



## Notice of a public meeting of

### Customer and Corporate Services Scrutiny Management Committee

- To:** Councillors Williams (Chair), Galvin (Vice-Chair),  
N Barnes, Brooks, D'Agorne, Fenton, Gates, Looker and  
Reid and Rawlings (as a substitute for Cllr Brooks)
- Date:** Monday, 12 November 2018
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

### 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. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 9 November 2018**. Members of the public can speak on agenda items or matters within the remit of the Committee.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

### **Filming, Recording or Webcasting Meetings**

Please note that, subject to available resources, this meeting will be filmed and webcast, or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if sound recorded, this will be uploaded onto the Council's website following the meeting.

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

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/download/downloads/id/11406/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809.pdf](http://www.york.gov.uk/download/downloads/id/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

### **3. Schedule of Petitions (Pages 1 - 8)**

This report provides Members with details of new petitions received to date, together with those considered by the Executive or relevant Executive Member/Officer since the last report to the Committee.

### **4. Update Report on Section 106 Agreements (Pages 9 - 14)**

This report provides Members with further information on the administration and monitoring of Section 106 agreements, including an update on work done to date and future changes proposed.

### **5. Financial Inclusion Scrutiny Review Update Report (Pages 15 - 18)**

This report briefly updates the Committee on the work to date of the Task Group appointed to investigate the progress made in delivering Financial Inclusion across the city and asks that a 19 July 2018 Motion to Council on Food Poverty be added to the review remit.

**6. Scrutiny Review Support Budget (Pages 19 - 24)**

This report sets out the current position in relation to available Council funding for research in support of scrutiny review work.

**7. Work Plan 2018/19 (Pages 25 - 26)**

**8. Urgent Business**

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

Democracy Officer:

Name: Chris Elliott

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E-mail: christopher.elliott@york.gov.uk

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

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

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

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**Customer & Corporate Services Scrutiny  
Management Committee**

12 November 2018

Report of the Assistant Director - Legal and Governance

**Schedule of Petitions****Summary**

1. Members of this Committee are aware of their role in the initial consideration of petitions received by the Authority. The current petitions process was considered by the Audit and Governance Committee on 2 October 2014 and endorsed by Council on 9 October 2014. This process aims to ensure scrutiny of the actions taken in relation to petitions received either by Members or Officers.

**Background**

2. Following agreement of the above petitions process, Members of the former Corporate and Scrutiny Management Policy and Scrutiny Committee (CSMC) had been considering a full schedule of petitions received at each meeting, commenting on actions taken by the Executive Member or Officer, or awaiting decisions to be taken at future Executive Member Decision Sessions.
3. However, in order to simplify this process Members agreed, at their June 2015 meeting, that the petitions annex should in future be provided in a reduced format in order to make the information relevant and manageable. At that meeting it was agreed that future petitions reports should include an annex of current petitions and agreed actions, but only following consideration of the petitions by the Executive or relevant Executive Member or Officer.
4. This was agreed, in the knowledge that the full petitions schedule was publicly available on the Council's website and that it was updated and republished after each meeting of the Committee.  
<http://democracy.york.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13020&path=0>

## **Current Petitions Update**

5. A copy of the reduced petitions schedule is now attached at Annex A of the report which provides a list of new petitions received to date together with details of those considered by the Executive or relevant Executive Member/Officer since the last meeting of the Committee in April. Further information relating to petitions which have been considered by the Executive Members/Officers since the last meeting are set out below:

### **Petition Number:**

#### **109. Petition to conduct an urgent review of autistic assessment and support services within the city of York.**

A 365-name e-petition was launched on an external website '38degrees' and calls on City of York council and the Vale of York Clinical Commissioning Group to conduct an urgent review of autistic support services for children and adults within the City of York area and to make the results of this review public and transparent. Since its launch the petition has been enlarged to include all the areas covered by the Vale of York Clinical Commissioning Group. City of York Council's Interim Corporate Director of Children, Education and Communities emailed a comprehensive response to petitioner on 4 October 2018 and invited him to attend an open meeting planned for 19<sup>th</sup> October.

#### **110. Petition to address inconsiderate parking in Barbican Mews.**

This 23 name petition from Barbican Mews residents asks City of York Council to address inconsiderate parking in the mews and asks for a continuation of yellow lines against the wall so residents have free access getting to and from their homes. The petition and four pieces of hand written correspondence were presented to the Executive Member for Transport and Planning by Cllr D'Agorne at a Decision Session on 13 September 2018. Officers will consider the petition as part of the next annual review.

### **The Process**

6. There are a number of options available to the Committee as set out in paragraph 7 below, however these are not exhaustive. Every petition is, of course, unique, and it may be that Members feel a different course of action from the standard is necessary.

## **Options**

7. Having considered the reduced Schedule attached which provides details of petitions received and considered by the Executive/Executive Member since the last meeting of the Committee; Members have a number of options in relation to those petitions:
  - Request a fuller report, if applicable, for instance when a petition has received substantial support;
  - Note receipt of the petition and the proposed action;
  - Ask the relevant decision maker or the appropriate Executive Member to attend the Committee to answer questions in relation to it;
  - Undertake a detailed scrutiny review, gathering evidence and making recommendations to the decision maker;
  - Refer the matter to Full Council where its significance requires a debate;

If Members feel that appropriate action has already been taken or is planned, then no further consideration by scrutiny may be necessary.

8. Following this meeting, the lead petitioner in each case will be kept informed of this Committee's consideration of their petition, including any further action Members may decide to take.

## **Consultation**

9. All Groups were consulted on the process of considering more appropriate ways in which the Council deal with and respond to petitions, resulting in the current process. Relevant Directorates are involved and have been consulted on the handling of the petitions outlined in Annex A.

## **Implications**

10. There are no known legal, financial, human resources or other implications directly associated with the recommendations in this report. However, depending upon what, if any, further actions Members agree to there may, of course, be specific implications for resources which would need to be addressed.

## Risk Management

11. There are no known risk implications associated with the recommendations in this report. Members should, however, assess the reputational risk by ensuring appropriate and detailed consideration is given to petitions from the public.

## Recommendations

12. Members are asked to consider the petitions received on the attached Schedule at Annex A and as further outlined in this report, and agree an appropriate course of action in each case.

Reason: To ensure the Committee carries out its requirements in relation to petitions.

## Contact Details:

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Chief Officer Responsible for the report:  
Andrew Docherty  
AD Legal and Governance

Report Approved



Date

26 October 2018

Wards Affected:

All



**Background Papers:** None

## Annexes:

Annex A – Extract from schedule of petitions received and action taken to date



<p><b>106. Residents of Strensall with Towthorpe PC petition in support of the “Traffic Study &amp; Road Safety Improvement proposals report” prepared by PC and original submitted in August 2015.</b></p>	<p>Email from Cllr Doughty to Tony Clarke &amp; Neil Ferris</p>	<p>80 Signatures</p>	<p>Tony Clarke</p>	<p><i>Executive Member for Transport and Planning</i></p>	<p>20-12-18</p>		
<p><b>107. One Way System Traffic Direction Towards Lord Mayors Walk from St John Street, York</b></p>	<p>Presented at Full Council 19 July 2018 by Cllr Denise Craghill</p>	<p>41</p>	<p>Alistair Briggs</p>	<p><i>Executive Member for Transport and Planning</i></p>	<p>tbc</p>		
<p><b>108. Pedestrians “To totally pedestrianise all the main shopping streets in the city centre”</b></p>	<p>ePetition</p>	<p>0</p>	<p>James Gilchrist</p>	<p><i>Executive Member for Transport and Planning</i></p>	<p>n/a</p>	<p>Officers to acknowledge as no signatures received</p>	
<p><b>109. Autistic Service Crisis “To conduct an urgent review of autistic assessment and support services within the city of York”</b></p>	<p>ePetition</p>	<p>2</p>	<p>Maxine Squire</p>	<p><i>Executive Member for Education, Children &amp; Young People</i>  <i>Executive Member for Adult Social Care and Health</i></p>		<p>Maxine Squire emailed comprehensive response to petitioner on 4 October 2018 and invited him to attend an open meeting planned for 19<sup>th</sup> October</p>	
<p><b>110. A Petition from Barbican Mews Residents asking City of York Council to address inconsiderate parking in the mews – asking for continuation of yellow lines against the wall so residents have free access getting to &amp; from their homes</b></p>	<p>Petition (and 4 pieces of hand written correspondence) presented by Cllr D’Agorne at Decision Session – Exec Member for Transport and Planning on 13 Sept 2018</p>	<p>23</p>	<p>Alistair Briggs/Tony Clarke</p>	<p><i>Executive Member for Transport and Planning</i></p>		<p>Officers to consider this as part of the next Annual Review.</p>	

<p><b>111. Use of Hidden Air Raid Shelter</b> “We the undersigned petition the council to investigate the use of the air raid shelter under the city walls opposite York Railway Station for possible uses, e,g a) a museum b) retail facilities c) a cafe/waiting area for buses d) a pedestrian route to the service road outside West Offices, also to ask the citizens of York for their ideas.”</p>	<p>ePetition</p>	<p>Closes on 1<sup>st</sup> Nov 18</p>	<p>John Oxley</p>	<p><i>Executive Member for Culture, Leisure and Tourism</i></p>	<p>tbc</p>		
<p><b>112. Calculate Planning Gain for Local Plan</b> “We the undersigned petition the council to calculate and publish their best estimate on the Planning Gain for the major sites allocated in the submitted City of York Local Plan (2018). Also to calculate and publish the total planning gain for the Local Plan and to publish how the planning gain was calculated.”</p>	<p>ePetition</p>	<p>Closes on 11 Nov 18</p>	<p>Rachel Macefield/Mike Slater</p>	<p><i>Executive Leader and Executive Member for Economic Development and Community Engagement</i></p>	<p>tbc</p>		
<p><b>113. Respark on Farrar St.</b> “We call on City of York Council to consult residents on introducing a residents’ parking scheme for Farrar St,</p>	<p>Presented at Full Council on 25/10/18 by Cllr D’Agorne</p>	<p>51</p>	<p><b>Alistair Briggs</b></p>	<p><i>Executive Member for Transport and Planning</i></p>			

<p><b>York (YO10 3BY/BZ) to prevent commuter parking in our street.”</b></p>							
<p><b>114. Green Waste Collection for East Mount Road</b>  <b>“We the undersigned call upon City of York Council to look for suitable collection arrangements for green waste in East Mount Road, to provide the service paid for by council tax to all council tax payers.”</b></p>	<p>Presented at Full Council on 25/10/18 by Cllr Kramm</p>	<p>39</p>	<p>Rachel Stewart / Russell Stone</p>				
<p><b>115. York Liberal Democrats ‘Stop Fracking in York’ Petition</b>  <b>“We the undersigned ask the Government, City of York Council, MPs and other relevant bodies to listen to residents and oppose fracking now. Fracking poses unacceptable risks to people, the climate and the environment.”</b></p>	<p>Presented at Full Council on 25/10/18 by Cllr Cuthbertson</p>	<p>2,750</p>	<p>Rachel Macefield / Mike Slater</p>	<p><i>Executive Member for Environment</i></p>			
<p><b>116. Traffic Speeds on Wetherby Road</b>  <b>“We the undersigned request the York Council to consider the following action to control vehicle</b></p>	<p>Emailed to Democratic Services inbox by Liberal Democrat Action on 23/10, with a note:</p>	<p>17</p>	<p>Richard Bogg</p>	<p><i>Executive Member for Transport &amp; Planning</i></p>			

<p><b>speeds on Wetheby Road.”</b></p>	<p><i>‘Please find attached petition which we have asked the Westfield Councillors to present on our behalf.’</i></p>						
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**Corporate and Customer Services Scrutiny  
Management Committee**

12 November 2018

Report of the Assistant Director for Planning and Public Protection

**Section 106 Agreements Update Report****Summary**

1. This report provides Members with further information on the administration and monitoring of Section 106 agreements, including an update on work done to date and future changes proposed.

**Background**

2. At a meeting of the Customer and Corporate Services Scrutiny Management Committee on 18<sup>th</sup> April 2018, Members received a report providing information on Section 106 agreements and how they are administered and controlled.
3. Customer and Corporate Services Scrutiny Management Committee Members requested that further update reports on S106 work were brought to the Committee for consideration.
4. Following the previous Scrutiny Committee in April works continued on a simplified template that had been designed to make the relevant S106 information more accessible. This was to provide a high level, simplified synopsis on all cases raised since 2016. It is however not always possible to include all information in a simplified table due to the differences in developers' obligations within the S106 agreements and the complexity of some S106 agreements.
5. The tables were found to be a time consuming process that is heavily reliant on Council resources. During this work it has become apparent to Officers that the current Uniform system utilised by the Council does not lend itself particularly well to the monitoring and enforcement of S106 agreements. Furthermore the system does not easily generate reports

and data for the high level monitoring and reporting of these cases.

6. The recent Audit report into S106 payments highlighted this weakness in the system where tables are required to be kept up to date as cases are registered and progress. Three of the five sections of the audit (Obligation tables and evidencing enforcement action, System for recording compliance with agreements and Evidencing expenditure on revenue cost centres) all concluded in the agreed actions that:

“Officers will investigate the possibility of the use of dedicated software to collate the enforcement of agreements and subsequent spending of monies by the council’s services and its partners.”

### **Administration of S106 planning obligations – current situation**

7. The service has recently conducted a programme of updating the S106 case monitoring within the first part of this year. The current S106 enforcement case load has been brought up to date. All of the open S106 monitoring cases were reviewed and those left open were classified as needing to remain open in order that further work can be undertaken to secure compliance. At the end of this period of work no cases remained open with no work having been undertaken upon them.
8. Over the last 6 months 59, S106 cases were opened with 136 S106 cases closed. A total of 111 S106 investigations remain open. A figure of £626,000 was received from S106 payments. These were in respect of 21 developments across the City for housing, education, open space and transport. This information is generally relayed to Members via the quarterly enforcement report which is presented to the Area Planning Sub Committee.

### **Going forward**

9. As identified by the recent audit report the current way of reporting is resource heavy. It also does not allow for interrogation of the system or reports to be generated. The use of spreadsheets does not link applications or monitor various individual projects, including calculations of funding, spending, and returned sums against initial project estimations.
10. Given the complexities with the current way of working the service has been exploring more efficient and cost effective ways of processing and dealing with section 106 agreements. It is considered that a more robust

system would be necessary in order to allow for the level of reporting and monitoring required.

11. A suitable system has been identified and officers are currently investigating all aspects of the system to ensure it will fully achieve the requirements in terms of reporting, calculating and auditing.
12. In terms of the investigation so far officers consider that the potential system could be suitable and from the information provided and interrogation of the system, it is considered it would be a significant improvement on the current situation. It is proposed to put a business case forward to resource the system along with a specific monitoring officer role.
13. The system has been specifically designed to accommodate and allow interrogation of section 106's is considered to be the best option to allow a more comprehensive approach to monitoring.
14. The computer system tool would allow for the following:
  - An alerting system to prompt an administrator at key stages of the S106 agreement;
  - A categorised document management system to allow for the storage of category;
  - The ability to store multiple contacts such as "Interested Party" and agent management of covenants and clauses;
  - Full finance section to monitor incoming and outgoing expenditure project module allocations calculator to view a breakdown of sums received per application
  - Payment policy management as per the legal agreement;
  - Planning application linkage from Outline to Reserved Matters, and between Full applications and variations;
  - Decision monitoring including alerts;
  - Logging of land charges information;

- Generation of S106 letters, receipts and demands with mail merge facility direct to individual covenants;
  - Finance monitoring;
  - Import and export facility to import and export to supported external systems;
  - Reporting facility to generate various reports;
  - Event logging for auditing purposes;
  - Administer and monitor various individual projects, including calculations of funding, spending, and returned sums against initial project estimations;
  - Allocate spending to projects based on allocations of the above funding;
  - Account for returned funds based on the above allocations;
  - A categorised document management system to allow for the storage of category relevant documentation with the ability to link to an external DMS via URL.
15. Subject to completing a full review of the system and it being fit for purpose it is recommended that the business case is progressed and the system is purchased along with the appointment of a monitoring officer.

### **Council Plan**

16. This Report relates to A Prosperous City for All and A Council That Listens to Residents elements of the Council Plan

### **Options**

17. Members can choose to:
- (i) Note the information received in this report.
  - (ii) Note the information received in this report and request further updates
  - (iii) Take another course of action.



## Implications

18. There are no direct implications associated with the recommendations of this report in relation to any of the following:

- Financial
- Equalities
- Legal
- Crime and Disorder
- Information Technology (IT)
- Property

## Risk Management

19. There are no known direct risk management implications associated with the recommendations in this report.

## Recommendations

20. Members are asked to note the information contained in this report and to advise if further reports are required.

Reason: To ensure Members are updated on the administration of S106 Agreements.

## Contact Details

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### Chief Officer Responsible for the report:

Mike Slater,  
Assistant Director for Planning and Public  
Protection

Tel: 01904 551300

Report Approved  Date 26/10/2018

Wards Affected:

All

For further information please contact the author of the report

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**Customer and Corporate Services Scrutiny  
Management Committee****12 November 2018**

Report of the Assistant Director – Legal &amp; Governance

**Financial Inclusion Scrutiny Review Update Report****Summary**

1. This report briefly updates the Committee on the work to date of the Task Group appointed to investigate the progress made in delivering Financial Inclusion across the city and asks that a 19 July 2018 Motion to Council on Food Poverty be added to the review remit.

**Background**

2. At a meeting of CSMC in June 2018, Cllr Neil Barnes proposed a scrutiny review into Financial Inclusion and in September 2018, after considering a scoping report into the topic, the Committee agreed this was an issue worthy of review and appointed a Task Group comprising Cllrs N Barnes, Brooks and Fenton to carry out this work on the Committee's behalf.
3. The Committee also agreed the following remit for the review.

**Aim:**

To understand the impact of Universal Credit on the citizens of York and the activities being run to promote Financial Inclusion.

**Objectives:**

- i. To ensure processes are ready and resilient enough to deal with the growing impact of Universal Credit;
- ii. To examine the low take up of the Council Tax Discretionary Reduction Scheme and how this is being signposted to potential customers;

- iii. To determine the drivers behind the increased demand on Discretionary Housing Payments and look at whether Financial Inclusion activities and resources can mitigate any causes;
  - iv. To understand how the various initiatives aimed at addressing the cause of financial exclusion funded by the Financial Inclusion Steering Group are awarded and measured.
  - v. To look at the impact of Universal Credit on families with uncertain employment patterns within a volatile employment market.
4. The Task Group met for the first time in early October 2018 when a way forward was agreed. This included gathering detailed information on the current process, assessing what is available, analysing how various services are signposted and considering the customer journey from their arrival at CYC. They have also planned meetings with key partners including Citizens Advice York and the Welfare Benefits Unit as well as face-to-face meetings with officers.
5. After the review was first proposed to CSMC there was a Motion to Council on food poverty in July 2018. Part of the Motion requests a report to Executive setting out:
  - *the background to food poverty in York including any available local statistics and how local measurement might be improved;*
  - *the current role of crisis support in York in mitigating food poverty;*
  - *a range of options for the Council and its partners to improve the city wide response to food poverty in York.”*
6. This is due to be considered later this week (15 November 2018) at a Decision Session of the Executive Member for Adult Social Care and Health as part of an Update Report on Welfare Benefits and Financial Inclusion. The report recommends that the Executive Member refers this to scrutiny and specifically CSMC to consider in their current review of welfare benefits / financial inclusion, and report back to Executive on their findings.
7. As the Task Group is working to a tight timescale to complete this review before the end of the current municipal year it would seem appropriate to make a decision on this matter ahead of the Executive Member decision and on the assumption that the Executive Member will agree the

recommendations set out in the update report. This will avoid any delay in completing the review.

### **Consultation**

8. There has been no consultation in producing this report. The scrutiny review itself will involve consultation with key partners including Citizens Advice York and the Welfare Benefits Unit as well as appropriate Council officers.

### **Options**

9. Having considered the information contained in this report Members can agree.
  - i. That any decision on the Motion to Council on food poverty is not considered until after a decision on the update report on Welfare Benefits and Financial Inclusion has been made by the Executive Member;
  - ii. That a decision be made on whether to include the Motion to Council in the Scrutiny Review into Financial Inclusion, on the assumption that the Executive Member agrees the recommendations in the update report on Welfare Benefits and Financial Inclusion.

### **Analysis**

10. Should the Motion to Council on food poverty be added to the remit of the Financial Inclusion Scrutiny Review then evidence gathered by the Task Group during the course of the review will help inform the Executive Member before any decisions are made.
11. Any delay on making an early decision on the Motion to Council could impact on the work of the Task Group and the aim of completing this review before the end of the Municipal Year.

### **Council Plan**

12. This report is linked to 'a prosperous city for all' and 'a Council that listens to residents' priorities in the Council Plan.

### **Implications**

13. There are no implications arising from the recommendations in this report.

## Risk Management

14. There are no risks attached by the recommendations in this report. However, there could be a risk to the aim of completing the Scrutiny Review into Financial Inclusion if an early decision is not made.

## Recommendations

15. Having considered the information in this report, Members are asked to agree:
- i. that the Motion to Council on food poverty is included in the remit of the Financial Inclusion Scrutiny Review:
  - ii. that additional objectives are proposed and added to the remit to reflect the requests in the Motion to Council.

Reason: To progress the Scrutiny Review into Financial Inclusion with the minimum delay

## Contact Details

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### Chief Officer Responsible for the report:

Andrew Docherty  
Assistant Director – Legal & Governance  
Tel: 01904 551004

Report Approved  Date 22/10/2018

Wards Affected:

All

For further information please contact the author of the report



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**Customer & Corporate Services Scrutiny  
Management Committee****12 November 2018**

Report of the Assistant Director – Legal &amp; Governance

**Scrutiny Review Support Budget****Summary**

1. This report sets out the current position in relation to available Council funding for research in support of scrutiny review work.
2. Customer and Corporate Services Scrutiny Management Committee (CSMC) has a constitutional right, under its delegated authority to consider and recommend to the Executive a budget for scrutiny. This report seeks to consult Members on any recommendations it may wish to make to the Executive prior to the budget setting process for 2019/20.

**Background**

3. For the 2010/11 financial year, this Committee decided not to recommend any change to its then existing base scrutiny support budget, which stood at £15k. The Budget Council meeting, however, in February 2011, agreed to cut that support budget, as part of the savings exercise.
4. The then Budget Council decision was taken against an understanding that there had been little spend against the scrutiny support budget for the previous 3 to 4 years. This was with the notable exception of a consultation survey undertaken in relation to a scrutiny review into traffic congestion and its impact.
5. Subsequently, at Budget Council in February 2012 and upon the recommendation of the then Scrutiny Management Committee, Council agreed to reinstate a small support budget for scrutiny research work associated with reviews, in the sum of £5k, and since that time this Committee has chosen to allocate £1k annually to each Scrutiny Committee for that purpose.
6. In making its recommendations on this budget to Budget Council last year for 2018/19, this Committee debated at length the merits of potentially

asking Council to increase this support budget to enable more outward facing scrutiny to take place. It agreed and Council endorsed to support a continuing £5k for the year but with a proviso that, if scrutiny needed, up to £10k could be allocated.

### **Analysis**

7. In this current financial year to date 2018/19, there has been no spend against this budget which, at this stage, demonstrates a continuing trend and one which is unlikely to change unless and until scrutiny engagement and focus shifts towards requiring external expert participation. Of course, approximately 5 months of the budget year do remain.
8. Similarly in 2016/17, this Committee allocated the available budget on alternative spend to cover required training costs for Scrutiny Chairs when appointed to reflect new working arrangements following the changes Council agreed to the scrutiny structure which became operational in June 2017. This training also doubled up as refresher training in scrutiny skills and feedback from those Members attending at the time was extremely positive. Total costs for this training amounted to £1,426.40. The only costs recorded therefore in
9. To demonstrate further historically the pattern of low spend against this budget for a number of years, the position is as follows:
  - 2009/10 - £41 + £17k (agreed by Council for the specific purpose of undertaking a public consultation survey in support of the traffic congestion scrutiny review ongoing at that time)
  - 2010/11 - £380
  - 2011/12 - £0
  - 2012/13 - £1,500 (health work shop facilitation)
  - 2013/14 - £0
  - 2014/15 - £2,500. Following a decision by this Committee in January 2015, the available budget was again used for scrutiny training purposes i.e.:
    - 3 cross party Members (and 2 officers) travelling to and attending the Annual Centre for Public Scrutiny Studies Conference and Awards;
    - £1k contribution to Leeds City Council to cover the cost of running the regional Joint Health & Overview Scrutiny Committee; and



- Some travel expenses for a Councillor attending an event in London to gather information for an ongoing scrutiny review; and
- 2 Members attending a Pupil Premium Conference

2015/16 - £350 in relation to support costs for the Tour De France Scrutiny Review.

10. Given the use of IT facilities and the internet in recent years as essential research tools, it is noticeable that there has been less need to 'buy in' paid external research in relation to the chosen reviews over the last few years. Where external research has been required in recent years, the specialist consultants used gave their time freely in support of that scrutiny work e.g. on the Bootham Park Hospital review completed by the former Health & Adult Social Care Policy & Scrutiny Committee in September 2016. Contacts at the University of York have also recently indicated that they would be happy to provide, pro-bono, independent research on key topics, should the subject matter require their support and subject to resource availability.
11. Work is continuing on overview, policy development (by the new Economy & Place Policy Development Scrutiny Committee) and on actual scrutiny reviews but none of these have needed to call upon spend against this budget head.
12. It would be fair to say that some Committees have perhaps been reluctant to take on review work given the shortage of a Scrutiny Officer for part of the current year. Equally, reviews tend to slow down during the last year before local elections, as clearly, there is a need to complete these before the end of Members' term of office.
13. Having said that, this Committee have been concerned about improving engagement with and focus upon quality scrutiny driven to achieve meaningful outcomes for some time. For that reason, it has established a Task Group reviewing these aspects with a view to seeking to improve and develop the operation of scrutiny in York. In turn, this may have a medium to long term impact on the use of this particular budget.

## Consultation

14. No consultation was required on this report at this stage, given that it provides this Committee with their constitutional opportunity to consider making a recommendation to Executive for a budget for scrutiny.

## Options

15. (i) Having regard to the analysis section in this report, to note the position and recommend to Executive not to provide any budget specifically to support external research and consultancy work for scrutiny in 2019/20 onwards; or
- (ii) To recommend Executive retains the current budgetary support for external research and consultancy work, explaining why; or
- (iii) To recommend Executive increases the current budgetary support for external scrutiny research/consultancy, explaining why and suggesting an appropriate figure; and

## Council Plan 2015-19

16. Whilst this report does not in itself materially affect how the work of scrutiny can support and develop the Council's overall priorities set out in the Council Plan 2015-2019, how scrutiny organises itself, selects and conducts its reviews could have a significant impact on how it contributes to the Council's development.

## Implications

17. **Financial** – There would, of course, continue to be some financial impact should this Committee recommend continuing with a scrutiny research support budget, if the Executive supported that proposal. If funding continues at a comparatively low level as currently provided, then that impact would be minimal in comparison to the potential benefits of receiving support, where required.
18. There are no Human Resources, Equalities, Legal, Information Technology, Crime & Disorder or other implications associated with this report. Constitutionally, this Committee has the right to recommend to Executive an appropriate budget to support scrutiny research.

## **Risk Management**

19. Clearly, this Committee needs to address what it believes the current and future needs of scrutiny may be, taking into account the historical levels of spend in the area concerned and any potential impact on improvements to Council performance. Based on previous years level of spend in this area, there is a continuing risk that any budget allocation made in the future could largely remain unused.

## **Conclusions**

20. It is clear that there has been very little call on this budget spend since 2009/10 and that it has become a continuing trend for the budget not to be required to be spent on external research or consultancy. Rather in recent years this Committee and other Scrutiny Committees have looked to diversify and seek to use the spend advisably on for instance key training for Members/Chairs.
21. The reasons for this are diverse as referenced in this report. In part it is due to the topics chosen in recent times and to a decreasing number of those. In part also due to the changing nature of the way Scrutiny Officers can undertake their own research using technology.
22. Members may wish to give close consideration to these trends when making their recommendation and, notwithstanding their recommendation, to whether they wish to invite the Task Group looking at Scrutiny Operations and Engagement to give some thought to these trends as part of its work.

## **Recommendations**

23. Members are asked to consider what recommendation to make to the Executive in relation to a scrutiny support budget for use on external consultation/market research, for consideration as part of the Council's budget setting process for 2019/20; and

**Reason:** To address the Committee's constitutional right to comment to Executive on setting the above scrutiny budget.

**Contact Details**

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**Report Approved**  **Date** 31 October 2018

**Specialist Implications Officer(s)**

Debbie Mitchell  
Principal Accountant  
Tel: (01904) 554161

All

**Wards Affected:**

For further information please contact the author of the report

**Background Papers:** None

**Annexes:** None

## Customer and Corporate Services Scrutiny Management Committee

### Work Plan 2018-19

<p>11 June 2018 @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Attendance of the Executive Leader (Finance and Performance) – Priorities &amp; Challenges for 2018-19</li> <li>2. Schedule of Petitions</li> <li>3. Update Report on Ways of Working in Scrutiny and Effectiveness of Scrutiny</li> <li>4. Six-monthly Review of One Planet York Strategy</li> <li>5. Overview Report on Corporate Approach to Social Values</li> <li>6. Draft Annual Scrutiny Report</li> <li>7. Draft Work Plan 2018-19 including potential scrutiny topic</li> </ol>
<p>9 July 2018 @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Update Report on Attendance and Wellbeing Project (Sickness Absence)</li> <li>2. Implementation Update from Electoral Arrangements Scrutiny Review</li> <li>3. Update Report on Delivery of ICT Strategy</li> <li>4. Year End Finance and Performance Monitoring Report</li> <li>5. Work Plan 2018-19</li> </ol>
<p>10 Sept 2018 @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. 1<sup>st</sup> Qtr Finance and Performance Monitoring Report</li> <li>3. Pre-decision Report on CYC Social Value Policy</li> <li>4. Annual Review of Complaints</li> <li>5. Scoping Report on Financial Inclusion</li> <li>6. Scrutiny Operations and Functions Scrutiny Review Update report</li> <li>7. Work Plan 2018-19</li> </ol>

<p>12 Nov 2018 @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. Update Report on Section 106 Agreements</li> <li>3. Financial Inclusion Scrutiny Review Update Report</li> <li>4. Annual Scrutiny Budget</li> <li>5. Work Plan 2018-19</li> </ol>
<p>14 Jan 2019 @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. 2<sup>nd</sup> Qtr Finance and Performance Monitoring report</li> <li>3. Update Report on Attendance and Wellbeing Project (sickness absence)</li> <li>4. Work Plan 2018-19</li> </ol>
<p>11 March @ 5.30pm</p>	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. Work Plan 2018-19</li> </ol>