



Notice of meeting of

Scrutiny Management Committee

To: Councillors Galvin (Chair), Blanchard (Vice-Chair), Kirk, Moore, Simpson-Laing, Scott, Taylor and R Watson

Date: Monday, 18 June 2007

Time: 5.00 pm

Venue: Guildhall

AGENDA

1. **Declarations of Interest**

At this point in the meeting, Members will be invited to declare any personal or prejudicial interests they may have in the business on the agenda.

2. **Minutes** (Pages 1 - 2)

To approve and sign the Minutes of the meeting held on 23 April 2007.

3. **Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is Friday 15 June 2007 at 5 pm.

4. Overview of work completed by Scrutiny since 2004 (Pages 3 - 56)

This report introduces Members of Scrutiny Management Committee to the scrutiny work previously completed since 2004.

5. Appointment of Chairs & Vice-Chairs to Current Ad-hoc Scrutiny Committees (Pages 57 - 60)

This report asks Members to appoint a Chair and Vice-Chair for the current Traffic Congestion Ad-hoc Scrutiny Committee and the Highways Maintenance & PFI (Part B) Ad-hoc Scrutiny Committee.

6. Update on the implementation of the recommendations of the Cycling Review (Pages 61 - 68)

This report provides Members with an update on the implementation of recommendations made as a result of the scrutiny review on 'Cycling Policy and Provision of Facilities', completed in October 2004.

7. Final Report on Area Asset Management Plan (Tanghall) Scrutiny Review (Pages 69 - 84)

This report of the Area Asset Management Plan (Tanghall) Ad-hoc Scrutiny Committee presents their final recommendations.

8. The Transparent Formulation of Council Policy (Pages 85 - 90)

This feasibility report presents information on a possible scrutiny review on the transparent formulation of council policy.

9. Feasibility Report on Confidentiality in Tendering & High Risk Procurement (Pages 91 - 96)

Members are asked to consider a feasibility report in relation to a scrutiny topic on confidentiality in tendering and high risk procurement.

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

Democratic Services Manager

Dawn Steel

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

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

Contact details are set out above.

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City of York Council

Committee Minutes

MEETING	SCRUTINY MANAGEMENT COMMITTEE
DATE	23 APRIL 2007
PRESENT	COUNCILLORS KIRK (CHAIR), MERRETT (VICE-CHAIR), BLANCHARD, CUTHBERTSON, HILL AND HYMAN
APOLOGIES	COUNCILLORS LIVESLEY

1. MINUTES

The minutes of the last meeting held on 26 March 2007 were agreed as a correct record.

2. PUBLIC PARTICIPATION

The Chair reported that no registrations to speak had been received under the Council's Public Participation Scheme.

3. DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests they might have in the business of the meeting. Councillors D'Agorne and Merrett declared personal but non-prejudicial interests in item 5 on the agenda (Update on the implementation of recommendations of a previous scrutiny review – Cycling Policy & Provision of Facilities).

4. TRAFFIC CONGESTION - INTERIM REPORT

Members considered an interim report from the ad-hoc scrutiny committee undertaking a review of Traffic Congestion in York.

The report detailed the progress made to date in regard to the first objective – Accessibility to services, employment, education and health, and requested that any final report include clarification on the following:

- where the report stated that 12% of the active population in York was disabled – what was the definition of disabled in that context?
- more than one in four York households do not own a car – how did that compare nationally?

Members also requested that the report be updated in relation to the effects of current legislation where relevant.

Finally, Members acknowledged that additional mapping work may be required to investigate the effects of the factors identified within the report,

and had requested an extension to the timeframe for the review to allow full consideration of the remaining objectives.

RESOLVED: That the interim report and progress so far be noted and that the timeframe of the review be extended by six months.

5. IMPLEMENTATION UPDATE ON PREVIOUSLY APPROVED RECOMMENDATIONS

Members considered a update report in regard to the implementation of recommendations previously made as a result of a completed scrutiny review on 'Cycling Policy and Provision of Facilities'.

Members had previously requested the attendance of the relevant officers at the meeting to provide a full understanding of the implementation to date and expressed concern that no officer was present.

Having considered the limited update provided in the annex to the report, Members were unhappy with the work completed to date and questioned the context of some of the information provided. Members went on to request that the following specific information be provided at their next meeting:

- Evidence of the gaps filled in the network
- Evidence of where on-road cycle lanes have been put on main roads to allow cycles to bypass the queues
- Evidence of which existing cycle routes have been converted from advisory to mandatory routes
- Evidence of the recommendations being taken into account as part of the new cycling strategy

RESOLVED: That the Assistant Director (City Development & Transport) be re-invited to attend the next meeting to discuss progress on the implementation relating to the above review.

6. ANNUAL REPORTS FROM EDUCATION AND HEALTH SCRUTINY COMMITTEES

Members considered a report which provided an annual update on the work of the Health and Education Scrutiny Committees respectively.

Having noted the content, Members thanked both committees for their work throughout the year and specifically Cllr Hall who was retiring as Chair (Education Scrutiny Committee) and Member.

Cllr Kirk, Chair

[The meeting started at 5.00 pm and finished at 5.55 pm].



Scrutiny Management Committee

18 June 2007

Report of the Head of Civic Democratic & Legal Services

Overview of Scrutiny Reviews Completed by Scrutiny Committees & Ad-hoc Scrutiny Committees since 2004

Summary

1. This report introduces Members of Scrutiny Management Committee to the scrutiny work previously completed by since 2004.

Background

2. Scrutiny Management Committee (SMC) is responsible for co-ordinating and managing the overview and scrutiny programme. There are currently only two permanent Scrutiny Committees in existence within City of York Council – Education & Health. SMC can also appoint an ad-hoc scrutiny committee to undertake a review of a specific topic which on completion of the review will be disbanded. The Council's Constitution places a responsibility on each of the permanent Scrutiny Committees to report to SMC annually and in the case of an Ad-hoc to provide a final report on completion of their review. In turn, SMC produces an Annual Review report for Council which summarises the progress made in delivering the annual scrutiny plan, highlights key achievements and learning points, and the key issues to be addressed in the coming year.
3. A more detailed understanding of the role of SMC and how this Council operates the scrutiny function, will be given as part of the training event for Councillors which follows this meeting.

Consultation

3. Although not relevant for the production of this report, consultation was undertaken as part of all the reviews referred to in the attached annexes.

Options

4. To facilitate their knowledge and learning, Members may request further information on the previously completed reviews and/or copies of the relevant final reports.

Analysis

5. The annual review reports from 2004-05 and 2005-06 as submitted by SMC to Council are attached as annexes A & B respectively. These provide information on all scrutiny reviews completed within that timeframe. A list of all scrutiny reviews completed between May 2006 - April 2007 is attached at annex C.

Corporate Objectives

6. The work of the Education Scrutiny Committee is aimed at Corporate Priority 5 i.e. 'To increase people's skills and knowledge to improve future employment prospects', and the work of the Health Scrutiny Committee is aimed at Corporate Priority 7 i.e. 'To improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest'. Each Ad-hoc Scrutiny Committee set up by SMC states the corporate objective relevant to the topic of the review in any formal reports they produce. More generally, all scrutiny reviews could potentially improve our organisational effectiveness in line with Corporate Priority 10.

Implications

7. There are no known Financial, HR, Equalities, Legal, Crime and Disorder, IT or other implications associated with the recommendation of this report.

Risk Management

8. In compliance with the Councils risk management strategy. There are no risks associated with the recommendation of this report.

Recommendations

9. Members are asked to note the contents of the attached annexes

Reason: In order to be fully informed on all scrutiny reviews completed during the last three years.

Contact Details

Author:

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Scrutiny Officer
Scrutiny Services
Tel No. 01904 552063

Chief Officer Responsible for the report:

Dawn Steel
Democratic Services Manager

Report Approved**Date**

6 June 2007

Wards Affected:**All**

For further information please contact the author of the report

Background Papers: None

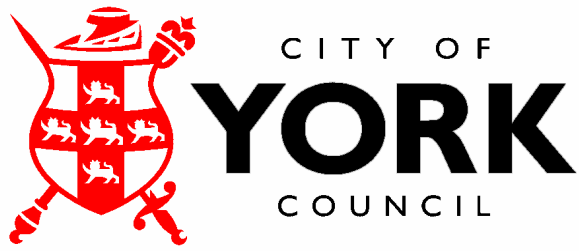
Annexes

Annex A - Annual Review Report from 2004-05

Annex B - Annual Review Report from 2005-06

Annex C – List of Reviews completed between May 2006 – April 2007

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Scrutiny Annual Report June 2005

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INTRODUCTION

This Annual Report summarises the work of the City of York Council's Scrutiny Boards and Panels over the past year, highlighting progress and key achievements. It also looks forward to activities over the coming year.

The Report will be presented to the next full meeting of Council by the Chair of the Scrutiny Management Committee.

June 2005

SCRUTINY MANAGEMENT COMMITTEE

Throughout the year the Scrutiny Management Committee (SMC) has met monthly to overview the work and workloads of the Scrutiny Boards.

Following a member-led review in 2003/04, new procedures and guidelines for scrutiny topics were introduced. This included a newly designed Topic Registration Form to encourage wider participation and the introduction of a scoping and feasibility stage involving officers prior to approval of scrutiny topics by the SMC. The implementation of these changes has been very successful for the latest batch of registered topics.

The review also included lengthy discussion on how the Council could be more effective in its scrutiny and this led to SMC making recommendations for the current constitutional review, which are aimed at continuing to develop the role of holding the Executive to account.

Through the year the boards have completed fourteen topics and published twelve reports. Most topics have focused on policy review and development.

In addition three Ad-hoc Panel scrutinies have been completed, with accompanying reports. Eleven topics are continuing into the next municipal year.

During the year we were notified by the Post Office that seven post offices were to be closed in the York area by November 2004. Unfortunately, due to the current structure of the Council's constitution, SMC was unable to scrutinise the proposals, but as Chair I organised a public meeting to question representatives of the Post

Office on their proposals. The meeting attracted many members of the public and received a significant amount of press and radio coverage but sadly did not result in a reprieve for any of the proposed closures.

This year has seen considerable progress made in improving the effectiveness of the scrutiny process and I am hopeful that the constitutional review will see members working together on more cross-cutting issues in the future.

Quality Control

During the year we have continued to monitor the implementation of recommendations made to, and accepted by, the Executive. Executive Members are invited to comment on progress to the SMC and Scrutiny Boards are encouraged to use the Executive Member and Advisory Panel process as a monitoring tool.

Some topics have been particularly successful at involving members of the public and we have continued to encourage the involvement of co-optees. We now have five co-optees attending on a regular basis, in addition to the statutory co-optees on the Education Scrutiny Board.

Training

With the support of Democratic Services we have organised three training sessions for members on questioning and chairing skills, facilitated by Mel Nixon of Aware UK.

We have held bi-annual Chairs, Vice Chairs and Assistant Directors meetings which have facilitated greater understanding of scrutiny and allowed members and officers to exchange ideas on best practice as well as being an ideal forum for networking.

We have developed a guide for people attending a scrutiny hearing and a feedback form to help us identify areas for improvement. We have also introduced a formal procedure for keeping those outside the Council informed of scrutiny outcomes and recommendations.

Media Coverage

We have received a significant amount of media coverage this year with several items, such as Housing Allocations, receiving a considerable amount of interest. Most of the coverage has been positive and we need to continue this in the future. We have also tried to actively encourage involvement in Scrutiny by using the press and radio to raise the public profile.

The Future

As you will see from this Annual Report, Scrutiny has had an extremely active and productive year. We are also beginning to feel the impact of previous reviews such as the Rivers scrutiny review which helped support a successful bid for funding from Yorkshire Forward.

We are now planning the work programme for 2005/06 which I have no doubt will prove to be another demanding but fruitful year.

Thanks

Finally I would like to take this opportunity to say thank you to my former Vice-Chair, Cllr David Wilde for his support over the last year and to all those members and officers of the City of York Council involved in the scrutiny process.

**Cllr Madeleine A Kirk
Chair, Scrutiny Management
Committee**

SCRUTINY AD HOC PANELS

Confidentiality and Transparency Scrutiny Panel

In April 2004 a Working Group of the Scrutiny Management Committee was set up to explore the following questions on behalf of the citizens of York:

How can citizens be sure the Council doesn't abuse confidentiality?

How do citizens know that the Council doesn't act in favour of vested interests?

How can citizens be sure that the Council has all the relevant information?

In order to answer these questions the group began in-depth enquiries into three particular areas of the Council's work where the citizens of York frequently tell Members that the decision-making process does not seem transparent.

1. Why are some Council reports or annexes confidential and could more information go public?

We have looked at guidance to officers about types of information the law tells us needs to be confidential. We used this to analyse reports written for the Executive over a six month period, then talked to Assistant Directors about ways to decrease the amount of confidential information. We held a learning session with officers from the Data Protection and Freedom of Information Team and the Member Champion for Freedom of Information to consider how our possible recommendations might fit in with the latest legislation.

2. The use of confidentiality in key public interest planning decisions such as Coppergate II and the Barbican.

We will be asking external bodies, such as the Audit Commission what they would expect an Authority to do to support citizens to have their say in and gain access to all the background information. We will compare the approaches taken by City of York Council with those adopted by other Councils seen as model in their approach. We will also talk to the Head of Legal Services at Doncaster Council about the process of restoring public trust and confidence after 'Donnygate'.

3. The use of confidentiality in commercial tendering and contracts.

In a similar way to planning we will be asking external regulatory bodies to tell us what they would expect to see a Council doing to ensure fair practice in the public interest. We will ask them which Local Authorities they believe to be models of excellence in this area.

The Working Group has now been established as an ad hoc panel and is due to complete its work in November 2005.

Cllr David Wilde
Chair, Confidentiality and Transparency Ad-Hoc Panel



Floods Scrutiny Panel

The Floods Scrutiny Panel (formerly the Scrutiny Committee (Floods)), was tasked with scrutinising the combined and individual responses of the various agencies both during the flood event, lessons learned and future emergency planning proposals. The Panel's Final Report was published in August 2004.

The Panel invited representatives from various agencies as witnesses, to respond to questions from the Panel and public. The information was considered by the Panel who cross-referred this information with the concerns of affected citizens and businesses and the response issues raised through media coverage.

The Panel believed that, even were there no other results from the review, the publicly-witnessed scrutiny of the agencies involved:

- supported improvement in the quality of the external agencies' assessment of their operations,
- supported the further development of partnership working between external agencies and City of York Council, and
- supported public access to and understanding of a field which ordinarily requires a high degree of technical expertise.

Considerable co-operation and openness was shown by all agencies

involved. They proactively highlighted many areas for improvement and advised the Panel of measures they had taken, or would take within set timescales, to ensure that the defence of York will be more robust than it was in November 2000.

The Panel's Report culminated in twenty-one recommendations, all of which were accepted by the relevant departments and agencies. The key ones were that the Chief Executive of the Council should write to the following agencies:

- the Environment Agency, expressing disappointment at the timescale of the strategy produced and seeking more detailed information regarding measures proposed to protect York, especially those currently undefended areas, both within the strategy, and while the strategy is being developed.
- the Director-General of the Association of British Insurers (ABI), expressing the Council's concerns at the inequality of treatment of residents, and the ABI's seeming reluctance to address the problem with its members.
- local MPs, seeking assistance in lobbying the Government to ensure an adequate funding stream for future improvements.
- the Environment Minister Elliot Morley expressing concern about the impact of the current cost:benefit criteria on progressing flood protection schemes, and the adverse effect that the fragmentation of responsibilities is having on the delivery of a

comprehensive flood defence strategy.

It is considered that, if the recommendations are implemented, the defence of York in a future flood would be more robust, and the impact on residents lessened.

Cllr Richard Moore
Chair, Floods Scrutiny Panel

Housing Repair Contracts Scrutiny Panel

Between November 2003 and October 2004 Members of the Housing Repairs Scrutiny Panel worked with officers in Commercial Services and Housing Management on the consultation and developmental work leading to the establishment of a housing repairs service delivered in partnership.

The Panel fulfilled the role of 'critical friend' to the partners, attending workshops and consultation events. They acted as an impartial third party and ensured that the views, rights and responsibilities of tenants were properly considered throughout the developmental process.

The report refers to the 'three partners' as a reminder of the fact that the success of bilateral work between the Officers of Housing and Commercial Services in delivering the repairs service in partnership is also reliant on the role of tenants.

The Panel would like to thank officers at all levels of operation within the Housing and Commercial Services teams for the open dialogue and support given throughout the review.

Whilst the Panel agree that it might take a little while for the partnership to bed down and result in readily measurable improvement for all parties, they fully support the work of officers to date and hope all Members and officers across the Council will give the new partnership appropriate backing and support.

Cllr Bill Fairclough
Chair, Housing Repair Contracts Scrutiny Panel



Young People in York Scrutiny Panel

The final report of the Scrutiny Panel was presented to the Executive in November 2004. The report contained some eighteen recommendations on issues ranging from inclusion of young people in the Council's decision-making process to the facilities available to young people across the city.

The Panel's findings were based upon consultation with young people carried out in nine of York's secondary schools (all were invited to participate). Councillors, both members and non-members of the panel, participated in school citizenship lessons to gather information about the principal concerns and desires of young people. In total over two hundred young people were involved in the work of the Panel. This exercise was supplemented by visits to a variety of facilities and programmes for young people in both York and the wider region.

In order to present a more memorable report to the Executive and the wider public, the Panel commissioned the Basement Youth Project to produce a short film based on the findings. The film enabled young people themselves to highlight, in a way they felt appropriate, the issues that mattered to them. Whilst the film did not cover

all the recommendations, it ensured that the Young People in York Scrutiny Panel made more of an impact at the Executive meeting than many other reports.

Six months down the line most of the recommendations remain 'work in progress'. However, some notable successes have arisen from the Scrutiny Panel's work. The position of Young People's Champion is to be established to ensure that young people have a voice in the city, and they will be given an opportunity to choose that Champion.

Most significantly, an additional £50,000 was allocated to tackle some of the street level problems related to young people in this year's budget-setting process. It is testament to the hard work of the panel and the contribution of the young people involved that this has been achieved in the current financial climate.

**Cllr Ceredig
Jamieson-Ball**
Chair, Young People In York
Scrutiny Panel

COMMERCIAL SERVICES SCRUTINY BOARD

Apprentice Training and Opportunities for External Trading in Commercial Services

The Board produced its final report on Apprentice Training and External Trading in the Commercial Services Directorate in March 2004. This coincided with the renewal of internal service contracts, the piloting of 'external' customer trading (i.e. non-Council) and the development of a local response to the national skills shortage in manual crafts such as joinery, building maintenance, gas fitting and plumbing.

The Board consulted York College, York Training Centre and the North Yorkshire Learning and Skills Council and conducted research exercises evaluating the existing local and regional response to work-based training including the in-house training 'academy' of Jarvis Rail and Scarborough Borough Council's apprenticeships scheme. The Board also considered the opportunities of new legislation allowing Commercial Services to trade externally.

The Board's Final Report to the Executive Member for Commercial Services made recommendations supporting the establishment of a training academy under the Council's control; promoting continued contact with the North Yorkshire Learning and Skills Council to explore sources of funding; and backing the Commercial Services directorate's exploration of opportunities for external trading.

Update reports have been received by the Board regarding the implementation of its recommendations. Three apprentices were appointed for the year 2003/04;

one motor fitter and two electricians. For the current year 2004/05, an additional four apprentices were appointed, one in the Grounds Maintenance section, an arboriculturalist for Street Scene, a heating engineer and an electrician for Building Repairs section. All the new apprentices are reported to have settled in well and are achieving or exceeding expectations.

The Cleaning of Gullies, Gutters, Footpaths and Back Lanes on Terraced Streets

Between June 2004 and April 2005 the Scrutiny Board conducted a review of 'The Cleaning of Gullies, Gutters, Footpaths and Back Lanes on Terraced Streets'. The Board set clear objectives at the outset of its review to ensure that the investigation explored not only the cross-directorate roles in achieving effective cleaning procedures, but also took into account the cultural climate for improvement and the roles and responsibilities of the terraced communities themselves.

The Board's final report includes six recommendations reflecting this approach balancing the monitoring of recent initiatives with some new proposals for working practices key to a partnership for improvement.

The final report has been considered by the Executive Members for Environment and Sustainability and Commercial Services. The Board will monitor the implementation of recommendations during 2005/06.

The Board has begun its new topic, looking at Recycling and Reuse.

**Cllr Irene Waudby
Chair, Commercial Services
Scrutiny Board**



ECONOMIC DEVELOPMENT AND COMMUNITY SAFETY SCRUTINY BOARD

When the new Board was formed it chose two topics that were felt to be of interest to Elected Members and, more importantly, to the residents of York, the visitors and the business community. It also picked up an outstanding item carried forward from the previous Board.

Regional Government

The first topic was chosen in response to national Government's desire to promote regional government and to hold referenda in various locations in Autumn 2004. York was to be included in the Yorkshire and the Humber vote and various issues arose from this decision. The Board chose as its title 'Regional Government - Raising Awareness'. This was because, from initial enquiries, it became apparent that although some politicians, officers, organisations and other bodies were aware of the significance a 'Yes' vote would have, the public (who would be the ones to make the decision) were very much unaware. Also, it came to light that in the event of a Regional Assembly being elected, there would be potentially long-term effects for the area. These included the location of

the Headquarters of the Assembly. It was felt that siting a prestigious HQ in York may well be a benefit in attracting other businesses to the area.

In view of the tight timescales set by Government, a report was presented to the Executive in June 2004 making recommendations as to the appropriate communication channels to be used to raise the issue with the public and also with Members, as not all were aware of what may lie ahead. The recommendations included utilising Ward Committees, public events, the internet, the 'Your City' leaflet and through publicity in the local newspaper.

By September, the Government's proposals were beginning to lose some momentum and it was agreed that no action would be taken until it was decided if and when a referendum would take place. During this period the Board received regular updates from the City's Policy Development Team to allow us to monitor the situation. However, following the resounding 'No' vote in the North East referendum, it seems highly unlikely that a similar opportunity will be offered to Yorkshire and the Humber, and the Board agreed that this topic be closed. If, in the future, the possibility of regional government is resurrected, the work already carried out will enable us to move quickly.

City Centre Retailing

Our second topic was chosen following research carried out on a regular basis that showed York was apparently losing its appeal as a primary shopping location. The headline figure showed that people coming to York to shop, as their main reason for coming, fell from a high of

38% in 1998/99 to 7% in 2003/04. Obviously, if York is to remain a vibrant and thriving centre it needs to maintain its attractiveness in all areas. As shopping has become a major 'leisure' industry, this was vitally important information that the Board felt needed to be acted on.

The 'City Centre Retailing' topic occupied an enormous amount of officer and Member time involving more than fifty retailers ranging from major national and international companies to the small shops that abound in York and help to make it a unique place to visit. Also involved were the Tourism Bureau, out-of-town shopping centres, agents and market traders. This gave us a very broad view of the trends and future needs and desires for the City. The report was presented to the Executive in December 2004 and consisted of seventeen recommendations ranging from attracting a major 'flagship' retailer to making sure that a review of the City's toilets is carried out to improve standards; from providing a city centre shopping bus to bringing more art into the centre.

The update report is due to come back to the Board next month and besides updating us on how the initiatives are progressing, it will also include the positive comments we have received from the business community who welcomed our vision of improving the whole of the City in partnership.

Resources for Policing

The final item for this report is the one topic that was brought forward from the previous Board. This dealt with the way in which North Yorkshire Police continued to split their budget in three equal parts for their three zones. This despite the fact that the majority of

crime was taking place in the Central Area, which includes York. Over the years many attempts had been made to get agreement to a change in formula but each new Chief Constable insisted on using the old one. The present Chief Constable was invited on several occasions to attend a meeting of the Board so that the topic could be aired and both sides of the argument be put forward. She steadfastly refused to do this but finally agreed to meet the Chair and Vice Chair informally at her office.

Both sides were given the opportunity to raise their points and although the Chief Constable confirmed her awareness of the perception that funding was not evenly distributed between the areas she overcame this by the successful use of various initiatives in the Central Area that were helping to reduce crime levels in priority categories.

The topic was concluded in April.

Cllr Keith Hyman
Chair, Economic Development and
Community Safety Scrutiny Board

EDUCATION SCRUTINY BOARD

The Board, which is comprised of seven Members and four statutory co-optees, has worked very well together in 2003/4. We are fortunate in that the board has an excellent mix of people in terms of knowledge, skills and experience. The Board's officer support, particularly from Education Directorate, has been key to our success.

The board spent much of the year considering the topic of Post-16 Inclusion. This topic had been identified in an earlier scrutiny of pre-16 inclusion as a vital area to consider. The scope considered the outcomes for young people when they leave compulsory education. The scope of the topic was restricted to those people with a statement of special educational (SEN) needs in an age range of 14 to 19. Successful outcomes for young statemented people may include education, training or employment. The Board were involved with gathering a very wide range of evidence. Some evidence was taken from the Local Education Authority (LEA) and a large amount was gathered with other organizations outside the LEA such as Connexions, York College and the North Yorkshire Business and Education Partnership.

The Post-16 Inclusion topic report was recommended to the Executive Member for Education in March 2005 and published on the Council's web in April 2005. The report concluded that the City of York was better than the UK average at delivering a successful outcome for these young people. The report identified key SEN groups where outcomes could be improved and identified key points when action could be focussed. The report

included a total of fourteen improvement recommendations. I have made regular updates on progress to the Scrutiny Management Committee.

I am very pleased with the continuing hard work, commitment and enthusiasm of everyone on (and associated with) Education Scrutiny Board. Well done and congratulations on the year's contributions.

Cllr Glen Bradley
Chair, Education Scrutiny Board

ENVIRONMENT AND SUSTAINABILITY SCRUTINY BOARD

Environmental Management Systems

From late 2003 until June 2004 the Board conducted a review of Environmental Management Systems. The need for such a system was highlighted in a report to the Executive Member for Environment and Sustainability. This revealed that although much good work was being done across the Council in terms of reducing environmental impact, this was often on an ad-hoc basis within different departments rather than a co-ordinated, formal, Council-wide approach. The Board viewed it as imperative that a documented and managed corporate commitment to environmental improvement, reflecting nationally understood measures for achievement, was in place.

In identifying an appropriate system the Board considered the two most widely recognised environmental management systems: ISO14001, the international standard set of guidelines; and EMAS, the European Union's Eco-Management and Audit Scheme. The Board's consideration of a model for York benefited from the shared experiences of and consultation with officers in Kirklees and Leeds City Councils.

The Board's final report including six recommendations progressed to the Executive Member for Environment and Sustainability in June 2004. The report supported the adoption of a system based on the EMAS model, prioritising areas to ensure that an 'invest to save' approach could be taken to targeting limited resources. Raising staff awareness and participation in good practices were

seen as immediate objectives, whilst external accreditation for the Council was viewed as a long term goal. A full cost:benefit analysis for the implementation of EMAS was recommended prior to roll out. The Board will receive update reports regarding the implementation of its recommendations at the June and November 2005 meetings.

Powers of Enforcement – Take-Aways

Between September 2004 and May 2005 the Board has conducted a detailed scrutiny of 'Powers of Enforcement – Take-Aways'. This topic was progressed in response to the concerns of York residents who live near to take-away outlets and suffered from late night noise, anti-social behaviour and the deterioration in street hygiene which a proportion of premises attracted.

During the course of its investigations the Board has considered the legislative framework governing take-aways including the role of, and enforcement of, planning conditions, licensing and the enforcement of Licensing regulations, environmental regulation and the likely changes under the new Licensing Act. In consultation with departmental officers the Board considered internal officer roles and responsibilities at the City of York Council prior to exploring the efficiency of partnership arrangements both internal and external including the Police and taxi operatives.

The Board is scheduled to complete its final report in June 2005.

Sustainable Energy in Council Buildings

At its September 2004 meeting the Board agreed to progress this topic in tandem with the urgent topic 'Powers of Enforcement – Take-Aways'. The

Board was provided with information on the current energy use (electricity, gas and oil) in Council buildings, with options for future actions and recommendations, which it endorsed for Executive attention at its January 2005 meeting.

The Board has created and circulated a questionnaire entitled 'Doing Kyoto' aimed at sharing best practice solutions to sustainable energy in public buildings with local authorities, UK and Europe-wide, and has become a member of Energie Cités, the 120+ member association of European Local Authorities for promotion of local sustainable energy policies.

The Board's continuing scrutiny of 'Sustainable Energy in Council Buildings' is likely to conclude towards the end of 2005 and will be the main focus of the Board's resources throughout this time.

Cllr Mark Waudby
Chair, Environment and
Sustainability Scrutiny Board



HOUSING SCRUTINY BOARD

Affordable Housing

Between Summer 2003 and Spring 2004 the Board considered the subject of affordable housing, including investigation of The York Housing Strategy, the Housing Needs Survey and the Council's policy relating to empty houses. Also included was the Regional Housing Strategy, Regional Housing Investment and the planning permission framework as related to affordable housing.

An informal seminar was held with housing developers and Registered Social Landlords to discuss the following issues:

- Affordable housing targets and thresholds.
- Pepper-potting of affordable homes.
- The size of affordable homes provided in York.
- The marketing of Discounted Sale and Shared Ownership homes.
- Affordable rent levels.
- The use of Greenfield sites.
- The release of Green Belt land
- Land banking.

The Board's final report made twelve recommendations and went to the Executive in May 2004. The Board believe its approach to the issue of affordable housing should help to

address the rapid increases in the price of housing in York in the past few years, which has created difficulties for those who cannot afford the established housing market rates placing pressure on the provision of affordable housing and the rented social housing stock.

In May 2005 the Board received an update report regarding the implementation of its recommendations, all of which were well received by the Executive. The first four of the Board's recommendations have now been fed into the Local Plan and the other recommendations actively implemented by officers in the Housing and Resources Directorates.

Housing Allocations Systems

Between June 2004 and January 2005 the City of York Council Housing Scrutiny Board conducted a detailed scrutiny of 'Housing Allocations'. The topic emerged from its previous scrutiny of 'Affordable Housing', and the reasoning and findings of the Board were seen as complementary.

The Board considered the sort of improvements suggested by tenants, future tenants and other citizens, exploring these against the practical issues of the legislative framework, supply, turnover and demand for social housing stock within the City of York Council's control.

The Board also considered the national drivers for non points based systems, considering in depth band and choice based comparator policies from Local Authorities, with an equivalency to York in respect of the low volume of housing stock available and high customer demand.

Members noted that change to the allocations system in York will almost certainly require changes to the support given to the most vulnerable, who may not have the skills, capacity or lifestyle to facilitate a proactive approach to home seeking.

Members were convinced however that carefully considered elements of choice could still be deployed in an allocations framework for York and that a move towards a choice based system might alleviate some of the pressure on York's low stock levels whilst supporting people to make more informed decisions about their housing needs.

The Board believes that the five recommendations made in their report should be fully absorbed into the officer review of the allocations system at York. Its final report goes to the Executive Member in May 2005 and the implementation of the Board's recommendations will be considered upon completion of the consultation exercise and drafting of the new Housing Allocations policy for York, due in Autumn 2005.

Carbon Emissions from York's Housing

In May 2005, the Board agreed to investigate how to reduce carbon emissions from York's housing stock.

Cllr David Livesley
Chair, Housing Scrutiny Board



LEISURE AND HERITAGE SCRUTINY BOARD

The board has had a busy year, completing the archaeology 'Looking Forward into York's Past' topic, which was presented to the Executive in December 2004, and moving forward with the investigation into York's library service.

Without the enthusiasm and commitment of the officers it would be fair to say that both of the subjects would not have progressed so far and covered as much ground. Therefore I wish to thank, not in any particular order, Charlie Croft, Patrick Scott, John Oxley, Fiona Williams, Rachel Rushforth and Barbara Boyce for their professionalism and enthusiasm and also their patience in dealing with members whose knowledge of the subjects was at best basic.

There has been an excellent response to the archaeological scrutiny report from the institutions and groups in the city. I understand that the York Archaeological Forum (which includes English Heritage and York Archaeological Trust) have welcomed the document confirming to some sceptics the City's commitment to its heritage.

The scrutiny review of the Library Service is almost finished. The Board has discussed the current provision with librarians and its partner service

providers, visited the branch library at Clifton and examined the work of the mobile library. It also travelled to London to explore one of the innovative 'info stores' created by the Borough of Tower Hamlets.

With increased Central Government expectations and the future of the City's existing Central Library in a state of flux, the review has come at an appropriate time. Consequently the Board has not only the chance to recommend improvements and new directions for the present service, but will put forward its vision for a new Central Library.

The Board has already embarked on its next topic, which will be looking at the future of the City Archives.

Cllr Chris Hogg
Chair, Leisure and Heritage
Scrutiny Board

PLANNING AND TRANSPORT SCRUTINY BOARD

Over the course of the year the Planning and Transport Scrutiny Board has been progressing its topic on 'Planning Guidance and Sustainable Development'.

The topic is intended to review the ways in which planning guidance informs decision-making on the question of sustainable development and the implementation of better and more sustainable building development.

The Board invited Don Parlabeau, a representative from the Older People's Assembly, to join us for the topic and we have found this beneficial.

The first part of the Board's work involved contributing to the Fourth Set of Changes to the City's Draft Local Plan. The Board made a substantial contribution to changing various sections of the Local Plan, notably:

- GP4a Sustainability,
- GP5: Renewable Energy, and
- the Objectives listed at the start of Chapter 4, the chapter dealing with the Historic Environment.

Following that work, the Board has been studying the impact of building regulations and special planning guidance on sustainable development. We have visited Fieldside Place to look at one of York's best examples of sustainable housing development. We invited York Civic Trust, English Heritage and the Stockholm Institute to discuss sustainable development issues with us. Officers from Planning, Development Control and Building Control have also participated in discussions to explore how we

ensure more environmentally sustainable patterns of building construction in York. More recently we have discussed the issues with a property developer specialising in the renovation of historic/listed/old buildings.

The board has also worked with the Environmental Education Centre to see best examples of zero CO2 buildings.

In the previous year 2003-4, Members had completed a scrutiny topic on the subject of the provision of new rail halts in the York area. A recent update to the Board has confirmed the proposal for a new station at Haxby.

Cllr Derek Smallwood
Cllr Christian Vassie
Chair and Vice-Chair, Planning and Transport Scrutiny Board

RESOURCES SCRUTINY BOARD

The Resources Scrutiny Board has had a busy year. It completed the scrutiny review of Property Management that had been commenced in the previous year. This focused particularly on management of property considered to be surplus by a department within the Council. The Scrutiny Board developed a protocol to be followed before City of York Council disposes of property. In essence the Board recommended that before property is disposed of an assessment should be made as to whether:

- another department within the Council might have a need for it;
- then to consider whether a community use might be considered appropriate;
- and finally to consider sale of the asset.

It was recognised by the Board that there would be times when this protocol could not be followed. For example, it was recognised that it may not be followed if the capital receipts of the asset were required to fund another project. However, when such a decision was taken it should be taken openly, in public, so that the reasons why the protocol cannot be followed are discussed.

The Resources Scrutiny Board also continued to be the Council's *de facto* Audit Committee. In 2004/2005 it requested explanation from Directors of two Council departments for departures from the Council's financial regulations. It also wrote to other departments reminding them of the need to follow the financial regulation.

The Resources Scrutiny Board completed its enquiry into developing

a Sustainable Procurement Policy for the City of York Council. This exciting topic looked at ways of promoting 'sustainable procurement' in the wider definition. It recognised the importance of environmental, ethic and legal requirements for the procurement of goods and services of the City of York Council.

It also made policy recommendations to promote a mixed economy of supply, encouraging the use of local suppliers, Small to Medium Size Enterprises, Voluntary and Charitable sectors as well as larger national/multinational companies. It is hoped that its recommendations of policy will assist City of York Council to promote sustainable procurement, allowing greater access from local suppliers in the private, voluntary and charitable sectors whilst recognising that sustainable procurement is not incompatible with fiscal targets.

Cllr David Scott
Chair, Resources Scrutiny Board



SOCIAL SERVICES AND HEALTH SCRUTINY BOARD

The Board started the 2004-5 municipal year with a scrutiny topic (Access to Mental Health Services for the Homeless) outstanding from the previous year. The final report and recommendations were presented to Executive in October 2004.

The next topic, 'Leaving Care in York', commenced in November 2004 and the Board has received presentations on several aspects of the topic from professional and volunteer workers in both the statutory and non-statutory sectors. Much evidence has been gathered. Members are currently bringing together reports from those services which have to react to care leavers as 'new' clients; this will be added to material already gained from the services which support looked after children who are in and about to leave care on a more planned and proactive basis. It is hoped that the final report on this topic will be produced shortly.

Over the Christmas period, TENYAS announced proposals for making changes to the handling of non-serious (Category C) 999 calls. After discussing these proposals, the Board wrote to TENYAS, requesting an extension of the consultation period

and requiring a representative of the Trust to attend the next meeting to give further details of the proposals. The extension was duly allowed and the Trust's representative attended the next meeting to respond to Members' questions. Many of the concerns raised by Members were addressed but one or two matters remain and the Board will be pursuing these with the Trust at an early date.

Regrettably, there has been little progress in making arrangements for a joint scrutiny committee with North Yorkshire County Council, their lack of resources being given as the main reason for not pursuing this. The failure of the Out of Hours Emergency Doctor Service (which North Yorkshire did manage to scrutinise) might have provided a good topic on which to base such a joint scrutiny. A bid to CfPS for support in developing joint scrutiny has been made and we are waiting to hear the results of this.

A large part of the Board's time has been spent in making and developing relationships with Health Service trusts and other scrutiny bodies which are all involved in the statutory Health OSC agenda. Presentations have been received from Selby and York PCT, York Hospitals NHS Trust, TENYAS Ambulance Trust and York PCT PPIF. To further develop the Boards' statutory scrutiny role, a joint meeting with the Selby and York PCT PPIF is being planned for the near future. Members of the Board also attend York's (informal) Chapter 10 group which helps in keeping abreast of changes across a wide range of bodies. Further joint meetings with the Trusts are also anticipated.

Cllr Ian Cuthbertson
Chair, Social Services and Health Scrutiny Board

MEMBERSHIP OF SCRUTINY BOARDS 2004-2005

Scrutiny Management Committee

Chair **Cllr Madeleine Kirk**
 Vice Chair **Cllr David Wilde**
 Cllr Ian Cuthbertson
 Cllr Mark Hill
 Cllr Dave Merrett
 Cllr Christian Vassie
 Cllr Irene Waudby

Commercial Services Scrutiny Board

Chair **Cllr Irene Waudby**
 Vice Chair **Cllr Janet Greenwood**
 Cllr Bill Fairclough
 Cllr Alan Jones
 Cllr Ken King
 Cllr Mark Waudby
 Cllr David Wilde

Ad-Hoc Housing Repairs

Chair **Cllr Bill Fairclough**
 Vice Chair **Cllr Dave Evans**
 Cllr David Horton
 Cllr Mark Waudby

Economic Development and Community Safety Scrutiny Board

Chair **Cllr Keith Hyman**
 Vice Chair **Cllr Paul Blanchard**
 Cllr Andy D'Agorne
 Cllr Janet Greenwood
 Cllr Tom Holvey
 Cllr Viv Kind
 Cllr David Merrett
 Cllr Jonathan Morley
 Cllr Richard Watson
 Co-optee **Mr Don Parlabeau (Older
 People's Assembly)**

Ad-Hoc Confidentiality and Transparency Scrutiny

Chair **Cllr David Wilde**
 Cllr Andy D'Agorne
 Cllr Richard Moore
 Co-optee **Roger McMeeking**
 (Standards Committee)

Education Scrutiny Board

Chair **Cllr Glen Bradley**
 Vice Chair **Cllr Keith Aspden**
 Cllr Ian Cuthbertson
 Cllr Janet Hopton
 Cllr Viv Kind
 Cllr David Livesley
 Cllr David Scott
 Co-optee **Dr G M Clayton**
 Co-optee **Ms L M MacLeod**
 Co-optee **Dr David Sellick**
 Co-optee **Miss C Duffy**

Floods Scrutiny Panel

Chair **Cllr Richard Moore**
 Vice Chair **Cllr Brian Watson**
 Cllr Martin Bartlett
 Cllr Glen Bradley
 Cllr Dave Evans
 Cllr David Livesley

Young People In York Scrutiny Panel

Chair **Cllr Ceredig Jamieson-
 Ball**
 Vice Chair **Cllr Viv Kind**
 Cllr Keith Aspden
 Cllr Paul Blanchard
 Cllr Andy D'Agorne
 Cllr Tom Holvey

Environment and Sustainability Scrutiny Board

Chair
Vice Chair

Cllr Mark Waudby
Cllr Brian Watson
Cllr Andy D'Agorne
Cllr David Horton
Cllr Martin Lancelott
Cllr Richard Moore
Cllr Christian Vassie

Planning and Transport Scrutiny Board

Chair
Vice Chair

Cllr Derek Smallwood
Cllr Christian Vassie
Cllr Martin Bartlett
Cllr Chris Hogg
Cllr Ceredig Jamieson-Ball
Cllr Tracy Simpson-Laing
Cllr Brian Watson

Co-optee
Don Parlabeau (Older People's Assembly)

Housing Scrutiny Board

Chair
Vice Chair

Cllr David Livesley
Cllr Bill Fairclough
Cllr Dave Evans
Cllr Janet Greenwood
Cllr Mark Hill
Cllr Ceredig Jamieson-Ball
Cllr Ruth Potter

Co-optee
Jack Archer (Older People's Assembly)
Mildred Grundy
Pat Holmes
(Federation of Residents Associations)

Resources Scrutiny Board

Chair
Vice Chair

Cllr David Scott
Cllr Richard Moore
Cllr Glen Bradley
Cllr David Evans
Cllr Sandy Fraser
Cllr Tom Holvey
Cllr David Livesley

Leisure and Heritage Scrutiny Board

Chair
Vice Chair

Cllr Chris Hogg
Cllr Tom Holvey
Cllr Martin Bartlett
Cllr Alan Jones
Cllr Madeleine Kirk
Cllr David Scott
Cllr Brian Watson

Social Services and Health Scrutiny Board

Chair
Vice Chair

Cllr Ian Cuthbertson
Cllr Martin Lancelot
Cllr Keith Aspden
Cllr Sandy Fraser
Cllr Janet Hopton
Cllr Kenneth King
Cllr Cllr Madeleine Kirk

REVIEWS COMPLETED AND REPORTS PUBLISHED June 2004 – May 2005

TITLE	SCRUTINY BOARD	DATE
Environmental Management Systems	Environment and Sustainability	June 2004
Regional Government	Economic Development and Community Safety	June 2004
Floods	Ad Hoc Panel	September 2004
Post Office closures	Public Meeting	September 2004
York city centre retailing	Economic Development and Community Safety	October 2004
Property management	Resources	October 2004
Cycling policy and provision of facilities	Planning and Transport	October 2004
Young people in York	Ad Hoc Panel	November 2004
Housing repair contracts	Ad Hoc Panel	November 2004
Mental health needs of the homeless with special reference to mental health needs	Social Services and Health	November 2004
Public access to archaeology	Leisure and Heritage	December 2004
Post-16 Inclusion in Education	Education	March 2005
The cleaning of gullies, gutters, footpaths and back lanes on terraced streets	Commercial Services	May 2005
Housing allocations	Housing	May 2005

ONGOING REVIEWS AND REPORTS AWAITING PUBLICATION AS AT JUNE 2005

TITLE	SCRUTINY BOARD
Young people leaving care	Social Services and Health
The Council's library service	Leisure and Heritage
The future of York Archives	Leisure and Heritage
Drug and alcohol-related crime	Economic Development and Community Safety
Planning guidance for sustainable development	Planning and Transport
Powers of Enforcement - Takeaways	Environment and Sustainability
Sustainable energy in Council buildings	Environment and Sustainability
Recycling and reuse	Commercial Services
Planning guidance for sustainable development	Planning and Transport
Procurement	Resources
The Council's approach to confidentiality and transparent decision-making	Confidentiality and Transparency Ad Hoc Panel

TOPICS REGISTERED BUT NOT PROGRESSED June 2004 – May 2005
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TOPIC TITLE	REASON NARRATIVE
Children's health: The role of Leisure, Education and partnerships with others	This was registered by Cllrs Kind and Jones and submitted to the Leisure and Heritage Scrutiny Board in June 2004. It was decided not to progress it at that time because of its cross-cutting nature. The topic is being considered by the Scrutiny Management Committee for progression by an ad hoc panel.
Age discrimination in Council services	This topic was registered by Cllr Potter in July 2004. With the agreement of Cllr Potter, it was not progressed at the time because of the work being done on York's Equality Standard.
Review and evaluation of domiciliary and recuperative care for older people in the York area	This was registered by Cllr Potter on behalf of the Older People's Assembly and was submitted to the Social Services and Health Scrutiny Board in July 2004. It was decided by the Board not to progress the topic at that time but to look at it again when it was considering the next new topic.
Parking policies and their objectives	This was registered by Cllr Smallwood in June 2004 and was submitted to the Planning and Transport Scrutiny Board. The Board decided not to progress the topic at that time but to look at it again when it was considering the next new topic.
Pot hole procedures	This was registered by Cllr Irene Waudby and was submitted to the Commercial Services Scrutiny Board in June 2004. The Board decided not to progress the topic.
Suburban shopping centres	This was registered by Cllr Looker and was submitted to the Economic Development and Community Safety Scrutiny Board in 2004. The Board decided not to progress the topic at that time because it was already dealing with a topic on retailing in the city centre.

SCRUTINY SERVICES TEAM

Scrutiny Manager

Rachel Rushforth

Scrutiny Officers

**Ruth Sherratt
Barbara Boyce**

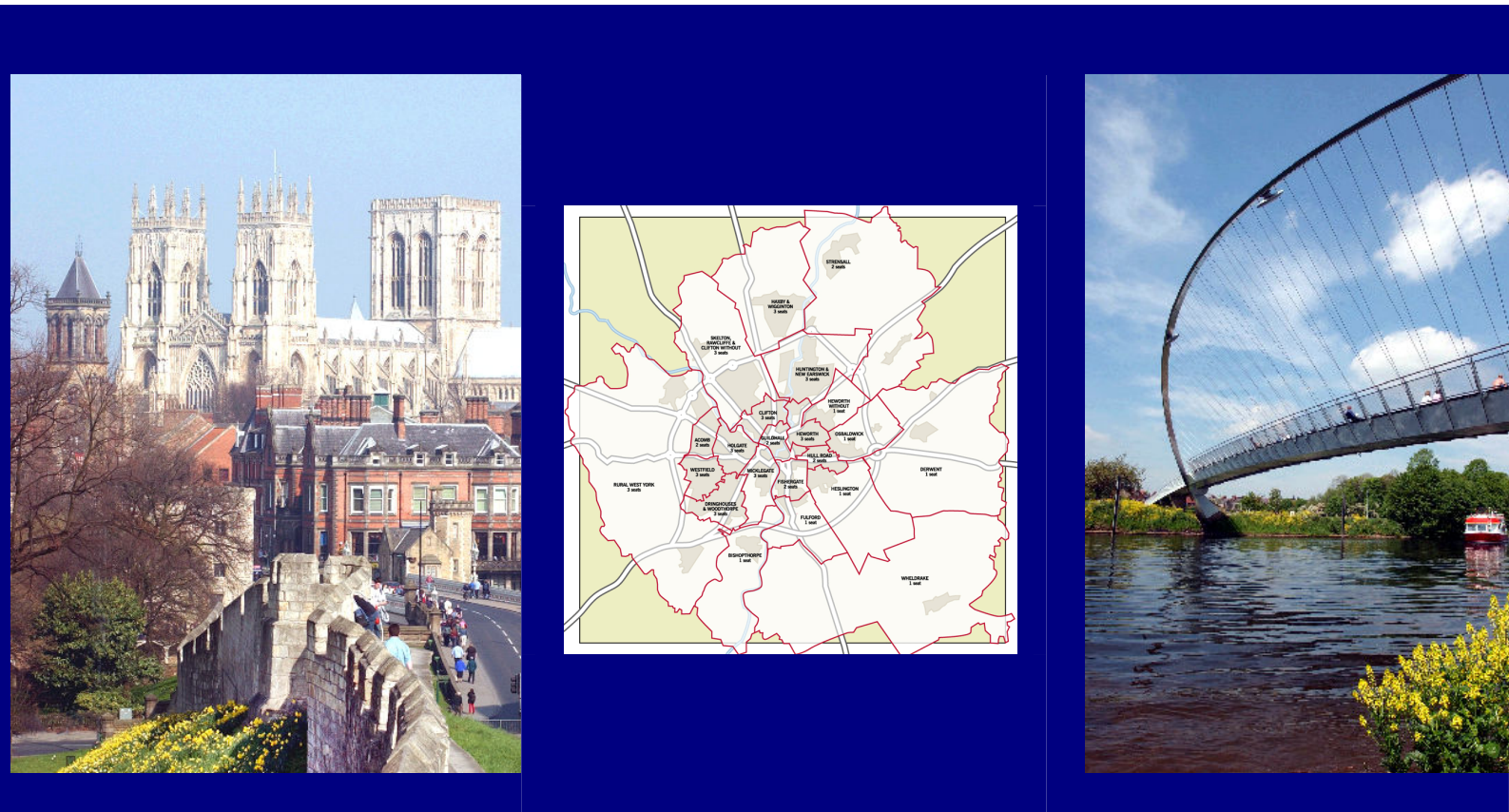
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Scrutiny Annual Report 2005/2006



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Foreword

By the Chair of Scrutiny Management Committee

This was my second complete year as Chairperson of the Scrutiny Management Committee which continued to meet monthly throughout the year, overseeing the work of 16 scrutiny topics and receiving reports on 12.

Reports on the positive outcomes from the reviews undertaken in 2004/5 and previous years were reported to the committee bi-annually and we also met with the Executive as part of our monitoring role.

The Executive Members responded positively to the many Scrutiny recommendations contained in this year's 12 reports and the Citizens of York will continue to benefit from that in the future.

Many of the year's topics were challenging and I would like to thank the members involved for their commitment and regular progress reports to the board.

With the review of Scrutiny management arrangements underway I look forward to further strengthening the process and continuing to make a contribution to the decision making process in 2006/7.

Cllr Madeleine A Kirk
Chair, Scrutiny Management

INTRODUCTION

This report sets out the achievements of Scrutiny at City of York Council during the 2005/6 municipal year and describes how Scrutiny will be carried out over the year 2006/7. Scrutiny in York is carried out in a positive and robust manner by:

- Examining the decisions of the Council's Executive and Executive Members
- Investigating Council services which affect the well being of the citizens of York
- Looking at the performance and services of the local Health Trusts

In 2005/6 there were nine Scrutiny Boards which reflected the Directorates of the Council. They were:

- Commercial Services Scrutiny Board
- Economic Development and Community Safety Scrutiny Board
- Education Scrutiny Board
- Environment and Sustainability Scrutiny Board
- Housing Scrutiny Board
- Leisure and Heritage Scrutiny Board
- Planning and Transport Scrutiny Board
- Resources Scrutiny Board
- Social Services and Health Scrutiny Board

There was also an overarching Scrutiny Management Committee, which co-ordinated and developed scrutiny activity.

In 2005/6, the primary purpose of Scrutiny in York continued to be to make a contribution to the improvement of Council services by undertaking the following:

- reviewing and researching issues which affect the wellbeing of York's citizens;
- making recommendations aimed at contributing to and developing Council policies;
- examining the Council's performance in order to raise standards and check whether services meet people's needs;
- considering the work of Health Services bodies which impact on the people of York.

Scrutiny's role may change considerably in the future. Processes to streamline the scrutiny function are being introduced with the Council. More significantly, the Government has plans to extend the powers of scrutiny to hold to account all public bodies serving the community. A shift which all local authorities and scrutiny Councillors would need to adapt to.

WHAT DID SCRUTINY DO?

The Chairs of each Scrutiny Review have set out below the work they focused on during 2005/6.



SCRUTINY AD HOC PANEL Inclusive Decision Making Scrutiny Panel

The Older People's Assembly in 2005 asked the Older People's Champion to look at age discrimination in the Council and in particular to address older people's involvement in the Council's decision-making process. At the same time consultation for the development of the Pride in our Communities (PIOC) Equality Strategy (2005-8) showed that groups representing people from disadvantaged communities felt that the Council's decision-making needed to be more accessible and inclusive. The PIOC therefore identified as a priority to review how community groups participate in decision-making. A Scrutiny topic was registered by Cllrs Kirk and Potter and Julian Horsler, the Equalities Officer.

The Scrutiny Panel co-opted a number of community representatives to sit on the panel, including Include Us In, the Older People's Assembly, Older Citizens' Advocacy York, York Racial Equality Network and York Churches Together. The panel held four informal sessions and invited a

variety of interested stakeholders to meetings, such as members of York RAP group (organization of young disabled people), Inclusive Living Sheffield and MESMAC Yorkshire.

Its recommendations included that the Council should:

- consult on the formation of a Social Inclusion Working Group
- work to strengthen inter-faith partnerships
- improve communication with need-to-reach groups
- encourage the co-option of community representatives onto decision making bodies

The final report and recommendations have since been presented to the Executive.

I would like to thank all those who have been involved in this important topic. We identified some key recommendations that will enable York to become more inclusive and I look forward to seeing them adopted in the future.

**Cllr Paul Blanchard
Chair, Inclusive Decision Making
Ad-Hoc Panel**



Commercial Services Scrutiny Board

The Recycling and Re-use Scrutiny Sub-Committee presented its final report in September 2006 after an in-depth look at the current practices in both in York and in comparator authorities elsewhere.

Our recommendations are notable for being concerned with straightforward issues. We dealt with collection in narrow streets, minimising obstructions on pavements which might cause difficulties for the disabled and the disposal of the recyclates currently extracted from the waste stream. We did not attempt to address the broader, background environmental issues but sought only to give functional support.

We were and remain concerned that in this constantly changing field, York should not lag behind comparator authorities either in the range of recyclates extracted or in the constant search for an economic addressal of the problems associated with their extraction. We are grateful for the constant attention and support of representatives of the Neighbourhood Services Department and we hope that we have set the tone not only for effectiveness now but also for adaptability in the future.

Cllr David Livesley
Chair, Commercial Services
Scrutiny Board



Economic Development and Community Safety Board

This year has been spent on just one topic – Drug & Alcohol Anti Social Behaviour, a long title and what turned out to be a long investigation.

The topic was first suggested in June 2004 and adopted in August of that year despite its very obvious broad remit. The Board and Officers, have worked at this topic over an 18 month period which has seen other investigations and legislation overtaking us. However, due to the importance of this subject in making York a Safer and Cleaner City for all, it was important that we continued in order to make some recommendations that we hope will have a beneficial impact.

During our investigations we had assistance from many outside sources and these have helped us form a solid base for our recommendations rather than having to work on our instincts about what we felt was happening in the City. Listing them all would take too much space but their help and input is greatly appreciated, and this information is shown in the report. Two items which did come up throughout our deliberations were felt to broaden the topic even further and it was decided that it would be wrong to continue investigating these as it may dilute the purpose of the report and also that they could probably

merit a Scrutiny Report in their own right. These were Domestic Violence, which is a major topic in itself and has been the source of many reports in the past. Our intention was to look at the effects of Drugs and Alcohol on these situations but it was difficult to obtain concrete evidence of a link and therefore better treated as a separate matter.

The second item related to a more moving story regarding the taking of drugs and followed the showing of a film by local film maker Kevin Curren, Catch Me When I Fall. This was a very moving piece and showed some of the problems faced by youngsters living in the suburbs of York who used drugs at an early age as a way of escaping boredom. Although this did not fit within our remit it gave an insight into the future and how the situation can worsen without early intervention. This topic is certainly something I felt warranted its own investigation. Kevin's passion for this subject shone through and he is already trying to work with various agencies to bring this to the front of people's minds to ensure that these sometimes forgotten children are not ignored. We all wish him well in his endeavours.

As I said earlier, we were sometimes overtaken by events and one of the biggest was the introduction of the Licensing Act 2003 which came into force in November last year. The initial results from the introduction of the Act were very positive with a reduction in city centre incidents by 20% in the first couple of months, which included the Christmas and New Year periods. We have asked for further updates to be presented when the first year's review has taken place.

Our initial recommendation to look at replacing the current City CCTV system, which had been in place for about 20 years was also part of a different review and it has now been agreed that a new 'state of the art' system will be implemented and funding has been found for this. One of the advantages of the new system is that it will be easier to add to as well as having better quality images. Several of the businesses that we interviewed expressed an interest in contributing to the system and our hope is that the expression of interest is translated into actions.

The report makes many recommendations which we feel will contribute to our aims for York and the level of co-operation shown by most organisations and individuals shows that this is a general wish for many others.

Our report last year into City Centre Retailing has been followed up and we were delighted that many of our findings were backed up by a team of consultants in the Roger Tym report which was produced to help guide the City and developers in future projects, the latest being the Castle/Piccadilly planning brief that was agreed by the Council's Planning Committee in March this year. We are still receiving further updates and are due to receive two more later in April relating to the City Centre Economy and progress on improving the City's toilet facilities.

Cllr Keith Hyman
Chair, Economic Development and
Community Safety Scrutiny Board



Education Scrutiny Board

The Board has focused its attention in two key areas this year. Firstly in reviewing the progress of recommendations of the two earlier topics of Early Years Education and Post 16 Inclusion. Secondly the Board undertook the new topic of Extended Schools provision in York.

I feel it is important to undertake reviews of previous topics in order for the Board to learn from the process. It is key to understand the outcome of the work and that the recommendations of previous topics were practical and had made a difference to people and learning in the City.

A review of the progress of its recommendations made in the **Early Years Education** and the **Post 16 Inclusion** topics was undertaken, the Board had made recommendations for improvements in this vital area. I am pleased to report that great progress had been made on the recommendations and the Board were very satisfied with the outcomes.

During 2005/6 the majority of the Board's time was spent on the new **Extended Schools** topic. Extended schools are those that provide a wider range of services and activities, often beyond the traditional school day to

help meet the needs of pupils, families and the community.

Extended schools are high on the agenda both nationally and across the City. There is an ever growing need for extended schools. York has set itself challenging targets to ensure every school is an extended school by 2010.

The topic had clear objectives on how well York is performing in the provision and if it is meeting the needs of the pupils, families and the community. It was carefully scoped to consider Primary schools because this was considered the most vital area in terms of need and was generally the school nearest to the communities.

The Board undertook a significant amount of evidence gathering from a wide range of sources including; Officers' reports and presentations, considering extended schools research papers, attendance of the York Extended Schools Conference and visiting seven different Primary schools including one from another Authority. It was a great pleasure to meet all those involved with extended schools.

At the end of the 2005/6 Municipal year, the Board was considering its draft recommendations as an example the Board are likely to recommend supporting the policy that all schools are extended schools by 2010 and that a local clustering approach be taken where appropriate. I would like to recognise that York has made great progress on extended schools to date and thank all those who have worked so well together.

I trust that the recommendations will help make a difference across the City. I would finally like to give thanks to the people on the Board and those

who helped with our evidence gathering for their commitment and hard work.

**Cllr Glen Bradley
Chair, Education Scrutiny Board**



**Environment and
Sustainability Scrutiny Board**

Since the last Annual Report the Board have completed four reports. The first report, “Powers of Enforcement – Take-Aways”, aimed to enhance the ability of CYC Officers to crack down on Take-Away establishments that operate beyond the legitimate and established Licensing guidelines.

The report “Sustainable Energy in Council Buildings: Energy use the City of York Council and Display”, was published as an interim report on 13 July 2005. This work aimed for a fundamental rethink about how we use and manage energy in our buildings (both old and new). It is hoped that an energy management policy and Energy Working Group will provide a more co-ordinated approach to monitoring energy efficiency measures and renewable generation.

Initiatives such as setting aside 3% of budgets for new buildings, extensions or refurbishments will achieve better environmental results, with any savings being put back into that environmental agenda. It is hoped that a policy to publicly “display” the energy ratings of particular Council buildings to the public will raise awareness and show improvements as they happen. Important links between other UK Councils, Europe and the Yorkshire and Humber Assembly were established.

The report “Sustainable Energy in Council Buildings, Part Two – Generating the Future”, completed the findings of the Board in this area. It marked examples of best practice from across Europe and other leading UK Councils. Recommendations were made which helped include the adoption of renewable technologies to Council property and create the position of Energy Champion for the Authority.

“Street Lighting – Strategic Management and Procurement to Reduce Carbon Dioxide Emissions and Waste” was progressed as the Sustainable Street Lighting Sub Committee to the Executive on 25 July 2006. The report looked at how Street Lighting had been managed in the past and recommended ways in which this could be improved in the future. It was hoped that targets to use electricity supplied from renewable sources would be implemented, with any savings reinvested in the sustainability agenda. The Board reported the state of current technological advances and suggested that a bid be submitted to “Intelligent Energy Europe” with the aim of securing funding to install an intelligent lighting network. The report has stalled due to the

current PFI bid for Highways and Maintenance, which includes street lighting issues. Officers are timetabled to include the implications of the PFI bid for the scrutiny to Executive before February 2007. It is hoped that the approach to Intelligent Energy Europe can be submitted before then.

Cllr Martin Lancelott
Chair, Environment and
Sustainability Scrutiny Board



Housing Scrutiny Board

The topic of Reducing CO2 Emissions from York's Public and Private Sector Housing was selected at the end of the 2004-05 municipal year but only kicked off in 05-06.

In scoping the topic it was concluded that it should concentrate on improving existing housing stock rather than new build. The new build element was covered under the P&T topic. The topic was further refined during the scoping exercise to principally concentrate on private dwellings as the Council's own stock had been subject to gradual improvement over a number of years.

The topic itself fitted in alongside the aforementioned P&T topic on sustainable development and also the E&S topic on energy use. All three topics having the support of the same

scrutiny officer ensured a level of consistency and cross-board dialogue.

I write this as the former Chair of the Housing Scrutiny Board, having moved on to another position and as such I am not privy to the final reporting of the topic which is expected to take place soon.

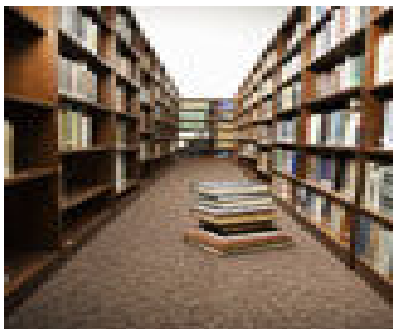
Cllr Ceredig Jameison-Ball
Former Chair, Housing Scrutiny Board

Housing Scrutiny Board cont...

The Allocations Scrutiny Committee completed its work in April 2005 and its report was presented during the first months of the current council year. The Committee, which inherited this topic from the previous Housing Scrutiny Board, recommended a new banded system for allocating public housing in the City in place of the pre-existing number based 'points' system.

This system has now been in operation for a period longer than a full Council year and the staff of the Housing Allocations department would be the most highly qualified people to comment on its effectiveness. It is our hope and belief that the new system is an improvement and is contributing to the current improved figures in this area.

Cllr David Livesley
Chair, Housing Scrutiny Board



Leisure and Heritage Scrutiny Board

During the year 2005/06 the Board concerned itself with the future of the City of York Archives.

The scope of the review was to make recommendations for:-

- How the City Archives can reach its full potential to deliver effective services to the widest possible community.
- How it can engage those currently least likely to benefit from our archival heritage: the non-specialist, community groups and students in school.
- The key factors to be taken account of in creating satisfactory accommodation for the historic material.

From the start of the Scrutiny it was decided that due to the urgency of the situation the Board should report its recommendations as quickly as was possible. Consequently, the scrutiny was intense with at least one specialist in the archives field addressing the Board at each of its monthly meetings. These “expert witnesses” from as far afield as Hampshire and Chester, gave their views of best practice and what the City of York Archives might aspire to. At the end of June the Board held a public conference at which all

interested parties were invited to contribute.

A number of Board members visited the North Yorkshire County Records Office at Northallerton to see their facilities and discuss records management. The Board also visited York University’s Borthwick Institute.

At the November meeting the Board drew up its recommendations which were presented to the Executive in January. The main thrust of the recommendations was that the City should find a partner in order to care for its collections and reach as broad an audience as possible.

An earlier scrutiny topic “Putting Libraries at the Heart of the Community” was agreed in November and delivered to the Executive at its December meeting. The majority of the work on this topic had taken place in 2004/05. In an effort to understand the City’s present library practice the Board visited the Central Library, Clifton branch Library and a mobile library discussing with staff as to how the Council could be more pro-active in encouraging residents to use the libraries and improve access to services. They also visited an “Ideas Store” in Tower Hamlets where, in partnership with the Adult Education Unit, the Library Service has been re-focused and re-branded in order to provide a library learning service.

In total 17 recommendations were made in the final report including the need to develop a plan to replace the Central Library.

**Cllr Chris Hogg
Chair, Leisure and Heritage
Scrutiny Board**



Planning and Transport Scrutiny Board

During the year 2005/2006 the Planning and Transport Scrutiny Board continued its work looking at sustainability and planning guidance. In the autumn of 2005 the Board was involved in contributing to the debate on SPGs, with the result that the SPGs were withdrawn to be rewritten.

The Board spoke with Building Control who proposed that the Department would be happy to act as a promoter of sustainable construction methods. The issues raised by Building Control, in order to carry out this new function, were: staff training, the production of printed material, the requirement for an enhanced site presence to enable better enforcement and the investigation of best practice in other authorities.

In October 2005 the Board looked at the Developers' guidance for sustainable development produced in other Local Authorities, considering the drivers these authorities put in place to achieve change.

At the end of the Council year the Board put together a report containing over 20 recommendations that are still being finalised but have contributed hugely to Member understanding and are informing the sustainable planning

guidance currently being drawn up by the Local Development Framework Team. It is understood that the SPG document will finally emerge for consideration by the Planning Committee in the next five or six weeks.

**Cllr Christian Vassie
Chair, Planning and Transport
Scrutiny Board**



Resources Scrutiny Board

In this year the Resources Scrutiny Board concluded and approved its final report on Sustainability and Social Responsibility in Procurement for inclusion in the corporate procurement strategy. This was an exciting topic which looked at the various competing interests in procurement ranging from the barriers preventing the voluntary sector and smaller enterprises for tendering for procurement contracts to promoting a wide-ranging ethical procurement policy.

After concluding that scrutiny report the Scrutiny Board fulfilled its obligations in relation to the breaches and waivers which has been reported to it. With the restructure of the Resources Department and the constitutional change this function has now passed to the newly created Audit and Governance Committee. In the report to the Scrutiny Management

Committee in March 2005, I expressed the desirability of continuity between the two committees to maintain the knowledge gained by the Scrutiny Board in the future.

The Scrutiny Board received an update on the recommendations of its report on Property Management. The Scrutiny Board were pleased with the progress that had been made.

Finally, the Scrutiny concentrated on the budget process and local government finance in a fact finding education process.

I would like to thank Members and Officers for the hard work and support they have shown throughout the year. Their commitment to the scrutiny process in all its facets can be shown no better than in the work of the Resources Scrutiny Board in 2005/06.

Cllr David Scott
Chair, Resources Scrutiny Board



**Social Services and Health
Scrutiny Board**

The year started with a scrutiny topic (Access to Services for Care Leavers) outstanding from the previous year. The final report and recommendations have since been agreed and presented to Executive.

The Board participated in the Healthcare Commission's new annual 'Health Check' reports for the NHS, Ambulance and Primary Care Trusts. As an introduction to the process, each Trust prepared a draft report in October last and discussed it with the Board before formally publishing it. To be able to comment on the draft report in this way was a useful exercise. The Board confirmed its earlier comments on the draft "health check" reports (with one minor change for the PCT report) when the final reports were submitted.

The Board has worked with the Centre for Public Scrutiny (CfPS) during the year and members have attended CfPS events. At one such event, the Chair and Scrutiny Officer were asked to give a presentation which described the way the draft Health Check reports had been dealt with in York.

The Board responded to consultations on the reconfiguration of the SHA, Ambulance and Primary Care Trusts (we joined with N Yorks and E Riding in our response to the Ambulance Trust proposals). As expected, the result was that there would be no change to what had been proposed. The SHA and Ambulance Trust changes take effect from 1 July, while the PCT changes are effective from 1 October.

This year has seen the development of closer relationships with the PCT, Ambulance and Hospitals Trust; Members have visited the Ambulance Control Centre and the hospital. Progress has been made in developing links with the PPIFs and with voluntary sector organisations.

At the end of the year, the PCT was about to announce its financial recovery plan; the Board has

considered this and has opened a dialogue involving the PCT and Hospitals Trust. Much has been said about the targets which the PCT will have to meet, but little about the content of the recovery plan proper. Some changed commissioning intentions have been signalled by the PCT but the impact and financial implications of these have yet to be assessed. Some very technical details of the plan (referral advice to GPs) have been given. The changes to provision which result from the recovery plan are likely to have a strong influence on any areas which are chosen for scrutiny.

Under the new Constitution, the Health Scrutiny Committee will continue the work of the Board. There is a slightly changed emphasis in that its primary role is to scrutinise (NHS) health provision for York residents; the scrutiny of provision by Adult Social Services will take place as part of this.

**Cllr Ian Cuthbertson
Chair, Social Services and Health
Scrutiny Board**

monitored by SMC. Processes are currently being streamlined to better manage the allocation, monitoring and conclusion of scrutiny reviews.

As from 2006/07, to provide an effective channel for the statutory scrutiny call-in function, SMC will have an additional role. It will consider any business called in by the requisite number of Councillors in relation to decisions already taken by or about to be taken by the Executive or any Executive Member.

The Annual Report for 2006/07 will reflect these new constitutional arrangements, reporting on reviews undertaken and the number and nature of decisions or issues called in.

Moreover, Scrutiny's role will change considerably in the future. The Government may extend Scrutiny's powers to hold to account all public bodies serving the community. This would have a significant impact for Officers and Members involved in the Scrutiny service.

CONSTITUTIONAL CHANGES AND THE FUTURE

In April 2006 the Council reviewed its Constitution and decided to rationalise and streamline its scrutiny resources as a consequence.

For the 2006/07 Council Year scrutiny reviews and the scrutiny process will be managed by a Scrutiny Management Committee (SMC). Reviews will be undertaken by an Education or Health Scrutiny Committee or allocated to a specially convened Ad-hoc Sub-Committee, as appropriate. Progress will be

MEMBERSHIP OF SCRUTINY BOARDS 2005-2006

Scrutiny Management Committee

Chair	Cllr Madeline Kirk
Vice Chair	Cllr Paul Blanchard
	Cllr Glen Bradley
	Cllr Ian Cuthbertson
	Cllr Sandy Fraser
	Cllr Mark Hill
	Cllr Irene Waudby

Commercial Services Board

Chair	Cllr David Livesley
Vice Chair	Cllr Irene Waudby
	Cllr Bill Fairclough
	Cllr Alan Jones
	Cllr Ken King
	Cllr Martin Lancelott

Economic Development and Community Safety Scrutiny Board

Chair	Cllr Keith Hyman
Vice Chair	Cllr David Wilde
	Cllr Andy D'Agorne
	Cllr Tom Holvey
	Cllr David Merrett
	Cllr Jonathan Morley
	Cllr David Merrett
	Cllr C Vassie
	Cllr Richard Watson
Co-optee	Mr Don Parlabean (Older People's Assembly)

Education Scrutiny Board

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Vice Chair	Cllr Keith Aspden
	Cllr Janet Hopton
	Cllr Viv Kind
	Cllr David Livesley
	Cllr David Scott
Co-optee	Dr G M Clayton
Co-optee	Dr David Sellick
Co-optee	Miss C Duffy

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Vice Chair **Cllr Brian Watson**
 Cllr Andy D'Agorne
 Cllr Richard Moore
 Cllr Ruth Potter
 Cllr Christian Vassie
 Cllr Mark Waudby

Housing Scrutiny Board

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Vice Chair **Cllr Bill Fairclough**
 Cllr Paul Blanchard
 Cllr Mark Hill
 Cllr David Horton
 Cllr Madeline Kirk
 Cllr David Livesley
Co-optees **Mildred Grundy**
 Pat Holmes
 (Federation of Residents' Associations)

Planning and Transport Scrutiny Board

Chair **Cllr Christian Vassie**
Vice Chair **Cllr Derek Smallwood**
 Cllr Martin Bartlett
 Cllr Chris Hogg
 Cllr Ceredig Jamieson-Ball
 Cllr Tracy Simpson-Laing
Co-optee **Don Parlabean (Older People's**
 Assembly)

Resources Portfolio Scrutiny Board

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Vice Chair **Cllr Richard Moore**
 Cllr Glen Bradley
 Cllr Tom Holvey
 Cllr David Livesley
 Cllr Janet Looker

Social Services and Health Scrutiny Board

Chair	Cllr Ian Cuthbertson
Vice Chair	Cllr Martin Lancelot
	Cllr Keith Aspden
	Cllr Sandy Fraser
	Cllr Janet Hopton
	Cllr Gil Nimmo
	Cllr David Wilde

Leisure and Heritage Scrutiny Board

Chair	Cllr Chris Hogg
Vice Chair	Cllr Tom Holvey
	Cllr Martin Bartlett
	Cllr Dave Evans
	Cllr Alan Jones
	Cllr Madeline Kirk

Ad Hoc Inclusive Decision Making Scrutiny Panel

Chair	Cllr Paul Blanchard
	Cllr Ian Cuthbertson
	Cllr Madeline Kirk
	Cllr Ruth Potter
	Cllr Keith Aspden
Co-optee	Jack Archer
Co-optee	Lynn Jeffries
Co-optee	Rita Sanderson
Co-optee	Paul Wordsworth

**REVIEWS COMPLETED AND REPORTS PUBLISHED
June 2005 – 25th May 2006**

TITLE	SCRUTINY BOARD	DATE
Drugs Alcohol and Anti-Social behaviour	Economic Development and Community Safety	April 2006
Confidentiality and Transparency Ad-Hoc Panel	Economic Development and Community Safety	February 2006
Scrutiny of Housing Allocations Systems	Housing Scrutiny Board	May 2005
The Cleaning of Gullies, Gutters, Footpaths and Back Lanes on Terraced Streets	Commercial Services Scrutiny Board	May 2005
Sustainable Energy in Council Buildings: Energy Use, the City of York Council and Display	Environment and Sustainability	July 2005
Take-Aways; Powers of Enforcement	Environment and Sustainability	October 2005
Sustainable Energy in Council Buildings: Generating the Future	Environment and Sustainability	February 2006
Allocation of Police Resources in York and N. Yorks	Economic Development and Community Safety	May 2005
Sustainability and Social Responsibility in Procurement	Resources Scrutiny Board	July 2005
Putting Libraries at the Heart of the Community	Leisure and Heritage Scrutiny Board	November 2005
The Future of York City Archives	Leisure and Heritage Scrutiny Board	December 2005
Social Services Scrutiny Board	Services for Care Leavers in York	November 2005

**For more information about Scrutiny in York please contact:
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**REVIEWS COMPLETED & REPORTS PUBLISHED
May 2006 – 31 May 2007**

TITLE	Scrutiny Committee	Date
Inclusive Decision Making	Inclusive Decision Making Ad-hoc	30 May 2006
Sustainable Street Lighting	Sustainable Street Lighting Ad-Hoc	26 June 2006
Extended Schools Service in York	Education	24 July 2006
Reducing Carbon Emissions from York's Public & Private Sector Housing	Reducing Carbon Emissions Ad-hoc	25 September 2006
Recycling & Re-use	Recycling & Re-use Ad-hoc	25 September 2006
Guidance for Sustainable Development	Sustainable Development Ad-hoc	26 February 2007
Highway Maintenance & PFI – Part A	Highways Ad-hoc	26 March 2007
Home to School Transport	Education	26 March 2007
Area Asset Management Plan (Tanghall)	Area Asset Management Plan Ad-hoc	26 March 2007
Health Care Commission's Annual Health Check – Providing comments on Trust's performance	Health	March 2007
Review of Financial Recovery Plans of North Yorks & York PCT & Resulting Effects on Services	Health	April 2007
Dentistry & Podiatry Services in York	Health	April 2007

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Scrutiny Management Committee**18 June 2007**

Report of the Head of Civic, Democratic & Legal Services

Appointment of Ad-hoc Scrutiny Committee Chairs & Vice-Chairs**Summary**

1. Members are asked to appoint Chairs for the current Traffic Congestion Ad-hoc Scrutiny Committee and the Highways Maintenance & PFI (Part B) Ad-hoc Scrutiny Committee.

Background

2. At Annual Council on 24 May 2007 the membership of each of these ad-hoc scrutiny committees was appointed but Council referred the appointment of the Chairs and Vice-Chairs back to SMC.

Consultation

3. SMC are now being consulted on these chairing arrangements in line with the instruction from Council.

Options

4. Members may appoint these posts from the members appointed to these committees – see Annex A.

Analysis

5. Not applicable.

Corporate Objectives

6. The appointment of these posts is in line with the Council's Corporate Priority No.1 – Improving our organisational effectiveness.

Implications

7. There are no Financial, HR, Equalities, Legal, Crime & Disorder, ITT, Property or other implications associated with this report.

Risk Management

- 8. There is no risk associated with the recommendation of this report.

Recommendations

- 9. Members are asked to appoint a Chair & Vice-Chair to their current Ad-hoc Scrutiny Committees

Reason: In order to meet procedural and constitutional requirements

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services
Tel No. 01904 552063

Chief Officer Responsible for the report:

Dawn Steel
Democratic Services Manager

**Interim Report
Approved**



Date

7 June 2007

Wards Affected:

All



Background Papers: None

Annex A – List of Members appointed to current Ad-hoc Scrutiny Committees

Highways Maintenance Ad-Hoc Scrutiny Committee (7)

Liberal Democrat	(3)	Hogg Moore Watson Richard	Substitute Substitute
Labour	(3)	Cregan Merrett Simpson-Laing Looker Pierce	Substitute Substitute
Conservative	(1)	Healey	Substitute Substitute

- Chair to be determined by SMC

Traffic Congestion Ad-Hoc Scrutiny Committee (7)

Liberal Democrat	(3)	Hogg Moore Morley	Substitute Substitute
Labour	(3)	Merrett Pierce Simpson-Laing Alexander Potter	Substitute Substitute
Conservative	(1)	Hudson	Substitute Substitute

* Chair to be determined by SMC



Scrutiny Management Committee

18 June 2007

Report of the Head of Civic Democratic & Legal Services

Update on Implementation of Recommendations of Previous Scrutiny Reviews

Summary

1. This report provides Members with update information on the implementation of recommendations made as a result of the scrutiny review on 'Cycling Policy and Provision of Facilities', completed in October 2004.

Background

2. At a previous meeting of Scrutiny Management Committee, Members requested an update on the implementation of the recommendations made as a result of all completed scrutiny reviews since 2004 which were subsequently approved by the Executive. In February 2006 Members considered a report which highlighted those reviews and a decision was taken to write off any where full implementation had occurred. Members then requested that each of the outstanding reviews be looked at in detail with the relevant officers in attendance.
3. Members of the ad-hoc scrutiny committee set up to look at 'Traffic Congestion in York' have requested that the outstanding recommendations made in relation to the Cycling Policy and Provision of Facilities' scrutiny review be looked at first, as this could assist them in part of their remit to consider alternative environmentally viable and financially practical methods of transport.

Consultation

4. Relevant officers within Directorates submitted an update on the implementation of recommendations for the meeting of SMC in February 2007. A further update in relation to the Cycling Policy review was requested for the meeting of SMC on 23 April 2007, but in the absence of a relevant officer Members were unable to clarify the present situation. Members therefore requested the attendance of the Assistant Director of City Development & Transport at this meeting to answer any questions arising in relation to the update information attached –see Annex A.

Options

5. Members can sign off individual recommendations where implementation has been completed, and request a further update to clarify any outstanding recommendations.

Analysis

6. Many of the recommendations made were fed into the work of the LDF and subsequently informed the revised Cycling Strategy produced as part of York's second Local Transport Plan. This strategy seeks to ensure that York continues to be at the forefront of providing an accessible, attractive, convenient and safe environment for the cyclist.

Corporate Objectives

7. This process of monitoring the implementation of approved recommendations will contribute to improving our organisational effectiveness.

Implications

8. There are no known Financial, Human Resources, Equalities, Legal, ITT or Other implications connected to this report.

Risk Management

9. In compliance with the Councils risk management strategy, there are no known risks associated with this report.

Recommendations

10. Members are asked to note the contents of this report and agree which recommendations can be signed off.

Reason: To raise awareness of those recommendations which have still to be implemented.

Contact Details

Author:
Melanie Carr
Scrutiny Officer
Scrutiny Services
01904 552063

Chief Officer Responsible for the report:
Suzan Hemingway
Head of Civic, Democratic & Legal Services
01904 552001

Report Approved



Date 7 June 2007

Wards Affected:

All



For further information please contact the author of the report

Background Papers: None

Annexes

Annex A – Update on recommendations made in relation to the scrutiny review on 'Cycling Policy and Provision of Facilities'

Board and Topic	# Recommendation	Update on Implementation of Recommendations as at 29 Jan 2007	Update on Implementation of Recommendations as of 18 June 2007
Planning & Transport Board: Cycling Policy and Provision of Facilities (Oct 2004)	1 That all cycling policies take account of the fact that there are many different cycle user groups in York with different concerns and levels of concern. Wherever possible all of these groups should be catered for on York's cycling network and throughout its cycling provisions.	This policy has been adopted in the newly revised cycling strategy and will form the basis of cycle scheme design as it will be included in the briefs for cycle schemes. The "Design Cyclist" concept has been adopted and cycle facilities will now cater for a range of cyclists from inexperienced new cyclists to daily commuters.	No Change. This is adopted as Policy C1 in the Cycling Strategy which is contained Annex C to City of York's Local Transport Plan 2006-2011(LTP2)
	2 That wherever possible cycle routes should allow access to all different types of cycles to ensure that cycling is available for different types of users right across the city	New barrier arrangements have been trialled and a new type of barrier adopted which accommodates as many types of cycles as possible whilst still preventing unauthorised access by motorcycles. Cyclists unable to negotiate the new type of barrier can still obtain RADAR keys to use the adjacent locked gates.	This recommendation is adopted as Policy C2 in the Cycling Strategy which is contained as Annex C to LTP2. It is also acknowledged that to either prevent unauthorised use or abuse of cycle routes, or to facilitate safer use, barriers have had to be installed. The barrier arrangement being trialled is the physical application of Policy C2 that also acts as a suitable deterrent to unauthorised use of cycleways. The performance of the barrier is being monitored as part of the trials in order to determine its effectiveness use in the future. On-road cycle lanes are generally usable by all types of cycle. Wherever possible the maximum cycleway width possible within the councils design parameters., is implemented to facilitate ease of movement,. An emerging cycle network reveiw may examine these parameter to confirm their suitability.
	3 That in developing on-road cycling provisions priority is given to: 1. Completing gaps in the network, especially at particularly dangerous and/or busy points 2. Putting on-road cycle lanes on main roads where queuing is a regular occurrence, to allow cycles to bypass the queues	For the past couple of years the schemes implemented have concentrated on filling gaps in the network (Members want examples/evidence of gaps being filled and an explanation of network in this context. The schemes proposed for next year will also satisfy this criteria. Junctions and cycle lanes will be addressed where appropriate and where other works are taking place and opportunites arise to undertake works.	Both of these recommendations are incorporated into Policy C4 of the Cycling Strategy. 10km of on-road route has been built and advance stop lines have been installed at 54 junctions within the five year period of the first Local Transport Plan 2001-2006. Many 'quick-win' schemes were implemented in the early part of this period, but latterly more difficult and contentious schemes have not been implemented as the contentious issues have not been resolved. Feasibility studies have been undertaken for several cycle lane schemes. Many of these have been incorporated within other larger traffic studies and some short section have been constructed as part of other highway works. Schemes contained within the 2007/08 Capital Programme may also satisfy this criteria. Cycle lanes on main routes will be looked at in conjunction with corridor studies and where there is sufficient width will be investigated. Maximum use will be made of opportunities where other works are taking place. An emerging review of the Cycle network will examine the gaps in the network that to meet the needs of recent and future significant developments within the city and establish a methodolo
	That increased efforts are made to improve the quality, safety and coherence of York's cycling network. These should include initiatives that aim to: § Ensure consistent and well connected cycle routes run throughout the city.	In concentrating on filling gaps in the network this will be addressed	Standards have been adopted for cycle route provision in the council's highway design guide to ensure consistency across the network, filling in gaps as discussed in point 3 above through the cycle network schemes contained within the 2007/08 Capital Programme should improve connectivity. An emerging review of the strategic cycle route network will identify whether the routes connect to the appropriate origins and destinations. Cycle lanes on main routes will be looked at in conjunction with corridor studies and will be investigated where there is sufficient width. Maximum use will be made of opportunities where other works due to take place.

Board and Topic	# Recommendation	Update on Implementation of Recommendations as at 29 Jan 2007	Update on Implementation of Recommendations as of 18 June 2007
Planning & Transport Board: Cycling Policy and Provision of Facilities (Oct 2004)	3 § Develop and improve dedicated cycle tracks	Cycle audit and cycle review policies have been adopted as part of the new Cycling Strategy	No Change. This is adopted as Policy C5 in the Cycling Strategy which is contained Annex C to LTP2
	§ Increase consideration of others and awareness of safety issues amongst all road users (challenging negative perceptions). A 'considerate road user' campaign should be looked at as a way of achieving this.	This has been put forward as part of the long term action plan in the new cycling strategy	Alternative ways of promoting cycling such as piggy-backing on other campaigns by the council (such as road safety) or other agencies (safer york partnership) are being explored as there are difficulties in resourcing a 'considerate road user' campaign .
	§ Using mandatory cycle lane specifications in preference to advisory ones.	<p>New cycle routes (Members recollected that the review originally covered existing cycle routes and wondered whether any had been converted) will specify mandatory routes in preference to advisory ones where appropriate, however, this may cause lengthy delays to the implementation process if large numbers of objections are received and it is necessary to hold a public inquiry.</p>	Policy C5 in the Cycling Strategy, which is contained Annex C to LTP2, states an intent to use mandatory cycle lane specifications in preference to advisory ones. New on-road cycle routes will specify mandatory routes in preference to advisory ones where it is deemed appropriate. It should be noted that in many cases this may cause lengthy delays to the implementation process if large numbers of objections are received to the necessary Traffic Regulation Orders. No advisory lanes have yet been made mandatory as the process for converting them suffers from similar delays.
	§ Avoid wherever possible, features that hinder the safety or perceived safety of cyclists, such as narrow cycle lanes and combined bus and cycle lanes and provide full width segregated cycle lanes, if necessary by considering road space reallocation.	This will be included in briefs for new schemes but as the recommended minimum width for cycle lanes is 1.5m this may result in less being implemented where there isn't sufficient room (even with road space reallocation). Innovative solutions to such problems will be sought.	This requirement has been incorporated into briefs for new schemes but as the recommended minimum width for cycle lanes is 1.5m this may result in less being implemented where there isn't sufficient room (even with road space reallocation). Innovative solutions to such problems will be sought.
	§ Enhance the land available for public highways when a development opportunity arises, to enable off road cycle paths or at second best full width cycle lanes on the road.	The council will continue to push for the maximum cycle and pedestrian facilities through new developments through the development control process. Promotion of off-road facilities over on-road solutions goes against the DfT's "hierarchy of provision" which has been adopted as part of the revised cycling strategy and which recommends that on-road solutions should always be considered before off-road where appropriate and that vehicle speeds and volumes should be addressed as a first point of concern to enable this. (Members felt that it was not clear from this information that the policy had been reversed.	Policy C5 in the Cycling Strategy, which is contained Annex C to LTP2, seeks to optimise the land available for public highways when a development opportunity arises, to enable off road cycle paths (preferred choice), or the recommended width cycle lanes on the road. However, promotion of off-road facilities over on-road solutions goes against the DfT's "hierarchy of provision", which recommends that on-road solutions should always be considered before off-road where appropriate and that vehicle speeds and volumes should be addressed as a first point of concern to enable this. The DfT Hierarchy of Provision is adopted as policy C3 in the Cycling Strategy. Therefore, the anomaly between Policy C3 and Policy C5 needs to be corrected.
	§ That the points set out above are referred to the Green Belt Working Group for consideration as part of the amendments to the Local Plan.	The LDF will include the above as part of the revised cycling strategy	No Change

Board and Topic	# Recommendation	Update on Implementation of Recommendations as at 29 Jan 2007	Update on Implementation of Recommendations as of 18 June 2007
Planning & Transport Board: Cycling Policy and Provision of Facilities (Oct 2004)	5 That City of York Council identify potential opportunities in and/or around the city centre to build a safe and ideally sheltered cycle parking facility. This facility should use innovative ways to ensure a high level of security for bicycles parked in it. It should be considered through the council's regular planning procedures. That this is referred to the Green Belt Working Group for consideration as part of the amendments to the Local Plan.	The TPU are currently investigating 2 sites for secure cycle parks, namely, the former Lendal Sub-Station adjacent to Lendal Bridge and the disused tunnel which runs between Piccadilly Car Park and Castle Car Park, the latter would only be a temporary solution as the tunnel will form part of the Coppergate 2 development if and when it goes ahead. Property Services are also now aware that we are actively looking for potential sites for secure cycle parking.	The concept of providing several secure cycle parks around the periphery of the Footstreets area has been included in the Cycle Parking Review report which will go to the City Strategy EMAP in July. It is proposed to have a similar arrangement to the Park & Ride concept with the cycle parks located as close as possible to the junctions of the main commuter routes into the city centre and the inner ring road. A report was presented to Executive on 6th June 2007 detailing the responses from parties interested in operating a cycle park from Lendal Sub-station and giving the executive several options as to how they could proceed with such a venture. If the interested party's proposals are accepted it is envisaged that the cycle park could be open within a year. The other potential site in the Piccadilly tunnel will require further investigation given the potential for it to only be a temporary solution.
	6 That when a cycle lane comes across a difficult obstacle, innovative ways are explored of either enabling the lane to continue or suggesting a continued route for cyclists. This should be done with the aim of enabling all the different types of bicycles and cyclists to use as much of the network as possible	This has been adopted as a policy in the new Cycling Strategy	This is adopted as a Policy C7 in the Cycling Strategy and cycle scheme briefs will specifically request that obstacles need to be overcome.
	7 That every effort is made to maximise the safety of York's cycle network through high quality and regular maintenance and (wherever possible and appropriate) the use of sufficient lighting to make routes accessible to people at all times	Maintenance of the network will be continued through the budget specifically allocated to cycle route maintenance, however, this was cut back to £15K last year as a budget saving therefore the maintenance needs to be targeted, similarly the former £30K budget which was available a couple of years ago for cycle margin works on the carriageway has been cut. Funding from Ward Committees will be sought to help fund the Sustrans rangers who clean the off-road network. Discussions are to take place with the relevant officers in relation to the lighting of off-road paths to try to come to a solution which would make these routes more usable.	Maintenance of the network will be continued through the budget specifically allocated to cycle route maintenance. However, this has been cut back to £17K from £20K last year as a result of budget cuts. Therefore any maintenance needs to be well-targeted. Similarly, the former £30K budget which was available a couple of years ago for cycle margin works on the carriageway has also been lost to budget cuts. Funding from Ward Committees will continue to be sought to help fund the Sustrans Rangers who clean the off-road network. Discussions are to take place with the relevant officers in relation to the lighting of off-road paths to try to come to a solution which would make these routes more usable during the hours of darkness.

Board and Topic	# Recommendation	Update on Implementation of Recommendations as at 29 Jan 2007	Update on Implementation of Recommendations as of 18 June 2007
Planning & Transport Board: Cycling Policy and Provision of Facilities (Oct 2004)	8 That commitments to develop and improve York's road/cycle network (including commitments made as part of the forthcoming 'Local Transport Plan') are matched by adequate staffing levels to help the council to fulfil those commitments. Efforts should be made to ensure that all staff whose work impacts upon the cycle network, are sufficiently trained and skilled to enable them to deliver high quality, safe and cycle friendly improvements to the network effectively and efficiently	Staffing levels have been cut across most departments in recent years due to budget constraints the council no longer have a specific "Cycling Officer", however, there is now a bigger ownership of cycling across the Transport Planning Unit to avoid the loss of all the knowledge should one officer leave the authority as has happened in the past. The council are also investigating the training courses provided by the PTRC in tandem with Cycling England to bring cycling awareness levels up across other departments whose works impacts on cyclists.	Staffing levels have been cut across most departments in recent years due to budget constraints the council no longer have a specific officer whose role wholly involves dealing with cycling issues. However, attempts to mitigate this by having a wider ownership of cycling across the Transport Planning Unit have been made in an attempt to avoid the loss of all the knowledge should one officer leave the authority as has happened in the past. In practice this has not been very effective as the remaining officers have their own specialisms and workloads, and, therefore, do not necessarily have the time or resources to deal with other areas of work. Several council officers attended a taster session for the training courses provided by the PTRC in tandem with Cycling England which may be able to be used to bring cycling and designing for cyclists awareness levels up across other departments whose works impacts on cyclists. Budgets to fund these training courses being rolled-out corporately are being investigated.
	9 That the Executive Member for Planning and Transport considers the existing method(s) used for prioritising cycling schemes with a view to assessing whether this needs to be updated in light of the recommendations of this report	A revised scheme prioritisation methodology was adopted as part of the new Local Transport Plan which takes into account such things as the DfT's shared priorities of Accessibility, Road Safety, Congestion and Air Quality. {Members were concerned that this appeared to have been done by officers with no referral to or consideration by EMAP. They asked for an explanation}	A revised scheme prioritisation methodology was adopted as part of the production of LTP2. This methodology takes into account the DfT's shared priorities of Accessibility, Road Safety, Congestion and Air Quality, Value for Money and Level of Risk. It also takes into account each scheme contribution toward achieving corporate targets and objectives. This is now used to assess schemes for inclusion in the LTP Capital Programme which is subject to approval by Members.
	10 a) That the infrastructure suggestions outlined in paragraphs 6.1 and 6.2 above are taken into account during future analyses of the developments needed on York's cycle network	The recommendations of the board have been adopted as part of the revised cycling strategy which forms the basis for new scheme development {Members asked for evidence to demonstrate this had been done}	The emerging cycle route network review will seek to create a hierarchy of routes similar to that adopted for the Pedestrian Route Network. The schemes suggested in paragraphs 6.1 and 6.2 will be assessed against this hierarchy and implemented at timescales according to their priority
	b) That in future, officers take into account the emphasis placed on these developments by those consulted, when assessing the popularity and appeal to users of different cycle routes and network developments	As far as possible the wishes of the consultees were taken into consideration when rewriting the cycling strategy	No change
	11 a) That a short interim update report on the progress made in implementing the recommendations outlined above be brought to the Planning and Transport Scrutiny Board in February 2005, or as near to then as possible	A presentation was given to the board of the draft cycling strategy before it was adopted as part of the LTP in December 2005	No Change

Board and Topic	#	Recommendation	Update on Implementation of Recommendations as at 29 Jan 2007	Update on Implementation of Recommendations as of 18 June 2007
Planning & Transport Board: Cycling Policy and Provision of Facilities (Oct 2004)	11	b) That a full report on the progress of implementing the recommendations outlined above be brought to the Planning and Transport Scrutiny Board in June 2005 or as near to then as possible c) That this report is put together in partnership between the Board's Scrutiny Officer and the Transport Officer(s) responsible for implementing the recommendations	A progress report was brought to the Planning & Transport Scrutiny Board in Sept 2005. It reported that that some of the Board's recommendations were being taken forward into LTP2 and others into the revision of the cycling strategy. The Board noted that good progress had been made implementing the recommendations and it requested that the draft revised cycling strategy be presented to them for comment at the end of the year. This was received in December 2005 and their comments on it were fed back to officers for inclusion in the final document.	No Change

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Scrutiny Management Committee

18 June 2007

Final Report of the Scrutiny review of use of Council owned land at Tang Hall

Background

1. In December 2003 a scrutiny topic was registered by Cllrs Looker, Kind and Potter to look at Council owned land in Tang Hall. This topic was put on hold by Scrutiny Management Committee as the Executive had commissioned a feasibility study relating to development of this area and Members wished to avoid any duplication of work. In March 2004 the Assistant Director of Property Services presented a progress report to SMC to enable them to decide whether a scrutiny panel should be established to assist with the Tang Hall School Land Project.
2. It was suggested that scrutiny could be involved with this process, particularly in terms of consulting with the local community to identify their aspirations for the area and to ensure that these were real, robust, affordable and prioritised. Members also emphasised the need for any scrutiny to complement, rather than duplicate, work done elsewhere. The Head of Property Services informed the Committee of the intention to project manage the development and use Tang Hall as a pilot Area Asset Management Plan and a detailed report on how this might be achieved was submitted to the SMC on 28 June 2004.
3. In April 2005 SMC considered a report which provided an update on the potential development of Tang Hall and the piloting of an Area Asset Management Plan. Further updates were received throughout 2005 and in March 2006 SMC considered a report, which advised them of the progress being made to produce the pilot Area Asset Management Plan for Tang Hall and set out proposals for the next steps including the involvement of ward and other members.
4. The remit for this Scrutiny was agreed at Scrutiny Management Committee on 23 October 2006 and the sub-committee established. An interim report on the work of this sub-committee was considered at Scrutiny Management Committee on 26 March 2007 and the sub-committee was asked to consider if their work was completed and agree their final recommendations.

5. The sub-committee met for the final time on 24 April 2007 and agreed the final amendments to their recommendations.

Corporate Priorities

6. This could be considered to be relevant to corporate priority 3 – improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces.

Options

7. Members can support all, some or none of the recommendations proposed as a result of this review, for submission to the Executive.

Remit

8. In coming to a decision to review this topic, the Scrutiny Management Team agreed that the scope of the review would be to decide the boundary of the area to which this review refers and carry out an audit of council owned property within that boundary and as part of the remit set the following key objectives:
 - ◆ To carry out a local scrutiny review aimed at making better use of council owned land and buildings in the area in both community and resource terms.
 - ◆ To evaluate the options for resolving these issues
 - ◆ To make recommendations which will inform the pilot Area Asset Management Plan being prepared for this area.

To carry out a local scrutiny review aimed at making better use of council owned land and buildings in the area in both community and resource terms.

Consultation

9. Members held consultations with residents at the Heworth and Hull Road Ward Committees in January and February 2007. This was because the Tang Hall area covers parts of both these Wards (see 13 below). Representatives of this Sub-Committee, together with officers from Scrutiny Services and Property Services attended the meetings with a small display of maps of the Tang Hall area and discussed the possibilities with residents. These consultations were publicised in the preceding Ward Newsletter which informed residents that Scrutiny Sub-Committee members would be available at the Ward Committees to listen to their views.
10. A special meeting was held in Tang Hall Community Centre on 13 February 2007 to which representatives of all community groups which operate in the

Tang Hall area were invited. Notices had been sent to all community groups who were known about by Sub-Committee and Ward members, posters placed in library, community centre etc and articles were published in the local press which informed people that the event was to take place.

Information Gathered

11. A summary of the comments made by local residents at the consultation meetings is attached at Annex A. They highlight how the community would like council owned land and buildings in the area to be used and developed.
12. As a Ward Member, Cllr Ruth Potter discussed these comments with pupils at Tang Hall Primary School during a Citizenship lesson that she was contributing to. A summary of what they would like to see in the Tang Hall area is attached at Annex B.
13. It was recognised that the boundary of the Tang Hall area to which this review refers lies across two wards – Heworth and Hull Road. The core area that forms the focus of this review was shown on a map which also highlighted the Council-owned property in the area. This was the same area that was agreed as making up Tang Hall by ward members at a meeting with Property Services officers in June 2006.

Issues

14. Members recognised that further and more extensive consultation could take place. This might include postal surveys of all or selected addresses within the wards, phone surveys, leaflet distribution, on-street or online surveys or focus group discussions. There would be considerable financial implications if these methods were employed – see Annex C.
15. Members discussed establishing a model for consultation processes in relation to future Area Asset Management Plans (AAMPs) that may be produced. Such a model might include a selection of the methods used as part of this review, wherever considered appropriate e.g. :
 - Area based consultation at appropriate location(s) within the community, involving residents and key stakeholders
 - Ward Committee consultation
 - A questionnaire delivered to every house within the ward (postal survey)
 - Questions asked via the Councils citywide consultation tool 'Talkabout' to ensure that local decisions affecting the City as whole are consulted on.
 - Phone surveys aimed at contacting 1 in 6 residents to get a representative view from ward based residents.
 - On street interviews conducted at geographic sites of possible change.
 - Leaflet distribution (see 3 alternative methods set out in Annex A)
 - On-Line Survey
 - Focus Group discussions
16. However the advice of Property Services was that the circumstances surrounding any future AAMPs could be widely different from that of Tang

Hall with less Council owned buildings being affected. Members acknowledged their advice but agreed that some if not all of the above could be employed to consult in any area of the city and therefore a model could assist depending on the individual circumstances.

Recommendation

17. That Members ask Officers to adopt an appropriate range of the relevant research and consultation methodologies proposed in the model in paragraph 15 of the report when developing future Area Asset Management Plans. Area based consultation at appropriate location(s) within the community, involving residents and key stakeholders, and Ward Committee consultation are to be included as standard in all instances. The cost effectiveness of the consultation method and the particular circumstances of the area being considered will be taken into account when making the decision in each case.

Implications

18. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation.

To evaluate the options for resolving these issues

Consultation

19. Information is given on the type of consultation carried out in paragraphs 9-12 above.

Information Gathered

20. Three main areas of concern were revealed by the consultation events and liaison with ward members. These were:
 - ◆ The provision and retention of open space with the area.
 - ◆ The provision of play and leisure facilities for older children and teenagers.
 - ◆ The identification of sites which could be used for affordable housing.

Issues

21. In considering these three areas Members recognised the following issues:
 - a. Members were keen that the playing fields site should continue to be predominantly open space, but recognised that part of the site may need to be sold to raise capital which could be used to enhance the remainder. It would be possible for this to be managed by the Community Centre if appropriate financial arrangements were made. Enhanced landscaping in this area could allow it to become part of the “green corridor” and cycle

track which would link Heworth Holme and St Nicholas Fields with Osbaldwick.

- b. Considerable investment is being made in the integrated children's centre, however members were of the opinion that there was still a need for leisure opportunities for older young people. It would be important to work with Leisure Services to source suitable facilities, however members suggested the use of a mobile skateboard park which could perhaps be located at Burnholme Community College, as well as Tang Hall Primary School for younger children. Also the possibility of play areas on the former Family Centre site or in the St Nicholas complex.
 - c. Members discussed the possibility of using part of the allotment site as well as four other small sites which may meet housing needs.
22. Members acknowledged that the implementation of any of these options would be subject to the necessary consents and funding being available.

Recommendation

23. The Executive be asked to ensure the specific areas of need identified through this scrutiny review in paragraph 21 of the report are considered, as part of any future Area Asset Management Plan for Tang Hall.

Implications

24. Although there are no direct implications associated with this recommendation, Members recognised that there will be financial and property implications should these issues be addressed as part of a future Area Asset Management Plan for this area.

To make recommendations that will inform the process of creating the pilot Area Asset Management Plan which is being prepared for this area.

Consultation

25. Members consulted with officers from Property Services on the findings from the community meetings completed as part of this review, as set out in paragraphs 9 & 10 of this report.

Information Gathered

26. Officers from Property Services found the input of the Scrutiny Sub-Committee to be useful. They also received input from Ward Members, the Executive Member and other relevant officers during their production of the suggested structure of the Area Asset Management Plan for Tang Hall. A draft of the plan was expected to be complete by the end of June 2007. This will be circulated to Ward Committees and the Corporate Asset Management Group and community groups (hopefully by July 2007 with approval by the Executive later in 2007). The suggested structure for the Area Asset Management Plan is enclosed at Annex D.

Issues arising

- 27. Members were concerned that the draft plan be circulated more widely, for example to allotment holders, Tang Hall and Heworth Residents' Association, Tang Hall Community Centre, York Community Church, Glen Lodge, Alex Lyon House, Tang Hall Library, Friends of Heworth Holme, Friends of Glen Gardens. They were also anxious that Ward members be involved in the planning of consultation procedures for any future Area Asset Management Plans.

Recommendation

- 28. As standard practice, Ward Members should be included in the formulation of consultation plans from the start of the process for any future Area Asset Management Plans.

Implications

- 29. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation.

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**Final Draft Report
Approved**

Date

Wards Affected:

For further information please contact the author of the report

All

Background Papers – None

Annexes

- Annex A – Summary of comments from consultation meetings
- Annex B – Comments of pupils from Tang Hall Primary School
- Annex C – Research options and costs
- Annex D – Suggested structure of Area Asset Management Plan

Feedback from Consultation Meetings with Tang Hall Residents

The following were issues of concern to residents or changes to provision that they would like to see. They are printed in no particular order.

Improved youth facilities, e.g. a skate park

Improvements to the Library which is part of two communities, Tang Hall and Osbaldwick.

A greater profile for Glen Gardens.

A swimming pool on the family centre site.

There are currently few open spaces in Hull Road Ward.

A sports centre on Melrosegate playing fields with an all-weather football pitch on part of the site.

More plots needed on the allotment site.

Part of the playing fields could be used for houses.

The Heworth family centre site could be used for health or social services.

Improvements and refurbishment of Community Centre and development of field as a games area.

Children's play area on playing field.

Youth workers in the area.

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Tang Hall Primary School Year 5

Things we would like to see in Tang Hall

- More things in the park
- More walks
- More plants more playgroups
- Mini motor raceway
- BMX park
- Play area
- More swings in Glen park
- Make Yearsley swimming pool bigger
- Trampoline area
- Swimming pool in tang hall school
- Trees next to playing field into houses
- Wardens at Alex Lyons house working weekends
- New road down Askwith Ave
- More fun grown up things to play on
- Cut grass more regularly
- More play equipment at school
- Climbing frames for small and bigger children
- Fix more roads
- Improve St Nicks park and Glen gardens
- More sweet and cookie shops
- More swings and slides
- Swimming pool on playing field
- Better meals in school
- No workmen who dig up roads because they have nothing to do

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**Area Asset Management Plan
Research options and costs**

1.0 Introduction

This document outlines the possible research methodologies and costings for a consultation in Hull Road and Heworth ward areas. The research would assess the use of council buildings and land.

There are approximately 9,500 households in these two wards:

Ward Area	No. of Households
Heworth	5,484
Hull Road	4,017

All costs are approximate, a more detailed brief would be required to provide more accurate quotations. All costs are based on the assumption that a 4pg A5 booklet would be sufficient to ask all the questions required.

2.0 Postal survey

2.1 Census

Each household in Heworth and Hull Road would be sent a postal questionnaire and a postage paid return envelope. All those who did not respond would be sent a reminder letter.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Good response rate: <ul style="list-style-type: none"> ○ Can send out reminder letters to those who do not respond ○ Can send out return freepost envelopes ○ Personalised letters • Reaches all households in Hull Rd and Heworth 	<ul style="list-style-type: none"> • Expensive • Would need to know specific names addresses [May incur a cost from electoral roll]. • Longer fieldwork period

The table below illustrates the costs, I have assumed a 20% response rate would be achieved. [Sample size of 1,900]

Action	Cost (£)
Envelopes	600.00
Printing (4pg A5 booklet)	400.00
Postage - original mail out	2,185.00
Postage - return	456.00
Postage - reminder mail out	1,967.00
Envelope stuffing, printing of personalised letter, address labels, delivery to post office.	2,166.00
Data analysis & tabular report	1,045.00
Total cost: [Ex VAT]	£8,819.00

2.2 Sample

A random sample of households in Hull Road and Heworth would be selected. They would receive a personalised letter, questionnaire and postage paid return envelope. Those who did not respond would receive a reminder letter.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Good response rate: <ul style="list-style-type: none"> ○ Can send out reminder letters to those who do not respond ○ Can send out return freepost envelopes ○ Personalised letters • Less expensive than census 	<ul style="list-style-type: none"> • Does not allow all residents to take part • Would need to know specific names addresses [May incur a cost from electoral roll]. • Longer fieldwork period

The costs assume that a 20% response rate would be achieved.

Action	Cost (£) Mail out 5,000	Cost (£) Mail out 4,000	Cost (£) Mail out 3,000
Envelopes	380.00	320.00	300.00
Printing (4pg A5 booklet)	300.00	270.00	250.00
Postage - original mail out	1150.00	920.00	690.00
Postage - return	240.00	192.00	144.00
Postage - reminder mail out	1035.00	828.00	621.00
Envelope stuffing, printing of personalised letter, address labels.	1140.00	912.00	684.00
Data analysis & tabular report	550.00	440.00	330.00
Total cost: [Ex VAT]	£4,795.00	£3,882.00	£3,019.00

3.0 Leaflet distribution

A consultation leaflet would be produced and delivered to all household in the Hull Road and Heworth ward areas. Residents would be asked to complete the questions then send back using their own envelope to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope

The costs assume that a 15% response rate would be achieved [sample size of 1,425]

Action	Cost (£)
Leaflet printing and design [4pg A5 booklet, full colour]	400.00
Leaflet distribution	900.00
Return postage	342.00
Data analysis and tabular report	785.00
Total cost: [Ex VAT]	£2,427.00

4.0 Leaflet as an insert in ward newsletter

A consultation leaflet would be added to the ward newsletters. The respondents would be asked to complete the questions and send back using their own envelope to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope ○ Lower impact as an insert • Next newsletter after the election

The estimated costs, assuming a 10% response rate are as follows:

Action	Cost (£)
Leaflet printing and design [4Pg A5 booklet, full colour]	400.00
Leaflet distribution with ward news letter	315.00
Return postage	342.00
Data analysis and tabular report	785.00
Total cost: [Ex VAT]	£1,842.00

5.0 Questions added to ward newsletter

Subject to member approval, questions could be added to the ward newsletter itself. The residents would be asked to cut out the questions, place in their own envelope and return using a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Reaches all households in Hull Road and Heworth wards 	<ul style="list-style-type: none"> • Lower response rate than postal survey <ul style="list-style-type: none"> ○ Not personalised ○ No opportunity for a reminder letter ○ No return envelope ○ Lower impact as it is an insert • Next newsletter is after the election • Limited space available

The costs, assuming a 5% response rate [475 questionnaires] would be as follows:

Action	Cost (£)
Return postage	114.00
Data analysis and tabular report	500.00
Total cost: [EX VAT]	£614.00

6.0 Online survey

A questionnaire would be added to the council's Consultation Finder website. A cost would not be incurred. However, if detailed analysis of subgroups is required, a research agency would charge approximately £150.00.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost • Speed 	<ul style="list-style-type: none"> • Low response rate (estimated sample 100) • Publicity needed • Excludes those without internet access

7.0 Leaflets in libraries

Consultation leaflets would be made available in libraries for residents to complete and send back to a free post address.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Cost 	<ul style="list-style-type: none"> • Low response rate • Publicity needed • Excludes those who do not use libraries

Printing and return postage costs would be incurred.

8.0 Focus group discussions

Residents in the area would be invited to a focus group discussion lasting approximately 1.5 hours. There would be around ten respondents in each group.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Can discuss issues in more detail with residents and understand the reasons for their views. 	<ul style="list-style-type: none"> • Small sample size

For a research agency to conduct four focus group discussions the cost would be approximately £4600.00. However, if the groups were to be conducted in house by the Market Research Team the cost would be:

Action	Cost (£)
Recruitment (postage and telephone)	200.00
Venue hire and refreshments (Hopefully a community centre could be used at a lower cost.)	500.00
Incentive and respondent expenses.	600.00
Total cost: [EX VAT]	£1,300.00

ES 466/1**Tang Hall Area Asset Management Plan****Suggested Structure**

- 1 Purpose of the Plan
 - See attached sheet
 - To only use property that sustains and supports service delivery
 - To deliver Corporate Priorities at a local level
- 2 Information about
 - Tang Hall area
 - Property/land CYC own/use
- 3 What does CYC provide currently?
 - How good is it?
 - i. Repairs
 - ii. Cost
 - iii. Underuse
 - iv. Alternative use
 - v.
 - Gap analysis
- 4 What are the property related needs in Tang Hall?
 - Service AMPs
 - Consultation
- 5 Proposals for improvements/changes
 - Criteria
 - Priorities
 - Look at partnerships for provision
- 6 Funding
 - Internal
 - External
- 7 Action plan/timetable

Pdc/22207/tanghallampstructure

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Scrutiny Management Committee

18 June 2006

The Transparent Formulation of Council Policy

Summary

1. As a result of a previously completed scrutiny review on Confidentiality & Transparency a recommendation was made and subsequently approved by Scrutiny Management Committee that a future scrutiny review be undertaken to examine the transparency of the activity which precedes the formulation of council policy. The Executive referred this recommendation back to SMC asking them to consider whether they wish to proceed with a review.

Background

2. The Confidentiality & Transparency Scrutiny Ad-hoc Panel concluded that the theme of transparency of process had emerged consistently in their consideration of the Council's relationship with its immediate stakeholders. Their final report described a perceived need to unify the manner in which the Council conducted its business, through the public adoption of a well-constructed value system, against which its policies and procedures could be measured by Members, officers and members of the public. The Panel concluded that problems of probity started at a small scale, but could spread, if unchecked, to engulf a whole organisation. For that reason, 'eternal vigilance' should to be practised as to the integrity of process, and the Standards Committee's proposed Ethical Audit of Council activity in York was welcomed.
3. The final report of the Confidentiality & Transparency Scrutiny Ad-hoc Panel acknowledged that the promotion of transparency would be significantly assisted by the 'e-government' initiative, and the resulting public's electronic access to the work of the Council. It acknowledged the Council's intention to become an authority in which more decision-making was devolved to officers to implement pre-agreed policies, while Members would operate at a strategic level of policy formulation and monitoring. It was agreed that the area of policy formulation was not yet as transparent as that of the decision-making by Members but that this was an area of political sensitivity which was outside the Panel's remit.

Criteria

4. This topic fits with the following eligibility criteria :
 - Public Interest (ie. in terms of both proposals being in the public interest and resident perceptions)

- In keeping with the corporate priority to improve our organisational effectiveness
- Improved service efficiency

Consultation

5. The Corporate Management Team were invited to comment on whether they felt there was a need for and what benefits could be gained from such a review. The following responses were received:

6. Chief Executive

“The recommended Scrutiny topic is a legitimate area of concern and raises fundamentally important issues. However I doubt whether it is of sufficiently high priority, compared with prospective competing demands on scarce Scrutiny time, to take precedence over other areas of potential Scrutiny. another reason for not proceeding with the proposed Scrutiny topic, for now at least, is that we are implementing new political arrangements for the management of business in a balanced Council, which will lead to more transparency, at least between the political groups and it might be an idea to see how they work.

Finally, and most importantly, the four Leaders have jointly commissioned an urgent report on how the Council, among other things, communicates with and consults the public. The Leaders have specifically referred to "extended public consultation", and one of the principles behind the report is achieving greater transparency and consensus. I do not see how the report could avoid tackling the concerns behind the recommended Scrutiny topic. In addition it seems to me that we do need some clear best practice public consultation guidance, drawn up in a Council consultation protocol, which tackles head on the concerns behind the recommended Scrutiny topic. The way public consultation is conducted for the LDF may provide some ideas, particularly how we consult on a wide range of options before deciding on a preferred option. If the report commissioned by the Leaders could propose some consultation best practice for formal adoption by the Council I think you'll find that the case for the Scrutiny topic will have been overtaken by events. My advice to SMC is to wait and see.”

7. Director of Resources

“My view is that with the Forward Plan stretching to at least 4 months, there is ample advance warning of any major forthcoming policy issues/decisions. Members who wish to scrutinise the formulation of policy could use the Forward Plan to identify items that they think are suitable for scrutiny and get SMC to decide. In the absence of this SMC could review the Forward Plan regularly and identify any major policy issues that they think may be worthy of scrutiny. “Therefore, my view is that there isn't a need for such a review and there are no benefits to be gained.”

8. Director of Housing & Adult Social Services

“I'm not convinced that there is a pressing need to review this specific issue. My experience has been that issues relating to policy change are pretty clearly set out in the scheme of delegated authority and that setting policy is a political

issue that goes to the appropriate, constituted body of the council. I would accept that discussions that take place between Chief Officers and Executive Members on potential policy issues are often exploratory in nature and not formally minuted or subject to correspondence but I don't think that is a problem provided the actual decision and the arguments for and against are articulated in a report and taken to a decision making meeting in line with the constitution."

9. Acting Head of Human Resources

"I would see the work that the Corporate Priority Champion is leading on, as key to establishing a set of values and beliefs, which could be used as a building block in our emerging OD framework for the Council. There are various models for applying a value set but a stakeholder model would probably fit our type of organisation and its purpose quite well. The Policy Development Team have previously considered this approach for a corporate approach to policy development. Therefore, a review of this proposed topic could be useful, but it should be scoped, incremental in ambition, and linked wherever possible to the work of the Corporate Priority Champion, whilst acknowledging the governance issues involved and the right of Members, Scrutiny, Standards Committee and others in the democratic process to have a look at it."

10. Head of Legal, Civic & Democratic Services

"Whilst I agree we need to challenge whether we are open and transparent in terms of policy development I'm not sure where developing a 'value system' sits with our published council priorities.

11. I would suggest that the ethical audit that is being undertaken will give us the information we need to establish where there is room for improvement in terms of ensuring that the principles of ethical governance are imbedded in the authority. We will be putting together an action plan which will be informed by the outcome of the audit. In my view this audit will challenge whether there are probity issues that need to be addressed.

12. I would be more than happy to report the outcome of the audit to SMC - I will be taking a report to Standards Committee- and it may be that SMC would prefer to monitor the outcome of the ethical governance audit and the delivery of the action plan rather than undertake a separate review that may duplicate some of what the audit it designed to achieve."

13. Service Improvement Manager (responsible for Policy Development Team)

"The change in administration will have a direct impact on policy formulation and as a result the process of changing policy will be more rigorous and transparent. If a decision is made to carry out this review I would request that the review commence later in the year when new policy officers are in post so that they can be involved in the review and the effects from the change of administration are clear."

14. Mr R. McMeeking – Co-opted Member of Confidentiality & Transparency Ad-hoc Scrutiny Committee

“The process of political dialogue might be usefully illuminated by a Scrutiny study designed to encourage the most effective sources of new and creative thinking, to identify the means by which the thinking can be assimilated into a corporate agenda, and to reflect the extent to which policies respond to clearly articulated local needs and priorities. The extent to which the process of establishing Council policies is transparent would help citizens to understand the ‘direction of travel’ of the Council as an organisation. The local sources of original thinking would be helpful indicators of underlying intentions. There is a distinction between proposals which are objectively sound and appropriate, and those which form part of a broader political agenda. Distinction between the two would be assisted by an understanding of the means by which a policy is:

- fostered by individuals or groups or a Member ‘Champion’
- tried out on a public constituency (ward meetings or talk-about panels)
- adopted by one or more political parties
- established as a local priority
- incorporated in a political agenda or manifesto
- prioritized by the Authority’s Executive.”

15. Also, as Members who influence policy making, a view was sought from the Leader of the Executive, the Shadow Executive Leader and other relevant opposition Members. The following responses were received:

16. Cllr S F Galloway

“My view is that the new processes being discussed by the Leaders, as detailed in the response from the Chief Executive above, effectively pick up this point.”

17. Cllr A D’Agorne

“A review would support both the ethical governance audit and the Leaders’ desire for a review looking at a new approach to city management and devolved decision making arrangements for local communities. It would also help to clarify to the public the process of policy making in the current council make-up, assisting in ensuring greater public confidence and participation in the process.”

18. Cllr J Galvin

“My view is that policies should be developed by the political process in line with political manifestos, and as such I see no merit whatsoever in trying to make such matters transparent. This clearly is the ‘stuff’ of politics and the raison d’etre of political parties.”

Conduct of Review

19. As a co-opted member of the previously completed ad-hoc scrutiny review on Confidentiality & Transparency, Roger McMeeking has suggested that if this new review was to be undertaken, it would be necessary to examine the processes by which Council policies are currently developed, and the sources from which they spring.

20. The following areas could be included for examination:

- Local implementation of the directives of central government (e.g. changes required by the Licensing Act 2004, or the replacement of the Draft Local Plan by the Local Development Framework)
 - Implementation of locally derived political policies (e.g. the adoption of an affordable housing target of 50% in new developments)
 - Initiatives taken or canvassed by individual Members (e.g. support for vulnerable people with issues concerning drugs or alcohol, or the currently proposed policy on Pate de Foie Gras)
 - Initiatives proposed by pressure groups, such as cycling policy, pedestrianisation, heritage policy, or sustainability and environmental policy
 - The Council's own Policy Development Team could be considered an example of how the 'civil service' can be enabled to generate new thinking or new approaches to current issues
 - The Scrutiny process itself is also a source of new thinking, in that the role of Scrutiny Panels is to consider in depth policy issues
 - the routes by which distinctive and forward-looking policies have been developed, such as the Science City initiative, which has led to York being designated as one of only six such centres in the country.
21. More broadly, the Council Plan identifies a Vision, Strategic Objectives, Aims and Priorities for the medium term, together with key deliverables in each main area of activity. The Council Plan is the product of the political process, and provides a measure of its effective implementation.
22. Having regard to the comments above and Mr McMeeking's suggested way forward, it is recognised that any review of this topic would benefit from the involvement of the Corporate Priority Champion and the Head of the Policy Development Team.
23. The issue of costs incurred by carrying out this review would need careful consideration, as a review of this nature would impact on CYC resources across all directorates.

Implications

24. There are no Financial, HR, Equalities, Legal or other implications associated with the recommendation made within this report. If Members choose to reconsider this report either when the outcome of the ethical governance audit is known, or the benefits of the practices introduced by the group leaders have become clearer, information on the implications of proceeding with a review of this topic will need to be sought, particularly in regard to resources.

Risk Management

25. There are no known risks associated with the recommendation made below, but an assessment of the risks will need to be made should this report be reconsidered at a later date.

Recommendation

26. As a review of this topic may duplicate some of what the ethical governance audit is designed to achieve, it is recommended that the review not be pursued at this time. A decision on whether to proceed with a review may be considered at a later date when the outcome of the audit is known and the practices introduced by the group leaders are embedded in the organisation.

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Feasibility Study Approved



Date

8 June 2007

Wards Affected:

All



For further information please contact the author of the report



Scrutiny Management Committee

18 June 2007

Confidentiality in Tendering and High-Risk Procurement – Feasibility Study**Summary**

1. The final report of the former Confidentiality and Transparency Scrutiny Panel was originally considered by the Executive on 17 February 2006. Some of the recommendations therein did not at that time have an appraisal of implications of approving them. Consequently these recommendations were re-considered by the Executive on 13 February 2007.
2. One of these recommendations was in relation to a possible future Scrutiny review, and it was referred back to Scrutiny Management Committee for consideration. Members are now asked to consider if they wish to form an Ad Hoc Scrutiny Sub-Committee to undertake a review of this topic in the current municipal year. This report is a feasibility study which provides information for members to assist them in deciding if there would be any value in undertaking this review.
3. The recommendation reads “That the use of confidentiality in tendering and contracting for high-risk procurement is reconsidered as a topic for scrutiny within two years of the restructure of Property Services”. If it was decided to review this topic then members would need to produce a clear remit for the project which outlines the objectives and scope of the work. There is also the question as to whether this proposed review should relate to procurement relating to Property Services or more generally across the authority.

Criteria

4. Public Interest – there is no evidence that a review of this topic would be in the public interest at this point in time.
5. Corporate Priorities – members might consider that the proposed topic is relevant to the Corporate Priority to “improve efficiency and reduce waste to

free up more resources” although there is no direct evidence to support this.

6. National, local or regional significance – there are implications for procurement in the Government’s Strong and Prosperous Communities White Paper, however these appear to be mainly connected with requirements for local authorities and other public sector bodies to work together and the utilisation of Local Area Agreements. Increased use of technology, the maximisation of efficiencies, collaboration between sectors and the intensification of competition are also issues however there are no requirements regarding confidentiality.
7. Under performance or service dissatisfaction – so far as is known there have been no complaints or other indications of dissatisfaction with the confidentiality of the tendering and contracting procedures.
8. Level of risk – so far as is known there are no risks which could be alleviated by the investigation of this topic.
9. Service efficiency –so far as is known there are no aspects of service efficiency which would benefit from this review being carried out.

Consultation

10. This topic was originally proposed as a result of the findings of the members of the former Confidentiality and Transparency Scrutiny Panel. This report had 48 recommendations in total which meant the assessment of the implications of approving them took longer than would usually be the case. Scrutiny topics are normally sponsored by one or more elected members, however in this case it must be considered to be the collective responsibility of the former Ad Hoc Scrutiny Panel formed to investigate Confidentiality and Transparency in Council services. The former Chairman of this Panel is no longer a member of the Council and is therefore not available to make any comment as to whether there would be any benefit in pursuing this issue any further.
11. The Assistant Director of Resources responsible for Audit and Risk Management is not aware of any problems with confidentiality in any matter regarding procurement . She advises that the new Financial Regulations and Procurement Rules are clear and transparent regarding the process to be followed. Following a European ruling in 2006 contract or tender information cannot be kept private for reasons of commercial confidentiality after the bid and award process has been completed. This means that during the tender period all bids will be treated in confidence, but once it is concluded and the contract awarded all tender and contract information becomes a matter of public record. This means that it can be revealed for a Freedom of Information (FOI) request or committee report and made public.

12. She does not consider that a future Scrutiny Sub-Committee could make any recommendations that would improve these principles or processes as the current situation meets the Council's commercial purposes during the tender process and all FOI and public interests thereafter. She questions why, if members did want to pursue this, it would relate in particular to Property Services? If members felt that confidentiality in procurement was an issue should this apply to all contract types regardless of where they originate from?
13. The Assistant Director of Resources was also asked for an estimate of how much staff time this review would be likely to take up as well as any other likely financial implications as well as the opportunity costs of the staff time being used for this project. At the time of writing no reply has yet been received.
14. The recommendation refers to this Scrutiny topic being considered within two years of the completion of the restructure of Property Services. It is not clear exactly what the relevance of this is, however members may be interested to know that this restructure took place in April 2005.
15. It is normal practice to ask the relevant Executive Member for his/her opinion on the feasibility of carrying out a proposed Scrutiny review. The Executive Member for Corporate Services was asked for comments, but unfortunately he ceased to be a member of this authority before he was able to reply.
16. In July 2005 the former Resources Scrutiny Board produced a report on Sustainability and Social Responsibility in Procurement. The recommendations of this report informed the consultation process for the Council's Corporate Procurement Strategy. The Assistant Director of Resources (Audit and Risk Management) updated members of that Board on the progress of the Corporate Procurement strategy in February 2006.
17. It was reported at that time that work on the corporate procurement strategy had been put on hold to await the outcome of the restructure of the Chief Executive's Department, the Comprehensive Performance Assessment (CPA) findings relating to the use of resources and developments in the Gershon efficiency agenda. The CPA review had concluded that there were significant improvements in the practice of procurement but that there was still a lack of an adequate competition policy and a policy framework around strategic procurement, setting down whether the authority was going to be a provider, commissioner or a mix of both. The corporate procurement strategy would be reviewed in the light of these developments and would take account of the recommendations from the scrutiny work.

Conduct of Review

18. If this review was to go ahead it would require the support of the Assistant Director of Resources responsible for Audit and Risk Management and her colleagues, in particular the Procurement team. These officers have a heavy work commitment over the next 12 months, for example the Corporate Procurement Strategy and Handbook, the Procurement Guidance Manual for Practitioners, implementation of the Supplier Contract Management System, management of the new Strategic Procurement Programme, management of the new corporate contracts Management Portfolio, management of budget savings for procurement and a wholesale review of procurement functions across the Council. This is all in addition to the everyday duties of this team of providing advice, guidance, support, compliance work, EU returns, remedial actions etc for officers, senior managers and members. The Assistant Director has made it clear that they are unlikely to be able to support this review during the current municipal year, possibly not until 2008/9 at the earliest.

Implications

19. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation other than those mentioned in 17 above. The Assistant Director has been asked for an estimate of the costs of supplying the resources to service this review.

Risk Management

20. In compliance with the Council's risk management strategy, there are no known risks associated with the recommendations of this report.

Recommendation

21. Members are recommended not to form an Ad-Hoc Scrutiny Sub-Committee to consider "the use of confidentiality in tendering and contracting for high-risk procurement".

Reasons

- There is no evidence that the proposed topic meets the agreed eligibility criteria for scrutiny reviews
- There is no evidence that the proposed topic is in the public interest or that there is demand from residents for it to be examined.
- The necessary support from professional officers would not be available at the present time without considerable disruption to their planned programme of work.

- There is no evidence that carrying out this review could lead to recommendations which, if accepted by the Executive, could lead to significant improvements in the Council's services.

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**Feasibility Study
Approved**

Date *Insert Date*

Specialist Implications Officer(s)

None

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

All

For further information please contact the author of the report

Background Papers: None

Annexes: None

