sector.

Councillor J Crawshaw, Chair

[The meeting started at 2.04 pm and finished at 4.01 pm].

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Meeting	Customer and Corporate Services Scrutiny Management Committee
Date	5 October 2020
Present	Councillors Crawshaw (Chair), Fenton (Vice-Chair), Hunter, Hollyer, Rowley, Musson, Pearson, Mason and Kilbane

Apologies

32. Declarations of Interest

Members were asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda. None were declared.

33. Minutes

Resolved: That the minutes of the meeting held at 5:30pm on 5 October 2020 be approved as a correct record; subject to the following amendments:

- i. That minute 27. that the minutes of the meeting held at 2:00pm on 10 August 2020. Be approved as a correct record, be amended to 5:30pm on 10 August 2020 be approved as a correct record.
- ii. That minute 29. discussions took place regarding the for the council review project governance arrangements with the partnership and Members were advised by the Corporate Director Economy and Place that the Terms of Reference would be part of the oversight for the York Central Partnership. Be amended to read, discussions took place regarding the council review of project governance arrangements with the partnership and Members were advised by the Corporate Director Economy and Place that the Terms of Reference would be part of the oversight for the York Central Partnership.

- iii. That minute 29. Members considered the options in detail and Cllr Pearson proposed Option 5. This was seconded by the Chair and following a unanimous vote was carried. Be amended to read, Members considered the options in detail and Cllr Hollyer proposed Option 5. This was seconded by the Chair and following a unanimous vote was carried. The Chair then noted the view expressed by several Members of the Committee that when options relating to the car park are considered in due course, this should not be undertaken in isolation. He accepted that whilst there may be revenue implications associated with not proceeding with a replacement car park, this should not in and of itself be a reason to proceed as there are other costs associated with cars coming into the city centre that will need to be fully considered and taken into account.

34. Public Participation

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

35. Finance Update

The Committee considered the update report provided and officers outlined the Council's financial position. It was noted that the Government had announced a Spending Review in the Autumn of 2020 which could have an impact on the Council's finances, however, details of the spending review had not yet been released.

Discussion took place regarding financial support for residents in York and the potential impact of the end of furlough and the introduction of a new government scheme. Members also noted the positive of the Council maintaining the York Financial Assistance budget while up take had not been as high as expected. It was highlighted that the Council didn't use the furlough scheme and would be unlikely to use a new scheme as it had the majority of staff working in their business as usual roles.

The Council's finances were discussed and it was noted that the Council had a healthy amount in its reserves, however, the Council had been hit by the pandemic. It was noted that income from areas such as car parking was down and that income from council tax and business rates would likely see a decrease in the next financial year if forecasts for a rise in unemployment and a decrease in business' that pay business rates were correct. Members considered this in the context of the Council's expected deficit and discussed how the Council tackle its expected deficit including if the reserve could be used. It was noted that any use of the reserves would require a planned approach to replenishment.

Members raised questions as to whether the Council and residents were expecting budget cuts, officers noted that this would depend on a number of factors including the government spending review. However, the Council would likely need to reduce its expenditure. Discussion took place regarding areas of overspends including in both Children and Adults Social Care which had overspends prior to COVID-19. It was confirmed that work continued to be undertaken to reduce costs in these areas, however, results from these changes in Social Care would take time and during COVID-19 there had been an increase in the cost of securing care and support for those with complex needs.

It was noted that the Council had taken the decision to implement a freeze on non-essential recruitment and would review how temporary and agency staff were being used. The Council would also look at how each directorate worked in order to find efficiency savings where possible. Officers noted that towards the end of each financial year it is always expected that some areas will produce an underspend and that this would be expected to reduce the Council's expected end of year deficit. Members highlighted cuts to the Council budget from Government throughout the last decade and acknowledged that the financial challenges the Council were facing were a national issue faced by many Councils. Members discussed and it was noted that the Council had lobbied Government regarding the need to properly support Council's financially throughout the pandemic and would continue to do so.

Resolved:

- i. That the Finance Update be noted.

Reason To ensure that the Committee remains updated on the Council's financial position.

The meeting was adjourned from 18:32 and reconvened at 18:39. Councillors Kilbane and Mason gave their apologies and left the meeting at this point.

36. Public Scrutiny Arrangements And Decision Making

The Committee acknowledged the impact that COVID-19 had had on the delivery of Council meetings and the role of the Council's Scrutiny Committee's since the start of the pandemic. The Chair outlined the discussions that had taken place in order for the return of public Scrutiny Committee meetings and the proposals for how meetings would be conducted moving forward with the Committees consent.

The Committee considered the proposed new structure for Scrutiny Committees. Members discussed the challenges relating to the number/frequency of meetings that were held prior to COVID-19, and considered how to achieve the most value out of the proposed structure moving forward.

Members enquired about the possibility of meetings being conducted face to face in West Offices in the event of a vaccine, while this was not ruled out, it was noted that the calendar of meetings had been agreed until May of 2021 and due to a number of factors would likely have to be significantly amended if meetings were to change from being remote. The possibility of hybrid meetings were also raised and it was noted that this could be an option for meetings at a future date.

Resolved:

- i. Members considered the information provided and endorsed the re-introduction of Scrutiny, as outlined in the report.

Reason: To ensure a timely and effective re-introduction of public Scrutiny.

37. Scrutiny Work Planning

The Committee considered the proposals for the Scrutiny Committees work plan, it was noted that the document attached to the agenda was from July and that there had been several amendments since the document was written. The role of the Scrutiny Commissioned slots were also outlined and discussed.

It was noted that a proposal was in place for the Housing and Community Safety Policy and Scrutiny Committee to undertake work in the first Commissioned Scrutiny slot, subject to whether there would be any items called in from the meeting of the Executive, and would look into community safety during the pandemic. It was also highlighted that Scrutiny would look to be involved in more pre-decision scrutiny to allow Scrutiny Committee's to feed into Council decision making prior to a final decision being taken. This was proposed to continue with a meeting of this Committee on the 23rd November to consider the Asset Management Strategy.

An update was also given regarding a proposal from a prior meeting of this Committee which requested that the Audit and Governance Committee be given the opportunity to review the York Central Risk register. This did not happen at the September meeting of Audit and Governance as was requested and was now scheduled to be considered at a meeting in November.

Resolved:

- i. Members approved the proposals in Annex 1 of the report for establishing one corporate scrutiny work plan managed by this Committee but developed in collaboration as set out in paragraphs 6-8.
- ii. That subject to Call In, Housing and Community Safety Policy and Scrutiny Committee be commissioned to consider community safety during COVID on the 2 November 2020.
- iii. That this Committee consider the Asset Management Strategy as a piece of pre-decision scrutiny on the 23 November 2020.

Reason: To establish clear, effective and manageable scrutiny work planning.

Councillor J Crawshaw, Chair

[The meeting started at 5.34 pm and finished at 7.29 pm].



Customer & Corporate Services Scrutiny Management Committee

9 November 2020

Report of the Head of Human Resources &
Organisational Development

Human Resources (HR) Update

Summary

1. To provide members with an update on key HR activity to support the health and wellbeing of staff.
2. To provide an update on the day one absence provision and key dates for information.
3. The report also suggests areas where the committee may wish to scrutinise further.

Background

Health & Well Being

4. This committee has always shown an interest in the health and wellbeing of the council's staff and in having the assurances that the council is doing what it can to maintain and support staff. This has shown to be even more important during a global pandemic.
5. An update was provided to the committee in July 2020 on staff well being, reflecting how positively staff had responded to the need to work very differently and provide essential services to our residents.
6. To ensure that staff health & well being is maintained, a number of key activities were initiated during the initial lockdown period and are continuing. These are listed in the table below.

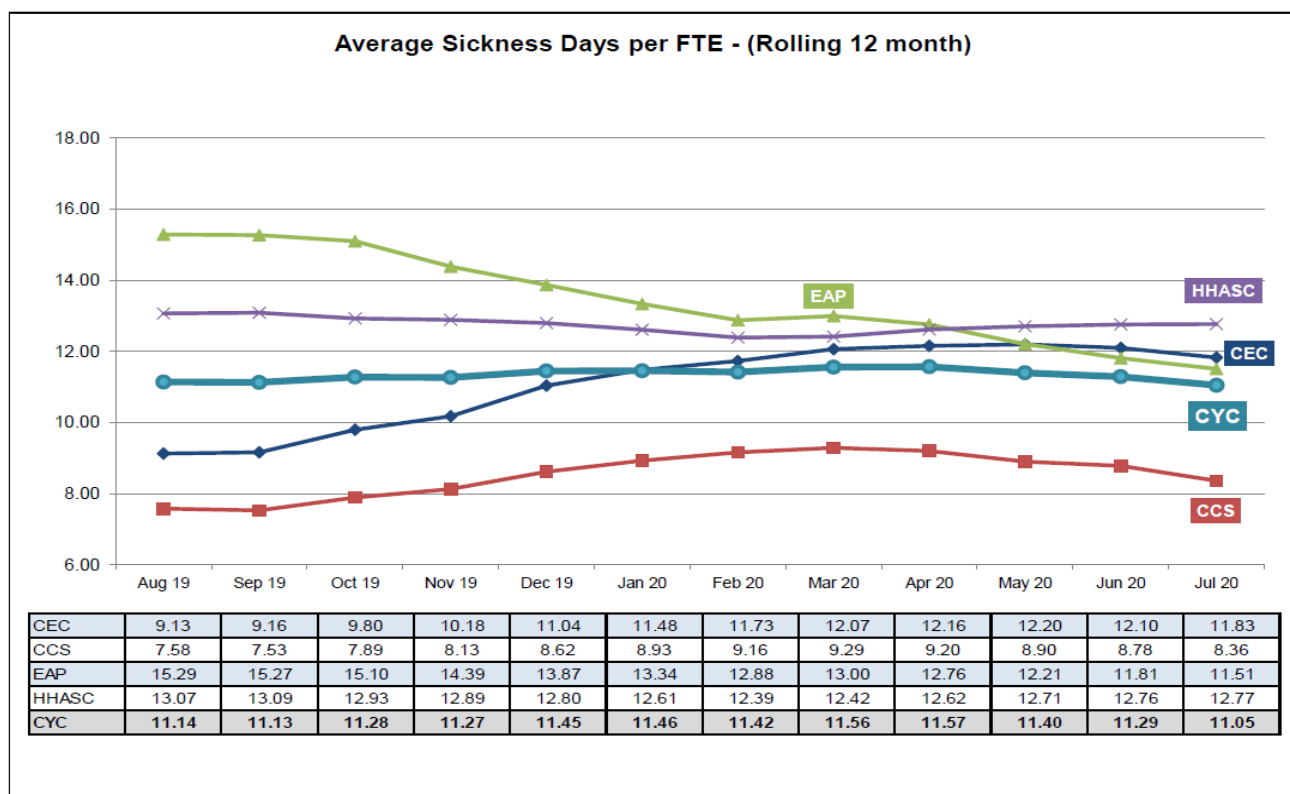
HR & Resource Meeting	Meets regularly with representation from across the council, to monitor progress against action plans, make recommendations to CMT in relation to all HR and resourcing matters, this covers key covid related issues such as temporary redeploying staff to essential areas, track and trace, advice on absence etc
Workplace Readiness Group	Meets regularly with representation from across the council to ensure employees can safely return to the workplace (where possible) and considers HR and H&S issues, including a refreshed risk assessment
Staff Health & Well Being Survey	Survey was carried out earlier in lockdown and is to be repeated in November / December. The survey results showed that the majority of staff feel they are coping at least well or very well. (58%) Key themes of the last survey were around working from home, work life balance and health & safety. All areas that we have covered with staff in communications and staff engagement sessions.
Elected Member Health & Well Being Survey	Survey was carried out earlier in lockdown and is to be repeated in November / December. Additional support has been offered to members where required.
Regular Communication	Regular communication via Head of Paid service updates, public health messaging, covering a huge range of topics; silver linings, buzz manager briefings
Facebook Live	Any employee can access Q&A sessions and these will take place quarterly, the next taking place on 2 November.
Staff Information Sessions	These are currently in progress and themes and issues will be reported to CMT and take place quarterly. The next round commences on 5 November.
Signposting	Signposting employees to support via manager briefings, the intranet and the internet (information also available on the CYC website). We continue to promote the use of the workplace anxiety booklet.

Mindfulness	CYC Chaplain continues to offer mindfulness sessions to staff directly and also to incorporate into team meetings.
Access to the Chaplain	As was available pre covid staff can contact the chaplain direct.
Covid HR email address & Support with Track & Trace for Employees	The HR team supports the Public Health team and managers with the testing for Covid for CYC employees, referring staff if they are unable to access tests. Where staff are reporting symptoms then referral to public health for local support to ensure contacts are identified and self isolation advised.
Staff Wellbeing Line	Since the introduction of the dedicated telephone line and email address at the beginning of May we have had around 30 calls and a handful of emails, covering a variety of topics. Whilst this is a lower level of contact that was anticipated the communication channels remain open and are advertised to staff.
Identification of staff who fall within the vulnerable categories	HR have worked with managers to ensure staff have the right support and risk assessments in place to ensure they feel safe and well within the workplace.
Seasonal Flu	Flu vouchers are being issued to staff who would like them, however due to national shortages the vouchers are being prioritised to staff who fall within those high risk front line services in the first instance.
Employee Assistance programme	Available for staff to contact through a dedicated number and also access via the internet. Access is available for all elected members also.
Refreshed OD Plan	The OD plan features Health & Wellbeing as a priority and will be a key part of the responsibility of the Leading Together group to ensure it is implemented and embedded across all teams. This work is ongoing.

7. In addition to the above we have regularly asked staff to identify any further areas they wish us to consider, to date we have not had anything raised and staff are appreciative of the information and support that has been provided.
8. Areas therefore where you may wish to consider further is the results of the next staff survey and what that is telling the council 10 months into a pandemic.

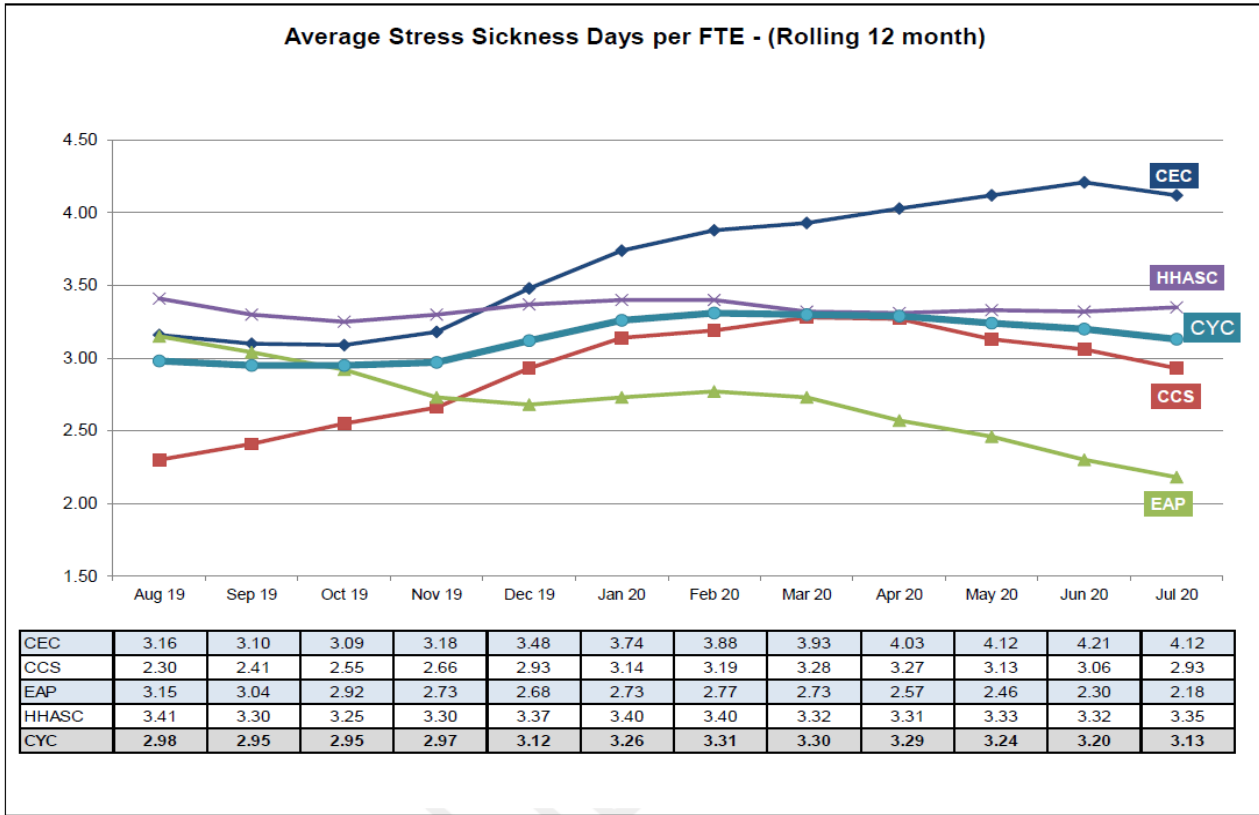
Absence Management

9. The management of staff absence is still a key issues and important to ensure that staff are fully supported when they are unable to work. The two graphs below show a high level overview of the sickness absence rates over the past 12 months.
10. Absence rates have reduced slightly overall, however with a global pandemic ongoing this can be seen as a positive outcome.



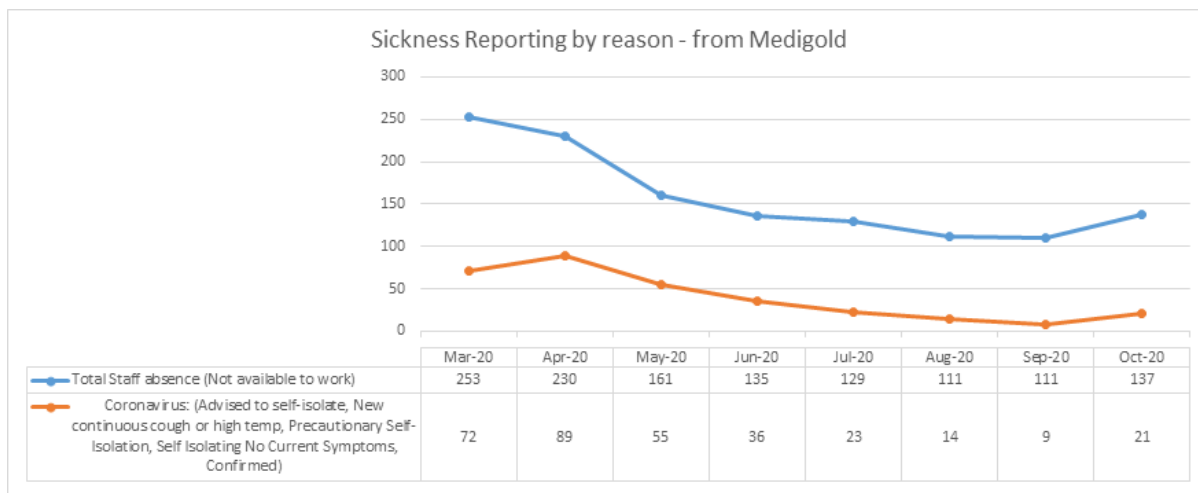
11. Stress has always been a key area when managing sickness absence and ensuring that staff are supported when feeling stressed and anxious. During the pandemic we have done a lot of work supporting staff and sign posting staff to the anxiety workbook and other sources of information. HR and Public Health have worked very closely during this period, and a key focus for the corporate management team.

12. The table below shows stress related absence across the council over the past 12 months.



13. The stress related absence overall is reducing since its highest point in February, however CEC has seen an increase. This is an area where you may suggest further analysis is carried out and was the focus of scrutiny prior to the pandemic.

14. With regards to Covid related absences, whether staff are unable to work because of self isolation, or covid positive / covid symptoms, we have had a number of absences as can be seen from the below table. Please note that this table shows headcount.



15. Numbers of absences were highest in March and April, with this dropping over the summer. As with the national increases in positive cases we are also now seeing an increase.
16. As soon as a member of staff reports to the day one absence line relating to covid, HR speak direct to the member of staff or individual to ensure they have been able to book a test. Where they have symptoms they are referred through to the Public Health team who make contact to establish any further CYC employees who are classified as contacts. The individuals and managers are contacted and appropriate action taken.
17. A lot of effort has gone into the advice around the use of PPE and other mitigation to reduce any potential exposure to covid. Risk assessments are in place and are regularly reviewed and updated.
18. The numbers are relatively low and no one area is being affected more than any other.
19. As staff continue to work from home where possible, through the provision of technology and other equipment, this is reducing the potential spread within the workplace. Had we returned staff to the office, for example the covid capacity of around 450 people to West Offices, we could be seeing a greater increase in absence rates and impact on service delivery.
20. The committee should note though that where staff are unable to work from home due to health & well being or other personal circumstances then space has been made available in a covid secure building for them.

Day One Absence

21. As a committee you are aware of the day one absence contract and the delivery of the service. The day one absence line has been key in our daily response to staff as stated above. The data is real time and enables HR to be involved much sooner than our previous arrangements.
22. The process continues to be developed with the roll out of stage management at the beginning of November. This will give more real time information to managers to be able to support staff and manage absence.
23. The contract for the system comes to an end in September 2021 and a decision will need to be made as to whether we look to extend or not. This will be considered through the necessary decision making process early in the new year.

Further Support

24. To maintain and ensure further support to staff health and wellbeing there are a number of initiatives being progressed (shown below in the table), as well as the continuation of the elements listed above in paragraph 6.

Staff Buddy Scheme	To help employees who are missing the face to face contact and are feeling lonely or isolated, introduce a buddy scheme for staff to be matched with a colleague to share a virtual cuppa. This is due to go live early November.
Peer Network (Mental Wellbeing Network)	The Time to Change Employers Pledge will come to an end at the end of this financial year. It is important to ensure there is a sustainable peer network in place and time now should be taken to create a network
Virtual Drop In Sessions for Managers	To provide an opportunity for managers to 'drop in' to chat to HR about any issues that they might wish to get further information on – these could be themed and will be advertised in advance. This is to supplement the support they are receiving from directorate support, but will encourage managers to 'get together' from across different working areas

Virtual Drop in Session for those in vulnerable groups	For staff in vulnerable groups to have the opportunity to chat to HR
Home working support	Ensuring support for managers and staff are readily available for the longer term impact of home working

Consultation

25. There was no consultation involved in the production of this report.

Council Plan

26. The information outlined in this report is in line with the Council Plan and the Organisational Development Plan which has health and wellbeing as a priority.

Implications

27. There are direct financial cost associated with health and wellbeing, mainly through the cost of absence. Managing Health & Well Being effectively will reduce this strain on resource.

28. HR implications are throughout health & wellbeing and ensuring that practice and policy is being consistently applied is essential.

29. There are no known Legal, ICT or other implications associated with the recommendations in this report.

Risk Management

30. The main risks continue to relate to failure to record, track, monitor and put into place actions to monitor and manage well being, which may cause sickness levels to rise.

Recommendations

31. To consider the information provided in the report.

32. To consider the areas for further investigation

- To consider the results of the next staff survey.
- To consider stress and mental health of staff within the workplace and to identify if this is an issue and what can be done about it, specifically within CEC.
- To consider what other authorities do to support well being in particular around Stress and Mental Health and to see what best practice can be shared.

Reason: To inform the Committee of the activity ongoing to ensure the Health & Well Being of staff.

Contact Details

Author:

Trudy Forster
Title Head of HR
Tel: 01904 551030

Chief Officer responsible for the report:

Ian Floyd
Title Interim Head of Paid Service
Tel: 01904 551030

Report Approved Date 29/10/2020

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Abbreviations

HR Human Resources

OD Organisational Development

CEC Childrens, Education and Communities Directorate

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**Customer and Corporate Services Scrutiny
Management Committee****9 November 2020****Report of the Head of Corporate Finance & Commercial Procurement****Finance Update****Summary**

- 1 This report provides an update on financial matters. A previous report to this committee outlined the forecast position for the current financial year and the next monitoring report is due to be considered by Executive on the 26th November after which a more detailed report will be presented to this committee for scrutiny.

Recommendation

- 2 CSMC is asked to note the report.

Reason: to ensure the committee is kept up to date.

Background and analysis

- 3 The financial situation remains an area of concern given the underlying overspends being seen across social care and alongside the ongoing development of the pandemic which continues to have a significant impact on the Council's financial position. As highlighted in a previous report to this Committee, we estimate that additional costs of some £10m will be incurred during the year along with a loss of income from fees and charges of £8m.
- 4 Action is needed in the current financial year to mitigate the identified pressures and therefore a number of measures have introduced to ensure that there are additional expenditure controls in place, particularly around vacancy management and the use of temporary staff. In addition, measures are being introduced to reduce any non-essential expenditure.
- 5 An ongoing impact in future years is expected due to a range of issues, including the longer term impacts on individual residents leading to an increase in the cost of care. In addition, a potential loss of both Council Tax and Business Rates income is to be expected as some businesses struggle to recover, resulting in an increase in unemployment which in turn may leave some residents unable to pay Council Tax.

- 6 Members are reminded that, in addition to the direct financial consequences of the pandemic, staff time and effort over recent months has clearly been dedicated to supporting residents and communities. This has resulted in attention being diverted away from more business as usual activity, including the actions needed to deliver savings and manage some of the underlying budget pressures being experienced in social care. We are also seeing an increase in social care costs directly as a result of the pandemic. These are national issues that are not unique to York and the combination of increased costs and delays in achieving savings is having a detrimental impact on the public sector.

Funding

- 7 A COVID general support grant of £12.8m has been awarded to date (this includes a further £941k from tranche 4 of COVID-19 support funding announced in late October). This grant is un-ringfenced funding but the Council is expected to prioritise adult social care, children's services, public health services, household waste services, shielding the clinically extremely vulnerable, homelessness and rough sleeping, domestic abuse, managing excess deaths (including costs relating to additional mortuary capacity) and support for re-opening.
- 8 Additional support is also being provided for the loss of income from fees and charges. Councils will have to fund the first 5% of any loss and thereafter Government will fund 75% of the loss with the remaining balance to be council funded. It is estimated that this will provide another c£4m of funding.
- 9 In a best case scenario this therefore leaves some £2m of direct COVID costs unfunded in the current financial year over and above the existing budget pressures. There are also other indirect costs and implications on the achievement of savings as outlined in paragraph 5 that are contributing to the overall position.
- 10 Following the announcement of the 3 tier system, and York subsequently being placed in the high tier, funding of £3 per head will be allocated by Government for use towards targeted testing, hard-to-reach groups, improved communication, targeted support and harnessing capacity with other sectors. This funding is estimated at c£600k although at the time of writing we are awaiting further information on this grant, including any conditions that may be attached to it.
- 11 There have been numerous other funding announcements and this "drip feeding" of funding has added further complexity at an already challenging time. Over recent months numerous separate funding streams have been

announced. The table below attempts to summarise the latest position, although it should be noted that this may not be a comprehensive list.

- 12 As some of these grants are for a specific purpose, the associated expenditure in some of these areas has not been included in the £10m estimate of additional expenditure.

Grant	Purpose	York allocation £
General support	To address any pressures in response to the pandemic across all service areas	12,818,668
Re-opening of high streets	To develop an action plan, communications and public awareness, business facing awareness raising activities and temporary public realm changes	186,219
Infection control in care homes (round 1)	75% direct to care homes, 25% to support local need including home care	1,872,721
Infection control in care homes (round 2)	As above	1,844,282
Hardship Fund	Provide all recipients of working age local council tax support with a reduction in their annual council tax bill of £150	956,904
Business Rate Support Grant	Grants for retail, leisure and hospitality	46,898,250
Discretionary Business Grants	Grants for local businesses	2,307,750
New burdens funding	For administration costs in relation to the above grants	170,000
Test and trace	to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred in relation to the mitigation against and management of local outbreaks of COVID-19.	733,896
Emergency active travel	Early release of DfT funds for short term expenditure to encourage cycle use. Must start within 4 weeks of allocation and be completed within 8 weeks	155,529 capital 37,758 revenue

Grant	Purpose	York allocation £
Emergency Assistance Grant for food and essential supplies	To help those struggling to afford food and other essentials	154,435
Income Compensation scheme	to reimburse councils for lost income from sales, fees, and charges	Quarterly claims for lost income – estimated c£4m
Isolation payments	£500 for individuals in receipt of certain qualifying benefits and unable to work whilst self isolating	66,000
Isolation payments – discretionary scheme	As above but for applicants who are not in receipt of qualifying benefits but are on a low income and will face hardship as a result of not being able to work whilst self isolating.	39,834
Isolation payments - administration	For administration costs associated with the isolation payments scheme	29,820
Enforcement	to support additional compliance and enforcement activities	79,617
Tier 2 funding	General support for activities associated with the pandemic	600,000 (estimate)
Tier 2 business grants	To provide further grants to local businesses which are legally closed, but which are severely impacted by the restrictions on socialising	To be confirmed
Tier 2 business grants discretionary funding	Local authorities will also receive a 5% top up amount of the above to cover other businesses that might be affected by the local restrictions, but which may not be in the business rates system	To be confirmed

13 The Chancellor announced further support for businesses in October, including;

- open businesses which are experiencing considerable difficulty will be given extra help to keep staff on as government increases contribution

to wage costs under the Job Support Scheme, and business contributions drop to 5%

- grants for the self-employed doubled to 40% of previous earnings

- 14 The financial impact of the pandemic on our partner organisations in the city is also an area of concern. Many are also experiencing unprecedented financial challenges and it is clear that the pandemic will have lasting financial implications both on the Council and many other organisations operating in the city. Whilst the Council continues to make every effort to manage the situation and protect critical front line service delivery, through identifying efficiencies and more robust control of costs, in the absence of any guarantee of further Government funding to provide much needed support this represents a significant risk to the delivery of the Council Plan and the ongoing delivery of essential services.
- 15 Whilst the work being done to support recovery, particularly in relation to the local economy, has resulted in many visitors and residents returning to the city centre there remains a risk that lockdown restrictions could return at any time. As we have seen in other areas of the country over recent weeks this could happen with very little notice. For those areas in the very high tier, a financial package of £8 per head is made available.

Conclusion

- 16 This level of uncertainty means that it can be difficult to make an accurate forecast of the financial position over the short and medium term. With this unprecedented level of uncertainty in both the national and local economy it is therefore prudent to continue to plan on the basis of the current financial picture and begin to put in place mitigation and cost control strategies to bring the forecast expenditure down to within the current approved budgets.
- 17 It is expected that there will be an impact on the collection of both council tax and business rates income. However, it is unlikely that the full impact of this will be known until the furloughing scheme ends. Due to the way in which the Collection Fund operates, this will not impact until 2021/22 and therefore further consideration of this will be determined as part of the budget strategy as Government has already announced that Councils will be able to spread any deficit over 3 years.

Consultation

- 18 Not applicable.

Options

- 19 Not applicable.

Council Plan

20 Not applicable.

Implications

21 The implications are:

- **Financial** are contained throughout the main body of the report.
- **Human Resources (HR)** There are no HR implications related to the recommendations
- **One Planet Council / Equalities** Whilst there are no specific implications within this report, services undertaken by the council make due consideration of these implications as a matter of course.
- **Legal** There are no legal implications related to the recommendations
- **Crime and Disorder** There are no crime and disorder implications related to the recommendations
- **Information Technology (IT)** There are no IT implications related to the recommendations
- **Property** There are no property implications related to the recommendations
- **Other** There are no other implications related to the recommendations

Risk Management

22 An assessment of risks is completed as part of the annual budget setting exercise. These risks are managed effectively through regular reporting and corrective action being taken where necessary and appropriate. The COVID-19 pandemic has changed the risk profile and an update on the impact on the Key Corporate Risks has been reported to Audit & Governance Committee.

Contact Details

Author:

Debbie Mitchell
Corporate Finance &
Commercial Procurement
Manager (interim s151 officer)
Ext 4161

Chief Officer

Responsible for the report:

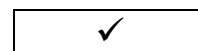
Ian Floyd
Interim Head of Paid Service

Report
Approved



Date 27.10.20

Wards Affected: All



For further information please contact the authors of the report



**Customer and Corporate Services Scrutiny
Management Committee****9 November 2020**

Report of the Director of Governance

Scrutiny Management and Work Planning**Summary**

1. This report outlines the scrutiny work planning arrangements for the remainder of the municipal year, highlighting the way in which items can be brought forward and then allocated to committee meetings through a centrally held work planning document.

Background

2. In order to manage the workload of Scrutiny and target limited resources in the most effective and constructive way, we are holding a central Work Planning Document which will be kept up to date by Democratic Services, in conjunction with the Chair & Vice Chair of CSMC.
3. The document will record all items brought forward for potential Scrutiny and will log their progress. Where appropriate, CSMC will assign items to Committee Meetings, Forums or Commissioned Scrutiny, working in conjunction with Committee Chairs, Senior Officers and Executive Members.

Central Work Planning Document

4. The document will record the following information:
 - Date added
 - Scrutiny Area
 - Priority
 - Scrutiny Type
 - Item/Topic name
 - Source
 - Whether the item is on the Forward Plan

- The date of any expected related decision and decision maker
- The details of the meeting to which it has been / will be assigned.

5. In the event that items cannot be progressed through Scrutiny, alternative routes will be discussed with Committee Chairs and a decision will be recorded under a 'Current progress' section.
6. It is hoped that by completing this document in a timely manner that best use of resources can be achieved to deliver maximum constructive Scrutiny input.
7. Attached at Annex A is a list of currently 'active' scrutiny topics that are yet to be assigned to a committee meeting.

Upcoming Committee Meetings

8. The table below shows upcoming scrutiny agendas that have been confirmed:

Confirmed Scrutiny Committee Agendas

Meeting	Date	Items
Commissioned Scrutiny Slot - Housing and Community Safety Policy and Scrutiny Committee	02/11/2020	1. Work of the Community Safety Team and Partners during COVID-19
Health and Adult Social Care Policy and Scrutiny Committee	10/11/2020	1. Finance and Performance Q1 Update 2. Winter Support Plans for Adult Social Care Providers 3. Forward Look at Preparedness of GP Practices for next 6 months.
Commissioned Scrutiny Slot - Customer and Corporate Services Scrutiny Management Committee	23/11/2020	1. Asset Management Strategy Review 2. Process Behind (and reporting of) Decisions to Dispose of an Asset

Council Plan

9. The work of Scrutiny can have an impact on all elements of the Council Plan but particularly in respect to the 'open and effective council' outcome.

Implications

10. In producing this report the following implications have been considered:

- **Financial** – There are no financial implications.
- **Human Resources (HR)**– There are no HR implications
- **Equalities**– There are no equalities implications
- **Legal** – There are no legal implications
- **Crime and Disorder** – There are no Crime and Disorder implications
- **Information Technology (IT)** –There are no IT implications
- **Property** – There are no property implications
- **Other** – There are no other identified implications.

Risk Management

11. There are no known risks, however the proposed system will improve the management of scrutiny resources.

Recommendations

12. The committee are asked to note this report and discuss its implementation and any questions.

Contact Details

Author:
Dawn Steel
**Head of Democratic
Services**

Chief Officer Responsible for the report:
Janie Berry
Director of Governance

Report Approved **Date** 30/10/2020

Specialist Implications Officer(s)
N/A

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

All

For further information please contact the author of the report

Annexes

Annex A – List of Current Scrutiny Topics

Abbreviations

CSMC = Corporate & Scrutiny Management Committee.

Scrutiny Committee	Item / Topic
Children, Education and Communities	Impact of increased referrals, including sufficiency within CYC / partner organisations / voluntary sector to meet demand
Children, Education and Communities	Further exploration of new ways of working including roll out of best practice
Children, Education and Communities	Wider reopening of schools including lessons learnt before September, possible approaches to blended learning and Covid-recovery curriculum
Children, Education and Communities	Post-Covid Support for vulnerable pupils, including Free School Meals, Internet/IT access, "attainment gap"
Children, Education and Communities	Support for the cultural sector including grassroots venues.
Children, Education and Communities	Supporting the Voluntary Sector
Children, Education and Communities	CYC Volunteer management and support for voluntary sector.
Children, Education and Communities	Nursery Provision Update, to include information from the Annual Efficiency
Children, Education and Communities	York Safeguarding Partnership Update Reports
Children, Education and Communities	Skills Reports
Children, Education and Communities	Community Hub Development Programme
Children, Education and Communities	Placement Review/Foster Carer Remuneration and Sufficiency strategy
Children, Education and Communities	Addressing harmful sexual behaviour and the rise of child sex offences reported in North Yorkshire
Children, Education and Communities	CYP mental health review (specifically self-harm?)
Children, Education and Communities	Child Poverty review
Children, Education and Communities	LAC Numbers / Budgets
Customer and Corporate Services Scrutiny Management Committee	York Central Quarterly Update (Next update to include specific reference to governance arrangements between partners, terms of £77.1m grant and
Customer and Corporate Services Scrutiny Management Committee	Three-monthly update report on implementation of day-one absence scheme.
Customer and Corporate Services Scrutiny Management Committee	Six-monthly update report on Organisational Development Programme (deferred from January)
Customer and Corporate Services Scrutiny Management Committee	Annual review of the work and functionality of Scrutiny
Customer and Corporate Services Scrutiny Management Committee	Overview report on Procurement
Customer and Corporate Services Scrutiny Management Committee	Overview Report on Motions to Council
Customer and Corporate Services Scrutiny Management Committee	Overview Report on Budget Setting
Customer and Corporate Services Scrutiny Management Committee	Overview Report on Corporate Review into Poverty
Customer and Corporate Services Scrutiny Management Committee	Make It York Service Level Agreement and Oversight arrangements following referral from E&P
Customer and Corporate Services Scrutiny Management Committee	CMT Restructure update
Customer and Corporate Services Scrutiny Management Committee	Involving more Members in longer-term decision-making, eg "10 year strategy"
Customer and Corporate Services Scrutiny Management Committee	Organisational Development Plan (monitoring and evolving)
Customer and Corporate Services Scrutiny Management Committee	Sickness Absence / Contract Management (Day One Absence)
Customer and Corporate Services Scrutiny Management Committee	Devolution (Cllr Aspden to attend when White Paper published)
Customer and Corporate Services Scrutiny Management Committee	Covid Update KPIs
Customer and Corporate Services Scrutiny Management Committee	Annual Complaints Report 2019-20
Economy and Place	Community Infrastructure Levy
Economy and Place	Supplementary Planning Guidance – Priorities for York
Economy and Place	"Reskilling the workforce" including working with partners such as the universities
Economy and Place	Ongoing Economic Recovery Strategy
Economy and Place	Implementation and monitoring of One Year Transport & Place strategy, including Blue Badge Accessibility concerns.
Economy and Place	Castle Gateway & York Central strategy/impacts
Economy and Place	Impact of ending the furlough scheme?
Economy and Place	Impact of ending the business grant scheme?
Economy and Place	Monitoring the Economic Recovery Strategy
Economy and Place	Inward Investment Strategy
Economy and Place	Apprenticeship Levy
Economy and Place	Economic Strategic Partnership Strat
Economy and Place	New jobs scheme?
Health and Adult Social Care	Non-Covid related health issues (ie people avoiding hospitals / GPs)
Health and Adult Social Care	GP Capacity to cope with post-lockdown potential surge in non-Covid health issues
Health and Adult Social Care	Hospital transfers to care-homes and Covid management within Care Homes
Health and Adult Social Care	Mental Health & Well-being post Covid (both for Young People & Adults)
Housing and Community Safety	Affordable housing on new developments
Housing and Community Safety	Fuel poverty (as part of Corporate Review)
Housing and Community Safety	Accommodating Rough Sleepers post lockdown
Housing and Community Safety	Deferred rent / impact of lower rental income
Housing and Community Safety	Managing ASB within tenancies
Housing and Community Safety	ASB Enforcement (Littering / Noise / Speeding)
Housing and Community Safety	Impact of 'no-evictions' policy on community safety
Housing and Community Safety	Lessons learned from recent and current projects eg Lincoln Court, Lowfield
Housing and Community Safety	HMO licensing extension (policy development)
Housing and Community Safety	Communal areas policy (policy development)
Housing and Community Safety	Compliance with Building Safety Bill and Fire Safety Bill in the context of post-Grenfell tenant safety (policy development)
Housing and Community Safety	The council's response to the Social Housing Bill (policy development)
Housing and Community Safety	Strengthening residents' voice (policy development)
Housing and Community Safety	Working with registered providers (ties in with affordable housing on new developments)
Housing and Community Safety	Domestic abuse

Housing and Community Safety	Counter-terrorism / Prevent
Housing and Community Safety	Strengthening the voice of marginalised or under-represented groups from a community safety perspective, eg BAME, LGBT+
Housing and Community Safety	Refresh of the travellers / gypsy / roma strategy (policy development)
Housing and Community Safety	Environmental retrofitting (policy development)