



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, 23 July 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 - 4)

To approve and sign the Minutes of the meeting held on 16 June 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 20 June 2007 at 5 pm.

4. Sale of the Barbican and swimming facilities in York– Feasibility Study (Pages 5 - 22)

Members are asked to consider a feasibility report in relation to a scrutiny topic on the sale of the Barbican and swimming facilities in York.

5. Final Report on Area Asset Management Plan (Tanghall) Scrutiny Review (Pages 23 - 38)

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

6. Update on Implementation of Recommendations of Previous Scrutiny Reviews (Pages 39 - 92)

This report provides Members with update information on the implementation of all outstanding recommendations made as a result of all completed scrutiny reviews since 2004.

7. Any other business which the Chair decides is 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
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Contact details are set out above.

City of York Council

Committee Minutes

MEETING	SCRUTINY MANAGEMENT COMMITTEE
DATE	18 JUNE 2007
PRESENT	COUNCILLORS GALVIN (CHAIR), BLANCHARD (VICE-CHAIR), KIRK, MOORE, SIMPSON-LAING, SCOTT, TAYLOR AND R WATSON
IN ATTENDANCE	COUNCILLOR PIERCE

1. DECLARATIONS OF INTEREST

The Chair invited Members to declare any interests they might have in the business of the meeting. No declarations of interest were made.

2. MINUTES

The minutes of the last meeting held on 23 April 2007 were agreed and signed as a correct record.

3. PUBLIC PARTICIPATION

The Chair reported that no registrations to speak had been received under the Council's public participation scheme.

4. OVERVIEW OF WORK COMPLETED BY SCRUTINY SINCE 2004

Members considered a report which detailed the scrutiny work completed since 2004.

Members commented on the findings from the scrutiny review of resources for policing which was completed in April 2005. In regard to North Yorkshire Police budgets being split equally across their three zones despite the fact that the majority of crime took place in the central area, Members asked that the issue be taken up again now that a new Chief Constable was in place. Members asked that the Chief Executive check the present situation and provide an update.

RESOLVED: That the report be noted and that the Chief Executive provide an update on the current formula for apportioning the budget of North Yorkshire Police.

5. APPOINTMENT OF CHAIRS & VICE-CHAIRS TO CURRENT AD-HOC SCRUTINY COMMITTEES

Members considered a report which detailed the membership of the current Ad-hoc Scrutiny Committees and asked them to appoint the Chairs and Vice-Chairs of each.

RESOLVED: That the following Members be appointed as follows:

Traffic Congestion Ad-hoc Scrutiny Committee

Chair - Cllr D Merrett Vice-Chair - Cllr B Hudson

Highways Maintenance & PFI (Part B) Ad-hoc Scrutiny Committee

Chair - Cllr R Moore Vice-Chair - Cllr T Simpson-Laing

6. UPDATE ON THE IMPLEMENTATION OF THE RECOMMENDATIONS OF THE CYCLING REVIEW

Members considered a report which gave an update on the implementation of the recommendations made in relation to a previously completed scrutiny review on 'Cycling Policy and Provision of Facilities'.

With regard to gaps in the network, officers from City Strategy provided information on some of the areas where gaps in cycle lanes had been filled totalling a 1km increase in on-road provision and 8km of off-road provision. Officers also identified some that were currently being investigated. Members queried if any advisory on-road cycle lanes had been converted to mandatory lanes since the recommendations had been approved.

With the permission of the Chair, Cllr Merrett addressed the committee to ask why nearly three years later there had been no significant changes made in line with the approved recommendations and asked officers to clarify what impact if any, the recommendations had made. Cllr Merrett commented that the gaps officers listed as having been filled were not those identified as a result of the review but those which were already included in the capital programme at the time.

As a result of the comments made, Members requested a list of those gaps identified by the scrutiny review that were scheduled to be filled as part of the current capital programme. Members also requested clarification on the anomaly between Policy C3 and Policy C5 of the Cycling Strategy.

Due to the number of queries raised by Members, it was agreed that the agenda item be deferred so that officers could provide a full written response.

RESOLVED: That the agenda item be deferred to the next meeting of SMC to receive further information on those recommendations still not fully implemented.

7. FINAL REPORT ON AREA ASSET MANAGEMENT PLAN (TANGHALL) SCRUTINY REVIEW

Members considered the final report of the Tang Hall Asset Management Plan Ad-hoc Scrutiny Committee. Members noted that the review had used Tang Hall as a pilot area for investigating the preparation of an Area Asset Management Plan. As a result, some useful information had been gathered on the use of council owned land in the area which could inform any future Asset Management Plan produced for Tang Hall. The final report provided a series of recommendations relating to the objectives of the review and Members were informed that the pilot Asset Management Plan was due to be reported on at the end of July 2007.

RESOLVED: That consideration of the final report be deferred until the next meeting of SMC so that an update on the pilot Asset Management Plan could be received at the same time.

8. THE TRANSPARENT FORMULATION OF COUNCIL POLICY

Members considered a feasibility report on the topic of 'The Transparent Formulation of Council Policy'.

Members commented that the formulation of policy was the responsibility of individual political groups when agreeing their manifestos and therefore it did not require transparency.

Members also noted that if the review were undertaken at this time it could lead to the duplication of work currently in progress as part of the ethical governance audit.

RESOLVED: That the review not be pursued at this time and that any future decision on whether to proceed with the review be deferred until the outcome of the audit was known and the new practices being introduced by the group leaders were embedded in the organisation

9. FEASIBILITY REPORT ON CONFIDENTIALITY IN TENDERING & HIGH RISK PROCUREMENT

Members considered a feasibility report on the topic of 'Confidentiality in Tendering & High-Risk Procurement'.

As a Member of the previous ad-hoc scrutiny committee which had suggested this topic, Cllr Moore clarified that the suggested review was not designed specifically to look at procurement in Property Services. At the time of recommending the review be undertaken, a restructure of Property services was due to commence. As this area was responsible for a high percentage of the council's confidential tendering and high-risk procurement, it was recognised that the review could only be thorough if this area was included and therefore it was agreed that the review should

not commence before the restructure was complete to allow all procurement across the council to be looked at.

Members noted that the CPA process was due for completion later in the year and that the outcome could inform a review of this nature.

RESOLVED: That a decision on carrying out a review of confidential tendering and high-risk procurement be deferred for one year to allow time for completion of the CPA processes

Cllr Galvin, Chair

[The meeting started at 5.00 pm and finished at 6.25 pm].



Scrutiny Management Committee

23 July 2007

Sale of the Barbican and swimming facilities in York– Feasibility Study**Summary**

1. In June 2007 Cllr Joe Watt registered a proposed new scrutiny topic regarding the sale of the barbican and the subsequent development of swimming facilities in York. A copy of the topic registration form is enclosed at Annex A.
2. A similar scrutiny proposal was registered in April 2006 by Cllr Janet Looker. However in the same month Cllr Looker had also put a motion to Council requesting that Council set up an Ad-hoc Scrutiny Committee. The motion, including an amendment from Cllr Andrew d’Agorne, was not approved. The effect of this decision was that the scrutiny topic was deemed to have been turned down before it was discussed by Scrutiny Management Committee.

Criteria

3. Public Interest – there is evidence that complaints were made about the sale of the Barbican and also there was considerable media interest in the past. Members must consider whether or not there is still strong public interest in the subject.
4. Corporate Priorities – members might consider that the proposed topic is relevant to the Corporate Priority to “improve the health and lifestyles of the people who live in York , in particular among groups whose level of health is the poorest”.
5. National, local or regional significance – the provision of leisure facilities can be considered to be of local and regional significance.
6. Under performance or service dissatisfaction – there are concerns about the provision of swimming and leisure facilities in the city.
7. Level of risk – so far as is known there are no risks which could be alleviated by the investigation of this topic, other than the possibility of seeking to avoid

costly delays being incurred in similar projects. There may be view that the delay in completing the sale and the costs of legal fees were a risk at the time, as might have been the sale of the Kent Street site.

8. Service efficiency –so far as is known there are no aspects of service efficiency which would benefit from this review being carried out.

Consultation

9. Political group leaders and relevant officers were asked to comment on the feasibility of carrying out this scrutiny review.
10. The leader of the Liberal Democrat Group was concerned that reprising all the events of a project that started seven years ago would be extremely time consuming. He thought that officer time spent on this might be to the detriment of other work – including the review on swimming and leisure and the implementation of the pools modernisation and replacement programme. The scope of this report on the Leisure Facilities Strategy can be seen at Annex B.
11. He suggested that the District Auditor’s report of 2006 and a summary of the sequence of events might enable the proposing member to clarify exactly what he would like to be reviewed. A copy of the District Auditor’s report can be seen at Annex C.
12. The Leader of Labour Group was worried that this scrutiny review would duplicate work that is currently in progress as part of the leisure and swimming review. He also mentioned the District Auditor’s report and states that this did not have any issues over the sale. He was of the opinion that this topic may now be past its “sell-by date”.
13. The Leader of the Conservative Group supports carrying out this review as a way of finally drawing a line under the entire Barbican project. He commented that the review of swimming and leisure facilities will take place in the future and therefore will not answer the questions being asked now about the Barbican site.
14. In his opinion the only duplication of work would be over the consideration of the District Auditor’s report but he suggests considering evidence brought forward at that time.
15. Cllr Andy d’Agorne, Leader of the Green Group, did not think that anything useful in terms of performance improvement could emerge from carrying out this scrutiny review. He was not sure that anything new could be learned from the process.
- 16.** Charlie Croft, Assistant Director for Lifelong Learning and Leisure considers that the proposal met all of the criteria for scrutiny review. However he points

out that the request to look at the decisions that have been made about the Barbican since 2003 have been extensively covered already. The process and reporting of the decisions made have been in the public domain via various Executive Reports, the High Court and the District Auditor.

17. He also emphasised that the request to review current and future provision would overlap directly with the work on the Leisure Facilities Strategy Review which is due to be considered by the executive in the near future. This would not necessarily require a great deal of extra work, but would cause a confusion of processes for the same subject matter to be reviewed in two forums at the same time.

Conduct of Review

18. This scrutiny topic registration is requesting review of the decision making processes that led to the sale of the Barbican site and whether it achieved value for money plus reviewing swimming and leisure facilities in York.
19. This suggests that any review could be carried out in two parts – Part 1 to relate to the past history of the Barbican site and Part 2 to relate to the present and future leisure facilities in the city

Implications

20. There are no known financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications associated with this recommendation other than the estimate of the Assistant Director (Lifelong Learning and Leisure) who considers that to bring the whole history together in a single narrative would take around ten hours. This would mainly be the responsibility of Property Services staff so the head of Property Services may have a different opinion. There would also be the time taken to prepare for and attend meetings of an Ad-hoc Scrutiny Sub-Committee if it was formed. The Head of Property Services has been asked to attend this meeting to inform members about any other resource implications which he is aware of.

Risk Management

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

Recommendation

22. On balance, based on the evidence presented, members are advised not to proceed with this scrutiny review.

23. However, if members wish to proceed it would be advisable to focus on:

The key learning points which can be gained from the decision making process which led to the sale of the Barbican site. Whether or not there is anything to be learned which would inform the way any future development of a similar size and nature should be handled.

Contact Details

Author:

Barbara Boyce
Scrutiny Officer

Chief Officer Responsible for the report:

Suzan Hemingway
Head of Legal, Civic and Democratic Services

**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:

Annex A – Scrutiny Topic Registration Form

Annex B – Scope of Leisure Facilities

Annex C – Review District Auditor’s Report dated August 2006

Topic no 142

Scrutiny topic registration form

Fields marked with an asterisk * are required.

* Proposed topic: The sale of the Barbican and subsequent development of swimming facilities in York.

* Councillor registering the topic Watt - Councillor Joe Watt

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess the following key elements to the success of any scrutiny review:

How a review should best be undertaken given the subject

Who needs to be involved

What should be looked at

By when it should be achieved; and

Why we are doing it ?

Please describe how the proposed topic fits with 3 of the eligibility criteria attached.

	Policy Yes? Development & Review		Service Improvement & Delivery	Accountability of Executive Decisions
Public Interest (i.e. in terms of both proposals being in the public interest and resident perceptions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Under Performance / Service Dissatisfaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In keeping with corporate priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Service Efficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Set out briefly the purpose of any scrutiny review of your proposed topic. What do you think it should achieve?

1. Review the performance of the Executive since May 2003 to determine if the sale of the Barbican represented 'Best Value for Money'.
2. Identify why York does not have a competition standard swimming pool.

3. Review current and future swimming pool provision in York to determine if it is sufficient for the City's needs and meets the requirements of the 'Leisure Facilities Strategy'.
4. Examine proposed swimming pool locations to determine if these best meet the needs of York citizens.
5. To consider if the administration was reckless or took too high a risk when, in May 2003, it initiated a consultation process leading to its adopting a community pool option, which promised greater development of the area.

* Please explain briefly what you think any scrutiny review of your proposed topic should cover.

1. The administration's decision process since May 2003.
2. Whether best value for money was achieved.
3. The overall provision of swimming facilities in York.
4. The accessibility of swimming facilities in York.
5. The need for a swimming pool in proximity to the City Centre.
6. Whether York will have sufficient 'Competition Standard' swimming facilities - particularly in the run-up to the 2012 Olympics.
7. The degree of risk taken by the incoming administration in May 2003 by changing the previous administration's plans for the barbican sale.
8. Whether the decisions taken by the administration resulted in the loss of revenue and a competition standard pool to the citizens of York.

* Please indicate which other Councils, partners or external services could, in your opinion, participate in the review, saying why.

Nil

* Explain briefly how, in your opinion, such a review might be most efficiently undertaken?

By the Scrutiny Committee: 1. Questioning the key Executives and council officers involved. 2. Examining pertinent reports and meeting minutes.

Estimate the timescale for completion.

- 1-3 months
- 3-6 months
- 6-9 months

Support documents or other useful information

Date submitted: Friday, 22nd June, 2007, 9.07 pm

Submitted by: Councillor Joe Watt

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Annex B

Proposed scope of report on the Leisure Facilities Strategy

1. To give the policy context and background to the facilities strategy:

- The Council's commitment to increasing participation in active lifestyles – key targets, e.g. LPSA2 and LAA
- The role of leisure facilities in promoting participation
- Management of current property assets, their condition, suitability and fitness for purpose in supporting the strategy
- The objectives of the original strategy to renew the facilities
- A vision for the Council's leisure facilities – what needs they should provide for and what they should be like
- To consider the opportunities for the integration of services and the development of partnerships in pursuit of efficiencies

2. Needs analysis:

- Supply and demand analysis – what the planning model shows that York currently needs in terms of total water space and where it should be located and how provided
- Specific swimming needs – what needs the city's sport and active leisure strategy suggests should be accommodated, for example in terms of club development, lesson programmes, school swimming, competitions
- What users want – resume of previous consultation exercises

3. Summary of current position:

- Planned work at Yearsley
- Developing plans for the York High site
- The long-term position with Waterworld (leased to Cannons to 2012)
- User numbers and current running costs for the facilities
- Private sector provision

4. Strategic Options:

- With the current Yearsley and York High schemes going ahead, focus on how the city's remaining 12 x 25m lanes deficit can most realistically and effectively be addressed
- Examine the University partnership proposal
- Examination of other potential sites for a pool – city centre, school sites, major development sites etc
- Examination of other partnership possibilities
- Other longer term options and models of delivery

5. Costs:

- Examination of potential capital costs of the various options
- Examination of potential management models – how do we create a sustainable

6. Funding:

- The Barbican receipt
- Other funding issues:
 - Non availability of lottery funding
 - Potential for site disposals
 - Potential for development gain
 - Private sector finance

7. Conclusions:

- Recommendations
- Timescales

Charlie Croft
Assistant Director (Lifelong Learning and Culture)
12th June 2007

Arrangements for the Disposal of the Barbican

City of York Council

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Background and introduction

- 1 In 2000, the Council undertook a Best Value Review of leisure facilities which highlighted the continued importance of swimming provision to the achievement of corporate objectives. In August 2001 the tendering arrangements began for the Barbican site, with the requirement for:
 - a pool to remain on site; and
 - the auditorium to be refurbished, managed and made available for specified events.
- 2 After an appraisal process based on the achievement of these objectives a report went to the Member Panel recommending selecting the Barbican Venture as the preferred developer on 31 October 2002. This included:
 - £750,000 capital receipt for the auditorium, which is to be refurbished and run at nil subsidy;
 - £4.125 million receipt for the remainder of the site; and
 - a new pool.
- 3 Following legal advice in December 2003 the Council took responsibility for the development of the pool and a higher capital receipt of £10.33 million was agreed with Barbican Venture.
- 4 In February 2004, the Council agreed to separate the Conditional Development Agreements with Barbican Venture for the auditorium and main development. A conditional contract was signed with Absolute Leisure Ltd in January 2006 and they now occupy the site on a short-term lease. The Council is currently finalising a revised deal with Barbican Venture for the remainder of the site, which is due to be signed in the near future. The current proposed deal involves:
 - no pool provision; and
 - a receipt of £7.862 million.
- 5 Section 123 of the Local government Act 1972 provides that '*a principal Council may dispose of land held by them in any manner they wish*', but that '*except with the consent of the Secretary of State a Council shall not dispose of land under this section ...for a consideration less than the best that can reasonably be obtained.*' A key principle established in case law is that the commercial value of the land represents best consideration.

Objectives and scope

- 6 The objectives of our review were to assess the Council's arrangements to:
 - secure best consideration;
 - ensure appropriate governance controls are maintained; and
 - manage the impact on service delivery.
- 7 During the course of our work a number of electors have contacted us and provided us with information. We have taken account of the information they have provided which is relevant to our external audit responsibilities.

Audit approach

- 8 Our work included:
 - discussion with senior officers;
 - reviewing reports to Members dating back to the inception of the project in 2000; and
 - auditing supporting information.
- 9 During the audit we obtained our own legal and technical advice to complement the work of the local audit team.

Main conclusions

- 10 The project to dispose of the Barbican site has been lengthy. The nature of the current deal is different from the requirements contained within the original tender in two significant aspects:
- the disposal of the auditorium has been separated from the rest of the site; and
 - the requirement to include the provision of leisure facilities on the site has been removed.
- 11 As a consequence of a change in requirements, and the time taken to progress the project, the value to be received for the site has fallen from £10.3 million to £7.9 million. To ensure the continued achievement of best consideration the Council has:
- undertaken an initial market testing exercise, which led to the selection of Barbican Venture as preferred partner;
 - obtained an independent professional valuation for the auditorium equipment in January 2006;
 - obtained an independent professional valuation for the car park and hotel site; and
 - reviewed the arrangements by Barbican Venture to remarket the site in December 2005.
- 12 We note that the requirement to comply with s123 of the 1972 Local Government Act has not been set out to Members in project progress reports.
- 13 Our audit of the Council's controls over the process to select a preferred partner has not identified any significant weaknesses:
- clear assessment criteria were established in relation to the objectives of the project;
 - each tender was scored and evaluated against these criteria;
 - the processes were documented; and
 - timely reporting of progress was reported to Members for decision making, and these reports were made publicly available.
- 14 The Council has not, however, defined the what level of variation in either the requirements of the project or the value offered by the partner, would require a retendering exercise, and whether the preferred partner would be able to challenge any retendering in law.

- 15 The original objective of the project to dispose of the Barbican was to support the improved provision of sports facilities in the City. Our review of the Council's arrangements to ensure continued service provision through the project and to achieve this objective has not highlighted any significant weaknesses. However, there are opportunities for the Council to improve the clarity of how the objectives are expressed and how success will be assessed.

Recommendations	
<i>R1</i>	<i>Establish adequate arrangements to inform members of the legal framework within which decision are taken.</i>
<i>R2</i>	<i>Clarify the legal status of the preferred partner in future transactions and establish controls over the variations that will generate a review of the continued validity of the agreement.</i>
<i>R3</i>	<i>Ensure that the objectives of projects and significant transactions are clearly articulated, allowing them to drive decision making and for success to be evaluated.</i>

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Scrutiny Management Committee

23 July 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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Suzan Hemingway
Head of Civic, Democratic and Legal Services

**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

23 July 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 an update on the implementation of recommendations made as a result of the reviews completed since 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. To date, SMC have only looked at one of the remaining reviews. This was in relation to the 'Cycling Policy and Provision of Facilities' and this was as a result of a request from Members of the ad-hoc scrutiny committee set up to look at 'Traffic Congestion in York', as they recognised that the implementation of those recommendations 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 last submitted an update on the implementation of the recommendations for the outstanding reviews in February 2007 – see Annex A attached.

Options

5. For each of the remaining reviews, Members can:
 - a. Sign off those individual recommendations where implementation has been completed, and request further updates to clarify any outstanding recommendations, or;

- b. Agree to receive no further updates

Analysis

- 6. At the meeting of SMC on 18 June 2007, Members received an update on the scrutiny review of 'Cycling Policy & Provision of Facilities', which raised a number of queries and Members requested that officers attend the next meeting of SMC to provide a response.

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:
 - i) note the contents of this report
 - ii) decide if they wish to carry on receiving updates on these remaining reviews
 - iii) if they do want to receive further updates, agree which review they would like to look at next

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

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01904 552001

Report Approved

Date 13 July 2007

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes

Annex A - Summary of all reviews completed since June 2004

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Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)	1	<p>a) That the appeal and potential benefits of a large 'flagship' retailer in York are acknowledged as a valuable addition to the stores that York already has.</p> <p>b) That future efforts to develop this type of retailer are supported, if it is viable to do so in view of the other issues that must be taken into account when any such large scale development is proposed.</p>	<p>New brand retailers are coming to the City. H & M, Zara, New Look, etc. have all recently established in York in new developments such as Spurriergate. It is considered that the location of a flagship retailer would attract further investment of this kind since shoppers seek key brand names for destination shopping.</p> <p>Planning Officers are in meetings with the land owners Land Securities and are currently discussing their principles and how this fits into the Development Brief and the LDF process. Further consultation with Castle Piccadilly Reference Group will be needed to develop the Castle Piccadilly Area which is the most suitable area to locate a flagship retailer.</p>
	2	<p>a) That the appeal and potential benefits of a primarily food selling retailer in York city centre are acknowledged.</p> <p>b) That future efforts to develop this type of retailer are supported, providing the other planning requirements that must be taken into account for such developments can be satisfied.</p> <p>c) That a large, non-specialist food retailer be sought for the city centre, to serve a broad customer base</p>	<p>The Foss Islands site is currently being cleared and preparation work is underway to develop a new Morrison's Food Store. This</p>
	3	<p>a) That the uniqueness and diversity of York's shops is acknowledged as a particularly appealing aspect of shopping in the city.</p> <p>b) That efforts to promote the city as a shopping venue emphasise this uniqueness.</p> <p>c) That council officers look into how the council's planning powers could be used to encourage new stores to design their shop fronts, so that wherever possible they compliment the architecture and character of the building and street they occupy</p>	<p>See 4 a) below</p> <p>See 4 a) below</p> <p>National planning policy applies PPG 15 Historic Environment , Good design in historic locations. Local policy is also enforced - Shop Frontage in Historic Locations HE6 "Planning permission will be only granted for new, or alterations too the existing shop front in conservation areas or listed buildings where the propose design preserves or enhances the character of the area or building. "</p>

Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)	4	a) That the uniqueness of many of York's shops and of some of the events that the city stages (and has the potential to stage in the future) are recognised as a key attraction and selling point of the city. b) That efforts to promote these unique shops and events are supported and encouraged, particularly in terms of raising York's profile as a centre for certain specialist interests. c) That the success of specialist market events is acknowledged and more widely encouraged	Shopping is featured in the Official York Visitor Guide and on www.visitork.org website. Regarding events there is a specific City of Festivals website and events and evening activities are featured in the visitor guide and website. Unique independent shops are promoted through the Shopping Trails leaflet which is purpose designed to highlight the diversity of independent shops in the city. Other information can be found on the Visit York website. The City Centre Office have a City Centre Events Strategy which highlights the importance of Specialists Markets to York's visitor offer. As an example the Yuletide York promotion in 2006 featured York's biggest ever selection of specialist pre-christmas markets, show-cased in the Yuletide York 2006 promotion.
	5	That the detailed review of the methods in place to raise awareness of which shops there are in York and where these are based is conducted and that this should include a specific focus on improving: i) Signage in and around the city centre. ii) Information that raises awareness about the diversity of shops in York and where these are based.	See below: Signage and banners are used to showcase the City festivals, however more could be done to improve signage in the City Centre itself. This is currently being reviewed. See Section 4a)
	6	That a detailed review is conducted of York's city centre toilet facilities with a view to considerably improving these facilities. This review should include in its considerations:- i) How to improve the cleanliness and hygiene of the toilets. ii) Reviewing the number and location of toilets including a review of the distribution of users. iii) How to fund improvements to toilets – considering charging for usage on the provision that money made is invested in improving and maintaining facilities.	A detailed review of City Centre Public Toilet provision is to be carried out in the 2007/08 financial year. This review will address points i) to v). The toilets in Parliament Square are to be relocated to a new, purpose built-facility which will address some of these issues in the

Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)		iv) Staffing – whether any money made from charging for toilets could be invested in staffing the toilets to maintain their upkeep and safety. v) Signage for toilets, including disabled toilets	
	7	a) That officers carry out a detailed review of boarded-up shops and devise and initiate a system for monitoring the number of boarded-up shops in any given street or area in the city centre. b) That officers consider how to reduce the negative appearance of such shops when a build-up of them is identified. These considerations should include looking at the viability of open shops using unoccupied shops for additional window space	50 of the 1100 Retail units in the City centre are vacant as of January 2007. This number is a significant reduction on the 2004 figure of 80 premises. This number allows for choice and churn of retail location and development. This is being explored as a possible initiative should a build-up occur. At the current level of 4.5% , it is not likely that owners would release window space in a market which may mean the shop is only unlet for a short period.
	8	a) That efforts to improve and then maintain the appearance of the city centre by reducing rubbish are fully supported and encouraged to continue. b) That initiatives to improve the appearance of the city centre incorporate considerations of how the effective usage of bins can be maximised, particularly in terms of using bins that have ash trays in areas where large numbers of smokers are likely to be concentrated. c) That an adequate programme of repair and replacement of litter bins is put in to place	These three recommendations are being addressed as part of the ongoing review of Street Scene services.
	9	a) That art in York (in a diversity of forms) is recognised as a valuable way of adding to the attractiveness of the city centre and interest in it.	Initiatives such as the Renaissance project and recently the Illuminating York project have both been successful in encouraging art in to the City Centre especially throughout the evening. The Illuminating York project has introduced world-class contemporary art and cutting edge lighting technology in the City . The "Recovered Light" on the east window and the previous years illumination on the west window of the Minster have been the flagship features in the city. The illuminating York trail has led visitors and residents across the city to appreciate different forms of art and is an attempt to attract people in to the City at night time.

Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)		b) That initiatives aimed at bringing more art to the city (where that art adds value and interest to the city's appearance) are supported.	In addition to IlluminateYork we have also carried out research among residents as well as visitors into York's appeal in the evening and would seek to work with retailers and others on developing further a successful evening economy.
	10	a) That the capacity for people to move efficiently and easily around the city centre is recognised as an important factor in helping to make the city appealing to people. b) That support and encouragement is given to initiatives that aim to achieve these goals of efficient, easy movement around the city, initiatives that could include: i) A specific 'city centre shopping' vehicle. The intention would be to examine the use of 'people mover' vehicles made to a sustainable design. ii) Efforts to make it easier for shoppers to transfer larger purchases from one part of the city centre to another (particularly to car parks) and/or via a home delivery service. iii) Efforts to promote York's different shopping venues (the city centre and out of town venues) as opportunities for one large shopping experience, rather than as totally distinct experiences.	 This is being considered as part of the tender process on the new Park and Ride contract. Sustainable Park and Ride services exist that link the city centre to out of town shopping sites; eg 9 to Monks Cross, 7 to the Designer Outlet and service bus 6 to Clifton Moor
	11	That a review of parking charges is fully supported and that this takes into account the following considerations: i) The impact of parking charges on the evening economy.	A major review of parking charges took place in 2004 just before the retail scrutiny committee initially reported. Parking charges are

Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)		ii) How the removal of free 'on street' parking spaces are impacting on the number and type of shoppers in certain areas. iii) How to challenge unrealistically negative perceptions of parking charges in the city centre. iv) The impact of the charges specifically on York's peripheral retail streets	Revised parking charges for evening parking in the streets and car parks were introduced in 2004 providing a £2 evening charge for visitors and £1 charge for residents. See above. See above.
	12	a) That full support is given to initiatives aimed at ensuring that pedestrianisation rules on all relevant York streets are adhered to. b) That every effort is made to ensure people are well informed about what York's pedestrianisation hours are and to which streets they apply	The City Centre Office is operational 7 days per week. Advice and information is given to users of the footstreet area and literature relevant to its regulations is available and offered through the office. The City Centre Office has two dedicated Enforcement Officers that patrol the footstreets 7 days per week. First-hand advice is offered to drivers whilst in the zone as well as 'posted out' to telephone enquirers by way of a 'Footstreets Leaflet' that explains the regulations.
	13	a) That any current or future considerations of potential coach drop-off points in or around York city centre include recognition for the need to try and increase footfall to York's peripheral shopping streets. b) That considerations of changes to, or potential new, bus drop-off points also include recognition of this need. c) That consideration is given to how to encourage visitors to enter the city centre from the railway station via Micklegate, which is a peripheral shopping street.	The Local Transport Plan includes specific recommendations for a review of Coach Drop-off points in the city, in the meantime, new updated Coach Parking information has been published and distributed to coach operators to ensure that they have the most up-to-date information on services in York. York has implemented successful coach parking measures for St Nicholas' Fair (the last Transport planners believe that it would not prove effective in introducing signage to direct pedestrians towards Micklegate unless a new visitor attraction was planned. Should that occur, the situation could be reviewed.
	14	a) That the importance of trying to find innovative and effective ways of raising awareness about events, attractions and specialist shopping areas in the city centre is acknowledged.	See section 4a) Specifically for residents we have the Residents First Weekend which remains the most popular annual event with more visitors than ever. With all major events, information is readily available through local media, libraries, other council offices and
		b) That efforts aimed at raising awareness about events and attractions amongst visitors and residents are supported	

Board and Topic	Rec No.	Recommendations as approved by the Executive on 26 Oct 2004	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: City Centre Retailing (Review Completed June 2004)	15	a) That the need to raise awareness about the location of York's key information points is acknowledged. b) That efforts to address this issue are supported.	We are now at the advance stage of completing the City Centre Map Panels with updated information. Investment in both the Station and the De Grey Rooms Visitor Information Centres has improved customer service and satisfaction. See above.
	16	a) That efforts to build stronger partnerships that recognise the diversity of interests between businesses in the city and City of York Council are recognised as an extremely important way of helping to promote the city and devising strategies which benefit the city's retailers and its prosperity as a whole. b) That partnerships are devised in such a way that they aim to benefit the many different types of retail business in the city. c) That initiatives aiming to build stronger partnerships, with a view to achieving more effective city centre management,	York City Centre Partnership Ltd was launched in October 2005 as an independent company limited by guarantee. There are seven directors, three from the private sector, three from the City Council and one from Yorkshire Forward. The Retail Strategy Group which brings key retailers together with the Leader of the Council and Senior Officers meets three times a year and discusses policies and issues of concern to the retailing community. Representatives are also drawn from streets across the city to form a sixteen-strong Retailers' Forum under the auspices of YCCP. Consultation is underway to investigate the appetite for a Business Improvement District in the City Centre as a fair way of raising additional funding for added-value improvements. See above.
	17	a) That the negative impact that crime, drugs and anti-social behaviour can have on retailing in York is acknowledged. b) That initiatives aiming to tackle these problems are fully supported. c) That future work seeking to examine these problems in more detail and identify possible solutions, is encouraged and supported. d) That further information be sought from the Safer York Partnership and relevant groups on the impact that crime, drugs and anti-social behaviour has on retailing in York.	This is recognised and acknowledged. The Retailers Against Crime in York (RACY) Partnership now has 250 members with a manager and is currently developing enhanced Regular meetings with SYP take place with YCCP to measure the cost of crime and monitor the impact on the retail community.

Scrutiny Comment as of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off

Board and Topic	Rec No.	Recommendations as approved by the Executive on 18 April 2006	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: Drug and Alcohol Anti-social Behaviour (Review Completed in March 2006)	1	The Board urges North Yorkshire Police to consider its support arrangements for dealing with the city centre, including the re-establishment of a city centre office, as a visible presence in the city centre is a key factor in addressing retail crime and anti-social behaviour resulting	NYP have indicated that they are interested in securing a place either in the new public information centre or the new Hungate offices to improve their City Centre contact arrangements with the public.
	2	Given the evidence that a high proportion of incidents of shoplifting are motivated by drug use, the Board recommends that treatment and rehabilitation services for drug users is given a high priority by the Safer York Partnership and Adult Services.	The Executive noted this recommendation and confirmed that any change in the allocation of resources within the Adult Social Services Dept was a matter for the budget round.
	3	That the Executive writes to the Home Office and to local MPs expressing the Council's disappointment that the courts service has not responded to the Scrutiny Board's request for information, and asking them to seek Government action to foster partnership working.	The Chief Executive communicated this and other similar concerns to local MPs and the Home Office
	4	The Board welcomes the development of the City of York Alcohol Strategy but recommends that it specifically addresses the issues of selling alcohol to people who are already drunk and tackling those who are repeatedly drunk and disorderly on the street.	This aspect of enforcement lies with North Yorkshire Police
	5	<p>a) The Board recommends that the comparative data on the incidence of crime and anti-social behaviour inside and outside the saturation zones is made available to the relevant Executive Member and Advisory Panel 12 months after the introduction of the Licensing Act so that its impact can be assessed. To be timed to fit in with the statutory review required by the Licensing Act 2003.</p> <p>b) The Board recommends that officers explore the option of a follow-up survey carried out with local residents and businesses to find out about their experiences of the impact. To be timed to fit in with the statutory review required by the Licensing Act 2003.</p>	<p>A report is to be considered by the Licensing Act 2003 Committee on 2nd February 2007 which contains this data. This is the appropriate forum for it to be considered in accordance with the CYC Delegation scheme The report will also be referred to planning committee in accordance with the statutory guidance to the Licensing Act.</p> <p>The report referred to above includes details of the public consultation carried out. This includes press reports, website survey, direct mailing and residents questionnaires in city centre wards.</p>

Board and Topic	Rec No.	Recommendations as approved by the Executive on 18 April 2006	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: Drug and Alcohol Anti-social Behaviour (Review Completed in March 2006)	6	<p>a) The Board recommends that, as part of the Best Bar None scheme, licensed premises are encouraged to take a tough approach to excessive drinking, in accordance with the regulation not to serve people who are already drunk</p> <p>b) The Board recommends that, as part of the Best Bar None scheme, a training scheme is developed that will ensure all participating premises meet minimum criteria for supporting staff in dealing with drunkenness</p> <p>c) The Board recommends that, as part of the Best Bar None scheme, a publicity campaign is implemented to raise the public's awareness of the law and that it will be enforced.</p>	<p>a) The Best Bar None scheme is a national scheme with nationally set criteria. One of the assessed criteria involves procedures for dealing with drunkardness.</p> <p>b) All premises which sell alcohol must have trained and certificated personnel. All training courses involve dealing with drunkardness</p> <p>c) This has been included in the first years publicity for the scheme. It will be reinforced in subsequent years.</p>
	7	That information is disseminated, through the Licensing and Regulation department, to be displayed in licensed premises and taxis that gives information about alcohol units and contact details of support agencies for people with drug and alcohol problems.	This work has been done in partnership with the PCT, York Alcohol Advisory Service through the York Alcohol Strategy Group. Work includes media campaigns in the press, posters in buses, mailing to major employers for distribution to employees, info in public places such as GP surgeries, dentists, bars, clubs etc. Taxis have not as yet been included.
	8	That the Executive lobbies the Government and local MPs to establish a national Alcohol Arrest Referral Scheme which would result in more opportunities for the treatment of alcohol-related offenders.	See (3) above
	9	That the Executive lobbies the Government and local MPs to request that the negative price differential between alcoholic and soft drinks is addressed in order to	See (3) above
	10	The Board recommends that, as part of the CCTV system upgrade, the Council takes a proactive role in seeking to close key gaps in the system e.g. Rougier Street and Toft Green and encourages businesses and taxi operators in York to contribute to the cost of CCTV cameras in their locality.	This was taken into consideration when negotiations took place in respect of extending and improving the CCTV network
	11	That the issue of domestic abuse related to alcohol use and binge drinking is taken up as a separate scrutiny review.	No topic on this subject matter has been registered for consideration by SMC

Board and Topic	Rec No.	Recommendations as approved by the Executive on 18 April 2006	Update on Implementation of Recommendations as at January 2007
Economic Development and Community Safety Board: Drug and Alcohol Anti-social Behaviour (Review Completed in March 2006)	12	That, as part of the Best Bar None initiative, the confiscation of false identification is mandatory and action is taken against young people who repeatedly try to buy alcohol with false IDs.	This is not part of the The National Best Bar None Scheme so cannot be included as part of that initiative. Licencees have no legal authority to confiscate fake ID's . The North Yorkshire Police are however looking to address the issue of action against underage purchasers.
	13	That the Executive Member for Children's Services and the Safer York Partnership explore the option of ongoing funding being made available for young people to receive accurate information on alcohol units and the effects of alcohol/drug use that is delivered in the most effective learning format for them.	The Executive noted this recommendation and confirmed that any change in the allocation of resources within the Adult Social Services Dept was a matter for the budget round.
<p>Scrutiny Comments of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off</p>			

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 January 2006	Update on Implementation of Recommendations as at January 2007	
Environmental & Sustainability Scrutiny Board - Sustainable Energy Use In Council Buildings: Energy Use, CYC and Display (Review Completed in July 2005)	1	<p>Accepts the 'proposed way forward' outlined in the report, and approves the establishment of a Management framework that includes:</p> <p>i. The identification of an Executive Member with overall responsibility for energy and water management.</p> <p>ii. The identification of the Corporate Landlord (Energy Manager) as the senior officer in the council for energy and water management issues.</p> <p>iii. The creation of an Energy and Water Management Group (EWMG) chaired by the Corporate Landlord (Energy Manager) and comprising appropriate representatives from all Directorates.</p> <p>iv. The identification of partners and agencies that can act as advisors to the Council (EWMG) and provide support to the process when required.</p> <p>v. The adoption of performance indicators that enable the Council's performance to be measured and benchmarked against best practice, both internally and externally to CYC</p> <p>vi. The reporting of the Council's energy and water management performance to members on a regular basis (Appropriate EMAP or Executive) and to the Corporate Asset Management Group (CAMG)</p>	<p>Executive Member with overall responsibility for energy and water management established (Andrew Waller) supported by the Energy Champion (Cllr Vassie)</p> <p>Energy Manager established (Gary Christie) representing the Corporate Landlord</p> <p>EWMG chaired by Gary Christie with representatives from all directorates. Met three times in 2006 tasked with developing energy policy, funding issues, promotional activity, green tariffs etc.</p> <p>Links to the EWMG set up with Energy Advice Centre, Carbon Trust, CREATE, and Energy Efficiency Accreditation Scheme.</p> <p>Nominalised Performance Indicators utilised to identify best practice. Monthly league tables produced to target poorly performing buildings. Performance indicators calculated for the Asset Management Plan.</p> <p>Draft report 'Energy Use in Council Buildings' compiled dated January 2007 with the intention to report to members on policy and strategy through the Executive. On financial investment matters report will be through CAPMOG.</p>	
		2	The EWMG prepare an Energy Policy Statement for the City of York Council	Draft Energy Policy statement prepared through consultation with the EWMG and forms part of draft report 'Energy Use in Council Buildings'
		3	<p>The EWMG prepare an Energy and Water Management Plan in line with the following key principles:</p> <p>i. The key driver to energy and water management is identified as the need to protect the environment in which we live and make a positive contribution to meeting the national and international climate change obligations of the UK.</p>	Draft strategy forms part of the report 'Energy Use in Council Buildings'
				Forms part of the Energy Policy detailed in the report 'Energy Use in Council Buildings'

Board and Topic	Rec No.	Recommendations as approved by the Executive on 6 December 2005	Update on Implementation of Recommendations as at January 2007
Environmental & Sustainability Scrutiny Board - Sustainable Energy Use In Council Buildings: Energy Use, CYC and Display (Review Completed in July 2005)		ii. It is recognised that to deliver the Energy and Water Management Plan, it must be considered within the context of the council's finite financial and human resources.	Forms part of the report 'Energy Use in Council Buildings'
		iii. The Plan is to be developed as a corporate document that recognises and encourages input from all services within the council and in leading by example promotes the City of York Council as the lead agency in the City.	Forms part of the report 'Energy Use in Council Buildings'
		iv. Wherever possible the Council will work with partners and other agencies to investigate and adopt acknowledged best practice within the industry.	Work and consultation with the Energy Advice Centre, Carbon Trust, CREATE and Energy Efficiency Scheme.
	4	Members approve expenditure totalling £7,950 to support the DISPLAY campaign (£7,200) and the annual subscription to Energie Cités (£750), to be funded from council contingencies.	Collection/verification of fuel monitoring data, Site specific improvements identified, printing and publication of Display Posters undertaken as approved expenditure. Membership fees to Energie Cites also maintained. Further buildings to be included in 2007/08.

Scrutiny Comment as of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off until after the Executive has considered the policy on 'Energy Use in Council Buildings'.

Board and Topic	Rec No.	Recommendations as approved by the Executive on 6 December 2005	Update on Implementation of Recommendations as at January 2007
Leisure & Heritage Scrutiny Board: Putting Libraries at the heart of the Community (Review Completed November 2005)	1	The Council will reorganise working arrangements (including the use of self-service technology) to ensure safe and effective working arrangements	Staffing restructure has reduced single staffing. The possibility of self issue is being investigated and costed
	2	The Council will review the core capabilities and skill profiles of all posts	The staffing restructure has provided a radical new structure with new job descriptions for all staff
	3	The Council will clarify the roles and responsibilities of all staff	The staffing restructure clarifies roles and responsibilities of all staff. There will be inductions for all staff in their new roles from April 07
	4	The Council will review recruitment and selection procedures to encourage a wider range of people to apply for vacant posts	This will be investigated in April 07 once the new structure is up and running
	5	The Council will institute staff training in: · Cultural diversity· Working with children and young people· Supporting people's use of ICT· Leadership and management · Supporting lifelong learning· Reader development· Customer focus · Possibility thinking	Cultural diversity training has taken place - delivered through Future Prospects key staff have been on the national leadership course.All staff have taken part in a cultural change programme delivered by Go MAD - which is about business improvement through transformed thinking. future Prospects are delivering stage 2 of IAG training to key staff which will lead to NVQ level 2 in Advice and Guidance. We plan to deliver training to all staff in 07/08 around working with children based on the national programme Their Reading Futures.
	6	The Council will develop a plan to replace the Central Library	A group has been set up with library staff and some critical friends looking at how the space in the central library is used.
	7	The Council will implement the library asset management plan after consultation and when approved by EMAP	We have been successful in securing capital funding in partnership with Adult and Community Education to refurbish and extend Acomb library. We will be putting in a bid to the Big Lottery to refurbish and extend Tang Hall library
	8	The Council will develop a plan to implement the concept of library learning centres	We have been successful in securing capital funding in partnership with Adult and Community Education to refurbish and extend Acomb library. We will be putting in a bid to the Big Lottery to refurbish and extend Tang Hall library
	9	The Council will undertake consultation with users and with the different communities the library serves, both geographic and interest as well as age.	This will happen in 07/08
	10	The council will write a comprehensive stock policy that identifies the gaps in our collections.	This will happen in 07/08

Board and Topic	Rec No.	Recommendations as approved by the Executive on 14 December 2004	Update on Implementation of Recommendations as at January 2007
Leisure & Heritage Scrutiny Board: Putting Libraries at the heart of the Community (Review Completed November 2005)	11	The Council will investigate innovative use of IT – such as RFID technology to improve service delivery.	This will happen in 07/08
	12	The Council will design service delivery around the promotion of reading rather than books.	The new staffing structure sets out staff roles in this area - 07/08 will be about delivering it. Refurbishment at Acomb will incorporate this into the design of the layout
	13	The Council will further develop the partnership with ACE to deliver the concept of library learning centres.	This work is ongoing and fits into the new building at Acomb with both staffs working together
	14	The Council will identify key partners and build strategic partnerships.	We have identified Youth Services as a key partner and we will be developing that relationship. The new structure identifies other key partners and allocates responsibility for building partnerships
	15	The Council will further develop partnership working with other libraries in York	We are a member of York Libraries Forum and will be taking a more active role in 07/08
	16	The Council will put in measures to increase access to the Library Service. This will benefit the City as well as meeting key performance indicators regarding number of visitors and opening hours.	This will happen in 07/08
	17	The Council will demonstrate how the library service can contribute to the Council's 8 corporate aims	This will happen in 07/08 - once the new structure is in place.
Scrutiny Comment: It is recommended that this review is signed off as the update information appears to address all of the agreed actions			

Board and Topic	Rec No.	Recommendations as approved by the Executive on 14 December 2004	Update on Implementation of Recommendations as at January 2007
Leisure & Heritage Scrutiny Board - Access to Archeology (Review Completed October 2004)	1	That the Council should encourage the redrafting of the supplementary planning guidance currently being undertaken by the City Archaeologist and that the Scrutiny Board should be consulted in the process.	A revised date of June 2007 has been set for completion of consultation draft due to work required on Planning Inquiries and major planning applications since July 2005 *
	2	That the Council should develop stronger partnerships with external bodies and organisations in the archaeological field, in order to bid for funding for better public access to existing site records and information	Oxford ArchDigital have been appointed to produce an on-line Historic Environment Record. Provisional go-live date set for April 2007 *
	3	That archaeology and heritage should feature more heavily in the Council's corporate objectives	No progress has been made in this area to date.
	4	That the Council should examine ways of developing a comprehensive heritage strategy in order that both residents and visitors can benefit from York's rich heritage (including above ground historic fabric).	This is a huge venture which may be considered with other related strategies. Cllr Hogg previously raised the issue of a possible scrutiny topic on Cultural Tourism, but to date no topic has been registered
	5	That the Council should examine ways of linking education and heritage more closely in order to take advantage of York's rich heritage within the school curriculum	The Learning City Initiative Forum has been set up for all heritage providers, meetings are held twice a year *
	6	That the City of York Council should examine ways of establishing an education heritage forum in partnership with other stakeholders	Meetings are taking place to address these issues.
	7	That the Council supports the bid for a community archaeologist currently being made by the York Archaeological Trust	Two years completed of 5 year HLF funded project. *
	8	That the Council explore the possibility of future funding for the post of community archaeologist after the initial five years of term (depending upon the success of the bid).	Two years completed of a 5-year HLF funded project. Community Archaeologist Jon Kenny is in post managed by the YAT. Recommended that he be invited to give an update to SMC in Autumn 2007 *
	9	That the Council should make a greater commitment to public access to archaeology in York (in terms of both physical access and information). York should improve its Sites and Monuments Record, making it accessible to the public and allocating sufficient resources to maintain it to a standard commensurate with the city's standing as a heritage site of international importance	Oxford ArchDigital have been appointed to produce an on-line Historic Environment Record. Provisional go-live date set for April 2007 *

Scrutiny Comment: Those recommendations with a * could be signed off as the update information appears to address all of the agreed actions

Board and Topic	Rec No.	Recommendations as approved by the Executive member for Environment & Sustainability on 17 May	Update on Implementation of Recommendations as at January 2007
Commercial Services Scrutiny Board - The cleaning of gullies, gutters, footpaths and back lanes in terraced streets (Review Completed May 2005)	1	<p>In order for the Board to judge the effectiveness of recent changes to the gully cleansing regime Members of the Commercial Services Scrutiny Board wish to receive quarterly reports:</p> <p>i) Showing Any changes in the level of complaints related to gully cleansing with comparative data for the same period prior to the changes being implemented.</p> <p>ii) Such reports should commence upon approval of this report and continue for a period of not less than 1 year.</p>	<p>To be reviewed as part of the Neighbourhood Services restructure and the Neighbourhood Services EMAP.</p> <p>There has been no significant changes in the levels of complaints. A slight downward trend has occurred. 2005 July - December 232 complaints. 2006 July - December 218 complaints.</p> <p>Will be reported 6 monthly as a minimum.</p>
	2	<p>That Commercial Services officers consult with officers in the Neighbourhood Pride Unit to assess the feasibility of informing residents, through Your Ward newsletters, of their role in gully cleansing and placing notice of gully cleansing dates when parked vehicles should be removed before cleansing takes place. This measure should be additional to notice served direct to householders.</p>	<p>It was decided to revisit this issue if extra advance signing did not have the desired effect. To date the placing of large information signs 7 days in advance of the works, at each end of the streets to be cleaned, has reduced the problems with parked cars. It was felt that by publicising the dates too far in advance of the work, residents would forget when the cleaning work was due.</p>
	3	<p>That officers in Commercial Services present jointly drafted reports with officers from Street Environment and presented on a quarterly basis advising Members of:</p> <ul style="list-style-type: none"> ▪ The position in respect of wrongly presented waste in key terraces prior to the introduction of luggage labels ▪ the impact in their view of the introduction of the luggage label system 	<p>To be reviewed as part of the Neighbourhood Services restructure and the Neighbourhood Services EMAP.</p>
	4	<p>The Board consider that the specific issue of improving recycling facilities for terraces should be better addressed and propose the following short term and long term solutions:</p> <p>a) Terraced Streets where the properties have forecourts should be issued with green boxes; subject to service availability.</p> <p>b) The broader issue of recycling and terraced streets should be considered as part of the Boards next scrutiny topic and the Disabled Persons Advisory Group should be key consultees.</p>	<p>The is being covered as part of the waste review. One of the priorities for the Council, headed up by John Goodyear, Assistant Director, Neighbourhood Services as champion.</p> <p>Part of the review. Vehicle access into some streets need further consideration.</p> <p>Part of the review of Neighbourhood Services.</p>

Board and Topic	Rec No.	Recommendations as approved by SMC on 23 October 2005	Update on Implementation of Recommendations
Commercial Services Scrutiny Board - The cleaning of gullies, gutters, footpaths and back lanes in terraced streets (Review Completed May 2005)		c) This recommendation should be included in the plans for the enhanced waste management scheme to be launched this autumn.	The review is schedule to finish by this Autumn and be part of next years budget proposals.
	5	That in terraced streets only, Officers in the waste collection crews should be allowed to collect a minimal amount of side waste where the amount meant is at the discretion of the senior officers within the service. Where side waste exceeds this amount. Officers in the waste collection crews should immediately label the waste as excess and alert Street Environment Officers so that they can remove the waste trace the owners and begin legal enforcement procedures.	The review is considering a standard policy for the whole City.
	6	That the first stage warning letter sent out to residents misrepresenting waste be amended to include a paragraph with wording to the effect, " where relevant, if your household thinks your bin size capacity is too small, you may be eligible for a larger capacity wheeled bin. See (paragraph to be inserted recommending the bin sizes available to residents with a note of number of adults each bin should serve.) Should you require more information about this please contact your Street Environment Officer.	This has been passed to the Street Environment Officers for inclusion.
Scrutiny Comment as of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off until after the review of Neighbourhood Services is completed			

Board and Topic	Rec No.	Recommendations as approved by SMC on 23 October 2005	Update on Implementation of Recommendations
Environmental & Sustainability Scrutiny Board - Take-Aways; Powers of Enforcement (Review Completed October 2005)	1	The Environment and Sustainability Scrutiny Board would welcome the positive contribution that the success of the penalty notice support bid would make to addressing these issues.	
	2	A multi-agency access database containing details about all individual take-away properties should be created. Such details should be in the form of notes on disturbance, environmental health issues, actions taken to ensure compliance etc and updated by licensing, planning, environmental health and the community police as appropriate. This should be maintained to ensure that it remains current	
	3	Under Section 17 of the Crime & Disorder Act 1998 this information could, and should, be shared with North Yorkshire Police. This would allow Police Officers to assist in the collecting of evidence about late-night activities. The Environment and Sustainability Scrutiny Board would welcome the positive contribution that the success of the IT bid would make to addressing these issues.	
	4	That activities be coordinated between all relevant City of York Council Departments (including Street Environment, Environmental Protection Unit, Planning Enforcement and Licensing Officers); especially at the point of determining which enforcement regime would be most effective. Working practices need to be agreed and joint training sessions considered where relevant, to avoid duplication or unwitting interference in each other's cases.	
	5	That the Assistant Director in responsible for the Planning and Enforcement Team be instructed to review risk assessments carried out for all aspects of the officer's duties and to thereafter produce appropriate working practice agreements in consultation with the appropriate Officer In Human Resources.	

Board and Topic	Rec No.	Recommendations as approved by SMC on 23 October 2005	Update on Implementation of Recommendations as of 26 February 2007
Environmental & Sustainability Scrutiny Board - Take-Aways; Powers of Enforcement (Review Completed October 2005)	6	An official vehicle should be available during the day, or close parking provided for the on-call officer's personal vehicle. Council owned transport should be provided if the officer is working a night shift. Both marked and unmarked vehicles should be available, as required; especially for out of hours working.	
	7	That Planning Enforcement Officers be enabled to process their own prosecutions, that at least one Planning Enforcement Officer to undergo formal Court Training in order to support this.	
	8	That an investigation should be undertaken to assess which other officers are able to supplement the Planning Enforcement team.	
	9	Officers should be equipped with the necessary tools to undertake their work. The present level of equipment between departments is variable. Equipment should be assessed to meet the needs of the work and ensure equality of access between equivalent areas of work	
Scrutiny Comment as of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off			

Board and Topic	Rec No.	Recommendations as approved by SMC on 23 October 2005	Update on Implementation of Recommendations as of 26 February 2007
Resources Scrutiny Board - Sustainability & Social Responsibility in Procurement (Review Completed June 2005)	1	<p>As a result of its investigations, the board identified the following key themes that it would want to be reflected in the Corporate Procurement Strategy:</p> <p>i) The board supports the use of local suppliers where possible, in order to acknowledge the importance of keeping jobs and money in the York area</p> <p>ii) The board wishes to highlight the need for a mixed economy of suppliers</p> <p>iii) The board want the use of Fair Trade products to be encouraged, particularly as the Fair Trade mark is the only one that can guarantee to the customer that goods have been fairly traded.</p> <p>iv) The board want ethical suppliers to be encouraged, i.e. suppliers that have policies in place regarding health and safety, trades union membership and environmental issues, although the board recognised that this may not be achievable for smaller supplies</p> <p>v) The board concluded that a cultural change was needed within the Council regarding the voluntary and third sector in order to break down internal barriers to trade. Early consultation with the voluntary and third sector is needed and tendering processes need to be simplified.</p>	<p>These comments and concerns are being addressed through the on-going development of the CPS and other key development work now in hand to address the improvements needed at the Council in respect of procurement policy and practice across the whole organisations. Long term sickness absence and other staffing issues within the Corporate Procurement Team in 06/07 to date have delayed work on the CPS. A revised timetable for this work has been agreed with the Executive Member for Corporate Services following the recent re-structure of procurement functions within Resources. The new team will be in place from 1 April 2007 and work to deliver the strategy will be prioritised with a view to reporting to Members after the May elections. In the meantime a number of the matters raised through the scrutiny review have been addressed in terms of the practical arrangements and processes used for tendering and working with suppliers, including Fair Trade arrangements, the use of pro-forma documentation, standard terms and conditions and pre qualification questionnaires to establish the financial standing and ethical credentials of potential suppliers.</p> <p>In addition the Council's financial regulations and procurement rules have been significantly revised as part of the new Constitution (including all financial thresholds and bandings) and the District Auditor has confirmed they are now consistent with what they would expect to see at a Level 4 (Excellent) authority for CPA assessment purposes.</p>
		vi) The board agreed that cutting costs is not incompatible with sustainable procurement. A key point is that the specification should promote and ensure compliance with the objectives of sustainable procurement	Other key development work now well underway includes: a/ the preparation of a procurement manual for practitioners - this will set out the practical steps commissioning departments will need to go through in procuring supplies and services and be fully referenced to the CPS to ensure local actions and decisions are
		vii) The board felt that the Council should use its influence in organisations of which it is a part, such as the Yorkshire Purchasing Organisation (YPO), to encourage the procurement of sustainable and Fair Trade products	

Board and Topic	Rec No.	Recommendations as approved by SMC on 23 October 2005	Update on Implementation of Recommendations as of 26 February 2007
Resources Scrutiny Board - Sustainability & Social Responsibility in Procurement (Review Completed June 2005)		viii) Processes for promoting engagement with suppliers. Members were interested in how the Council's procurement procedures could facilitate the greater involvement of suppliers. It proposed that the following steps be pursued:- a. That a review of the banding procedures take place in relation to the legal and financial limits; b. That E-enabling is promoted and the number of enquiries from suppliers via the web site increased	
		c. That an open day for potential suppliers be held as an opportunity for the Council to explain how to contract with York. Building partnerships with firms interested in contracting is especially important, as the instability of contracts was of concern to some firms whom the board spoke to.	c/ the introduction of a new Supplier Contract Management System - this system is currently being introduced and when fully operational will allow the authority to manage all Council's contracts (adverts, awards, registers, approved lists etc) through one system and provide an e-enabled interface for external suppliers to find out what contracts are up and coming, what awards have been made and to whom and how to register onto an approved list. This initiative is being taken forward as part of a regional solution in conjunction with the regional Centre of Excellence and is recognised as a best practice solution in compiling contract data, contract management and renewal and providing transparent and timely information (and system acknowledgements) to the supplier community. In the longer term, it will also allow the Council to think more strategically across the piece in terms of contract solutions, as it will highlight where and when contracts may be coming up that could generate economies of scale across authorities or indeed regionally if appropriate. Once the new SCMS system is tested
		d. That contact is maintained with potential suppliers by ensuring that all enquiries are acknowledged and the system of procurement is promoted	and fully operational and open day event will be scheduled for suppliers in association with the local Chamber of Commerce. d/ the development of a Strategic Procurement Programme that will sit as a discrete plan for practical management purposes within the Council's Efficiency Programme. The work to finalise the Programme is currently in hand and it is hoped this will be ready for approval by Members shortly with a view to the Programme going live from 1 April 2007.
Scrutiny Comment as of 26 February 2007: The implementation of these recommendations is not complete therefore this review cannot be signed off			

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)	1	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 completion of the restructure of Property Services.	Approved - referred back to Scrutiny Management Committee for consideration in accordance with new agreed procedures for registration of new scrutiny topics.
	2	The Panel recommends, in order to improve transparency of practice, that the opportunity of the Constitutional Review be taken to achieve consistent standing orders for all Council bodies, to establish conventions for Officer contributions to Committee business, and to review the	Standing Orders and the terms of reference for the Urgency Committee have both been reviewed as part of the review of the Council's Constitution to achieve consistency where possible but recognising the quasi-judicial function of some committees. Officers will keep the operation of Standing Orders under review and propose The terms of reference for the Urgency Committee now includes a definition of decisions which are considered appropriate for consideration by this committee.
	3	The Panel recommends, in relation to the <i>Statement of Community Involvement</i> , that	The Statement of Community Involvement (SCI) has been finalised and the comments of the panel were considered.
		a) The comments of individuals as well as groups be sought, and reasoned argument analysed	a) The SCI relates to both individuals and groups setting the standards of engagement for all
		b) Increased 'marketing' of the consultation exercise be undertaken, to improve response rates	b) With any consultation exercise the Council endeavoured to maximise the response rate. The level and form of consultation reflected the resources available. The document is subject to three stages of consultation, when this is considered over five documents it equates to 15 consultations within 3 years.
		c) Established representative groups be targeted, but with clear invitations to respond being extended to the widest range of interested parties	c) Agreed - this has been done
		d) The communication networks of city employers be used, to encourage employees to participate as individuals or groups, at their choice	d) Agreed – this has been done.
		e) The use of independent facilitators be encouraged for consultations on specific schemes	e) This has been used on a number of major schemes such as Castle Piccadilly and Hungate but has resource implications that would need to be considered in each case.
		f) The public benefit of <i>S106 agreements</i> , both locally and city-wide, be clearly articulated in the presentation of planning decisions	f) This can be done but must be in the context of commercial sensitivity and would need to take into account the provisions of the Local Government Act 1972 Schedule 12 (as amended).

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007										
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		g) That the disbursements and outstanding balances of <i>S106 agreements</i> be shown in the financial accounts at the fiscal year end and published in the local press	<p>g) In line with the accounting Statement of Recommended Practice these figures are already provided. For 2005/06 they are shown as Developers Contributions at Note 24 to the Consolidate Balance Sheet on page 63 of the annual Statement of Accounts. From these figures it can be shown that:</p> <table border="0" data-bbox="1106 363 1496 528"> <tr> <td></td> <td style="text-align: right;">£'000s</td> </tr> <tr> <td>Opening Balance</td> <td style="text-align: right;">2,770</td> </tr> <tr> <td>In Year Expenditure</td> <td style="text-align: right;">-2,336</td> </tr> <tr> <td>In Year Income</td> <td style="text-align: right;"><u>3,273</u></td> </tr> <tr> <td>Total =</td> <td style="text-align: right;">£ 3707</td> </tr> </table> <p>The Council's Statement of Accounts are considered by Full Council and are available to residents and other stakeholders either in a printed form (for which a small charge is normally levied) or via the council's website. In addition, each year a public notice is placed inviting individuals to inspect the accounts, such queries could include the breakdown of developers contributions which are currently held of have been applied. As such the publication of additional isolated details is not supported at this time.</p>		£'000s	Opening Balance	2,770	In Year Expenditure	-2,336	In Year Income	<u>3,273</u>	Total =	£ 3707
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		h) The inclusive engagement of the public in the planning process be developed through improved communication by the Council, especially through a <i>'No Surprises' policy</i> .	h) Agreed but suggest this is addressed through a review of procedures undertaken for processing planning decisions rather than developing an additional policy.										
4		The Panel recommends that, in relation to high-profile planning applications											
		a) The Development Control department publish the criteria for reference, by any party, of such applications to <i>Government Office</i> for determination	a) The Secretary of State has the power to call in planning applications. It is entirely within his discretion whether or not an application is called in although there are several categories which are liable. This may make it difficult to produce a definitive criteria.										
		b) Public education in the planning process be sustained	b) Agreed, however this will have HR & Finance resource implications therefore this recommendation to be supported in so far as it cab be achieved within existing budget allocations..										
		c) The professional role of Development Control officers be carefully explained when formal and informal advice is given to applicants, and when planning committees receive advice	c) Agreed										

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		d) Members should declare, at Committee, their other relevant Committee memberships	d) Members are required to make declarations of any personal or prejudicial interest at the commencement of any committee meeting. However, membership of another committee does not of itself represent a personal or a prejudicial interest. Such additional declaration could lead to confusion as to the nature of the declaration. Membership of committees is a matter of public record and is now more widely available to the public through the electronic committee management system which publishes this information on the Council's web site.
	5	<p>The Panel recommends that, in relation to current developments in the planning system,</p> <p>a) The City of York Council accord to the completion of the <i>Local Development Framework</i> the first priority, in order to achieve the essential robust and stable planning environment for the city</p> <p>b) Local area development plans and management plans should be expected to preclude new proposals arising only from unanticipated funding allocations</p> <p>c) The Executive Member for Resources should not be a member of any planning committee</p>	<p>a) Agreed - The Executive recognises the importance of the LDF. However, the City may - for example as a result of economic change - on occasions be faced with the need to act promptly to secure jobs in the city. Factors like these will continue to be taken into account in allocating resources and priorities</p> <p>b) "Unexpected" proposals arising out of unanticipated funding allocations will be determined in accordance with the existing planning policy framework.</p> <p>c) Any member of any committee is required to consider what, if any, declarations need to made at the commencement of a any committee meeting. In addition members must also consider whether there previous involvement in a matter is such that they may be deemed to have "prejudged" the issue. It is therefore dealt with on a case by case basis.</p> <p>Whilst this may be more pertinent for certain members in certain roles eg the Executive Member for Resources in a planning context it applies equally to all members. As such to ensure consistency the Council could not implement this recommendation without undertaking a review of membership of all committees. This may impact on the ability of minority parties to participate in committee decisions.</p>

Therefore this recommendation is not approved - Allocation of individuals to committee places will continue to be the responsibility of the party groups. Individual member of all committees will continue to declare any interests that they may have on any item being discussed and - if necessary - they will leave the meeting when such a matter is being considered.

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007																								
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		d) Development in which the Council has an interest should continue to be considered under identical processes to those covering private interests	d) Agreed																								
		e) The importance attached to design quality should be reinforced by the appointment of an independent professionally qualified <i>Design Champion</i> for York.	e) It is acknowledged that this has been successfully pursued by other important historic cities such as Edinburgh, but the Executive would wish to see a separate report produced on this option. In particular it would wish to understand the resource implications of such a move. Recommendation therefore deferred until such a report can be considered and approved by Full Council																								
		f) Performance monitoring should include systematic surveys of regular users of the planning system.	f) Agreed this should include plan making as well as development control.																								
		g) If as a result of the Government's consultation on planning fees, the level of fees is raised, the income from this should be 'ring-fenced' for the processing of applications, compliance and enforcement of planning conditions.	<p>g) The Head of Finance advised that the ring fencing of income in this manner should not be supported. While the local development framework is undoubtedly an important requirement for York, as with any service area its funding needs to be considered and assessed against the other pressures and priorities which the council faces in the short to medium term. Such decisions need to be undertaken as part of the council's annual budget process. It should be noted that at its meeting on 16th January 2007 the Executive recommended to council that the 2007/08 to 2009/10 budgets should contain the following additional funding for the local development framework and related works.</p> <table border="1" data-bbox="1104 1023 1919 1236"> <thead> <tr> <th></th> <th>2007/08</th> <th>2008/09</th> <th>2009/10</th> </tr> <tr> <th></th> <th>£'000s</th> <th>£'000s</th> <th>£'000s</th> </tr> </thead> <tbody> <tr> <td>LDF</td> <td>149</td> <td>227</td> <td>224</td> </tr> <tr> <td>York Central/</td> <td></td> <td></td> <td></td> </tr> <tr> <td>British Sugar Sites</td> <td><u>75</u></td> <td><u>105</u></td> <td><u>65</u></td> </tr> <tr> <td>Total</td> <td>224</td> <td>332</td> <td>289</td> </tr> </tbody> </table> <p>On the basis of the information provided above, the Executive did not approve this recommendation</p>		2007/08	2008/09	2009/10		£'000s	£'000s	£'000s	LDF	149	227	224	York Central/				British Sugar Sites	<u>75</u>	<u>105</u>	<u>65</u>	Total	224	332	289
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Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)	6	The Panel recommends in relation to presentations a) That the Council's Code of Good Practice for Planning Committee Members be reviewed by Planning Committee (with appropriate input from Standards Committee), as part of the Constitutional Review	a) This was not included in the Review of the Constitution but could be undertaken by Democratic Services in conjunction with planning officers. Standards Committee should be consulted to ensure any amendments to the Code are in line with the Members' Code of Conduct which is also likely to be amended shortly. If this recommendation is approved there will be resource implications for both Democratic Services and City Strategy in terms of allocation of officer time to undertake the review. Therefore, in the absence of any evidence to substantiate shortcomings in the existing code, the Executive did not approve this recommendation
		b) That where a presentation is given in support of an application, it should also be open to non-participating observers	b) Agreed
		c) Where the developer has made a presentation to the Planning Committee an opportunity should be afforded to objectors to arrange a comparable presentation by objectors.	c) This would be difficult to facilitate given that there is a limited number of applicants who usually have professional representatives whereas there are often a large number of objectors who are rarely represented. The purpose of such presentations is to enable applicants to clarify details of complex applications and it is agreed that recommendation 6 (b) is therefore appropriate. However, if this recommendation is implemented it would create an adversarial approach to such presentations which could become akin to the public inquiry process which is a separate procedure. Therefore, the Executive did not approve this recommendation. However, the Executive recognised that the current practice where on occasions objectors have been given the opportunity to present their views in a less structured way than occurs at a formal planning committee, should remain an option for the Committee chair to consider
	7	The Panel recommends, arising from its consideration of the Brief and outcomes at the Rawcliffe Grange site a) That a Development Brief, adopted as Supplementary Planning Guidance, should be required for all sites where development may be undertaken in stages	a) Planning briefs are more generally prepared for all major sites in the City. If Members wish more briefs to be prepared then sufficient resources will be needed to facilitate this work. Recommendation not approved

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		b) That Development Briefs should have the involvement of all relevant officers to ensure that the brief is robust	b) Agreed. A “development team” approach is adopted in preparing planning briefs that involve all relevant officers from the outset through to planning submission and beyond.
		c) That the current (November 2005) definition of ‘ <i>pepper-potting</i> ’, as described above, should be applied to all developments	c) Pepper potting is already applied to all substantial developments as included within the CYC Affordable Housing Advice Note, June 2005 and as required with the Affordable Housing Plan.
		d) That Supplementary Planning Guidance be developed and adopted as regards energy and water efficiency in new dwellings, to incorporate measures to reduce the use of energy during construction and during the lifetime of the building	d) We are in the process of producing guidance to support the Local Plan Policy on Sustainable Design and Construction. This will also be covered within the LDP
		e) That the Council’s Development Control department define the difference between socio-economic sustainability and energy efficient sustainability, as part of the ‘Sustainable City’ objective as set out in the Council Plan, and publicise the definitions	e) This task ought to be undertaken by the Council’s sustainability officer. Any definition should reflect the definition of sustainability set out in PPS 1 and “Securing the Future” the government’s national strategy. This should clarify the different strands (social, economic, environmental and resource efficiency) that make up the definition of sustainable development.
		f) That the boundary between any proposed development and existing properties should be considered carefully and developed in such a way as to define responsibilities for maintenance	f) Agreed – maintenance should be clearly addressed in any development brief. For major sites one key person is responsible for overseeing the process and managing relationships between the developer (s) and the local residents/businesses. This the approach that has been taken to sites such as Germany Beck, Metcalfe Lane and Heslington East. In addition community liaison groups have also been sent up in these cases.
	g) That the density of new developments should be detailed in the Development Brief, and that such densities should be adhered to. Whilst recognising the requirements of PPG3 all new development should blend in with the surrounding area, rather than meet the requirements of PPG3 and be inappropriate	g) A development brief can clearly set minimum densities and in some cases maximum to reflect known constraints but is would be inappropriate to include an exact figure. The density of any development is the product of detail consideration of all the factors relating to urban design. This can only be done at the Master Planning stage.	

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		<p>h) That for any development requiring a Development Brief, a Liaison Panel be required. This should detail one key person responsible for overseeing the process and managing relationships between the developer(s) and the local residents/businesses. This person should be nominated by the Director with responsibility for Development Control, and should be independent of the Case Officer</p> <p>i) That the Area Enforcement Officer should be involved in the determination of the various conditions recommended by officers, to ensure enforceability. The Area Enforcement Officer should also be in attendance at relevant planning committee meetings to advise on any modifications or original conditions that members might suggest.</p>	<p>h) Agreed. This is currently nominated through the City Development projects team who co-ordinates a cross directorate project working group and liaises directly with the developer and agents.</p> <p>i) Agreed</p>
	8	<p>The Panel recommends that, in the course of the Constitutional Review,</p> <p>a) The availability of the <i>Whistle-blowing</i> Policy of April 2005 should be publicised</p> <p>b) There should be a <i>Whistle-blowing</i> Policy specific to members of the public</p> <p>c) There should be specifically designated <i>whistle-blowing</i> advisers to whom the complainant can be addressed. There should be at least one adviser per Directorate</p> <p>d) There should be additional procedures for Elected Members, consistent with the objectives of the Public Interest Disclosure Act 1998</p> <p>e) Such procedures should be cross-referenced to the <i>Whistle-blowing</i> and Complaints procedures.</p>	<p>a) The Council's whistle blowing policy is to be the subject of further review and will be re-published through employee newsletters including reference to its basic content and where the procedure can be accessed.</p> <p>b) This can be considered as part of the further review and this work is now ongoing.</p> <p>c) The current policy includes the names and designation of officers to whom whistle blowing complaints can be made.</p> <p>d) The procedure already applies to Elected Members, therefore the Executive believes that there are already sufficient opportunities for elected members to raise issues without recourse to expensive whistle blowing process - Recommendation not approved</p> <p>e) As part of the review of the Complaints Procedure and the further review of the Whistle blowing procedure consideration can be given to how to cross reference the two procedures but also having regard to the need to ensure that the public have clarity about how to raise any concerns.</p>

Board and Topic	Rec No.	Recommendations as approved by the Executive on 17 February 2006	Update on Recommendations as approved by Executive on 13 February 2007
Confidentiality & Transparency Scutiny Panel (Review Completed January 2006)		f) The annual report referred to in the <i>Whistle-blowing Policy</i> should be submitted to both Personnel Committee and <i>Standards Committee</i> .	f) Agreed the Constitution can be amended to require an annual report to Standards Committee and possibly to Audit and Governance Committee.
	9	The Panel recommends that a) An approach similar to that of the HR Strategy be adopted by other Directorates in developing their forward plans b) Personnel Committee review the arrangements for officer induction, and for the provision of a staff handbook setting out approved Council-wide policies, additional to material provided by individual directorates.	a) The Council has, through the development of its corporate strategy, identified 13 priorities one of which is to improve leadership at all levels to provide clear, consistent direction to the organisation. The Council champion for this priority will be developing a corporate set of values and behaviours as part of the Delivery and Innovation Plan (DIP) for this priority. b) The employee induction process has been reviewed and includes activity at both Corporate and Directorate levels. Compilation of a staff handbook is on-going as the council's review of HR policies and procedures is being undertaken.
	10	The Panel recommends that a) An agreed form of value system on the lines of the key themes of the HR Strategy be adopted by the Corporate Leadership Group, to give coherence to this work b) Progress be reviewed in the course of the <i>Ethical Audit</i> , to be undertaken by the <i>Standards Committee</i> following the completion of the Constitutional Review.	a) See officer response to recommendation 9(a) above. b) Agreed
	11	The Panel recommends that the key themes of the HR Strategy be expanded into a Council statement of values, and applied to arrangements concerning the three groups affected by the Council's business - Members, officers and the public. These themes need to be clearly presented and publicised.	The key themes from the HR Strategy provide the guiding principles for the development of the employment framework. The themes identified should be considered in the context of the Council priority identified in the officer response to recommendation 9(a) and incorporated where appropriate into the DIP.
	12	The Panel recommends that a future scrutiny be undertaken to examine the transparency of the activity which precedes the formulation of Council policy.	Approved - Rreferred back to Scrutiny Management Committee for consideration in accordance with new agreed procedures for the registration of new scrutiny topics.
Scrutiny Comment as of 26 February 2007: Executive have only recently considered and approved these recommendations therefore to soon to report on their implementation. Suggest update in September 2007			

Board and Topic	Rec No.	Recommendations as approved by the Executive on 24 October 2006	Update on Recommendations
Commercial Services Scrutiny Board - Recycling & Re-use (Review Completed September 2006)	1	<p>That further consideration be given to the Hazel Court site and surroundings with a view to applying additional spatial – i.e. site linked site facilities - features in partnership with others as per the Site Model based on Waste Hierarchy Principals in the report. Officers to prepare a report for the next meeting of the Executive detailing the proposed roll out arrangements for the cardboard collection service to the remaining 40,000 properties on alternate weekly collection, to ensure that this system maximises the diversion from landfill which can then be re-invested into the service for expansion to new areas</p>	
	2	<p>That the City of York Council should consider the roll out recycling in Terraced Streets adopting the following good practice :</p> <p>i. Use slimmer recycling boxes with a smaller footprint for such areas to reduce impeding pedestrian use of pavements Officers to prepare a report for the next meeting of the Executive detailing the communication strategy for the Winter collection System and examining ways in which this can be done to reduce costs which can in turn be invested into the recycling service.</p> <p>ii. Ensure that changes to such services are communicated better to disabled people well in advance of the change and that this could be facilitated by using relevant advisory groups Officers to work with Equalities Officer to devise test schemes for box collection schemes in the City</p>	
	3	<p>That the City of York Council be recommended to consider paying Re-use Credits. That prior to the introduction of a scheme, Waste Strategy Officers at the City of York Council prepare a report for Member approval detailing;</p> <ul style="list-style-type: none"> ▪ Best practice schemes already running at other Local Authorities including information about the effectiveness of the North Yorkshire County Council scheme ▪ The terms of an appropriate scheme 	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 7 November 2006	Update on Recommendations as of Feb 2007
Commercial Services Scrutiny Board - Recycling & Re-use (Review Completed September 2006)		<ul style="list-style-type: none"> ▪ The likely cost impact of credits upon the authority 	
	4	That the City of York Council be recommended to consider paying Re-use Credits for the Bike Rescue Project. Officers to develop ways for improved working with the Bicycle Recovery Project at the Household Waste Recycling Centres.	
	5	That further cross corporate work be done with the project managers and officers in Education, Youth Offending, Equalities and Sustainability and to ensure benefit from potential funding opportunities The recycling team to continue to co-ordinate applications for funding which can be utilised corporately from external sources	
Scrutiny Comment as of 26 February 2007: Executive have only recently considered and approved these recommendations therefore to soon to report on their implementation. Suggest update in September 2007			

Board and Topic	Rec No.	Recommendation as approved by the Executive on 7 November 2006	Update on Recommendations as of Feb 2007
Reducing Carbon Emissions Scrutiny Sub-Committee (Review Completed Sept 2006)	1	<p>That Climate Change Strategies and Action Plans are developed by the Council's Sustainability Officer as a matter of urgency. This to be done with a view to best practice approaches used by other Local Authorities. It is acknowledged that the Council is already well advanced in developing its strategies for dealing with climate change, in so far as it has powers to do so, and anticipates that a consultants report will be submitted to Executive shortly. At that time the SMC may, of course if they wish, choose to review the contents of the report".</p>	
	2	<p>That the Local Development Framework and our present planning policy framework include a Calderdale/Merton Style Target. This target will require developers to ensure that:</p> <ul style="list-style-type: none"> i. at least 10% of all energy required is provided from renewable sources in all new and significantly refurbished developments from this point and up to 2010, including domestic development. ii. After 2010 the target rises for onsite embedded renewables to be greater than or equal to 15% between 2010 and 2015 iii. Then rises again to be greater than or equal to 20% between 2015 and 2021 etc. <p>This proposal to be referred to the LDF Working Group for their consideration</p>	
	3	<p>That the City of York Council researches planning policies adopted by other local authorities with a view to applying them in York, if appropriate, in order to specifically ensure energy efficiency by design. That all plans submitted to the Local authority be tested on these criteria. The proposal to be referred to the LDF Working Group for their consideration.</p>	
	4	<p>That the authority enforce Parts L and F of the Building Regulations as a matter of urgency, resolving any training and resourcing issues that may need addressing, whilst recognising that the deployment of resources will be influenced by the Councils annual budget build process</p>	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 7 November 2006	Update on Recommendations as of Feb 2007
Reducing Carbon Emissions Scrutiny Sub-Committee (Review Completed Sept 2006)	5	That the Council, through officers in consultation with its Elected Member Energy Champion request that the Yorkshire and Humber Assembly and/or Yorkshire Forward facilitate region wide BREEAM assessor training for the region's Development Control (and other appropriate) Officers with the aim of reducing costs to individual Local Authorities, with the aim of reducing future expenditure.	
	6	That information, including any response to regional questionnaires, on the Councils position be reported to the City Strategy EMAP at an appropriate time	
	7	That the authority adopt clearer lines of communication to ensure that information already collated by Housing Officers regarding thermal efficiencies improvements and other Carbon reduction measures, is shared with the Sustainability Officer. This should be done to ensure housing data relevant to the developing Environmental Management System (EMAS) is integrated. Officers in Housing should work with the Authority's Sustainability Officer to agree the best format for such data sharing and, ensure advice regarding targeted improvements in housing and the reporting of these outcomes are delivered under EMAS	
	8	That the Housing Strategy & Enabling Group - Housing Standards & Adaptations Officer and other officers in housing where relevant work with York EEAC officers consult upon, devise and adopt a 'Energy Efficiency and Thermal Comfort Strategy and Action Plan' for the authority commencing this year. The Officers are recommended to use the Regional Action Plan (Annex C) NEA guidance (Annex F) and activities outlined at paragraph 50 of this report as a primary steer in shaping the process	
	9	That the Local Authority ensures that CYC Officer and Member Positions on the Energy Partnership Board are always filled.	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 7 November 2006	Update on Recommendations as of Feb 2007
Reducing Carbon Emissions Scrutiny Sub-Committee (Review Completed Sept 2006)	10	<p>That Annual and inter-year joint working be conducted between EEAC's Local Authority Support Programme Co-ordinator and CYC Housing Officers to ensure that opportunities for the use of renewables are considered as part of the HRA and Housing Capital Business plan. Where such opportunities are cost neutral or affordable within the life of the business plan, micro-renewables should be installed as part of the development of the business plan. Consultation between housing officers and EEAC should cover improvements scheduled to buildings fabric, such as photovoltaic roof tiles when roofs need replacement and/or heating, water systems replacements (i.e. can carbon minimising heat pumps be applied) etc; Consultation should also explore opportunities to bring in external grants revenue.</p>	
Scrutiny Comment as of 26 February 2007: Executive have only recently considered and approved these recommendations therefore to soon to report on			

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006) Contact ?	1	<p>That sustainability statements submitted by developers must clearly demonstrate that</p> <p>a) 'whole life' costings , have been properly evaluated and accounted for in terms of Best Practice</p> <p>b) 'life-long building principles have been applied to all proposed developments.</p> <p>This to be referred to the LDF Working Group for consideration, in the light of public consultation results and emerging national and regional guidance.</p>	
	2	<p>That developers are required to incorporate of renewable energy heating or power systems into all future developments - This to be referred to the LDF Working Group for consideration, in the light of public consultation results and emerging national and regional guidance.</p>	
	3	<p>That Solar Gain will be considered when assessing all planning proposals to ensure that proposed new developments or major refurbishments do not impact upon measures for active or passive solar gain in existing developments that surround them. Developers will be required to evidence assessment of the impact of development proposals on solar gain on neighbouring developments, whether they be existing structures or proposed structures in receipt of prior planning permission. This recommendation to be referred for consideration by the LDF Working Group.</p>	
	4	<p>That all new or significantly refurbished developments will give consideration to incorporating sustainable – renewably powered – street lighting. This recommendation to be referred for consideration by the LDF Working Group.</p>	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006) Contact ?	5	That developers be required to replace proposals for areas of impermeable hard standing with plans incorporate standing (or forms of pavier) which provides for water to soak away. This recommendation to be referred for consideration by the LDF Working Group.	
	6	That all new developments will incorporate the provision of water butts to ensure rainwater harvesting and water recycling from roof run-off - This to be referred for consideration by the LDF Working Group in the light of public consultation results and emerging national and regional guidance, and that it be noted that this proposal is included in the draft SPG that is currently being consulted on.	
	7	That all new developments will incorporate grey water recycling - This to be be referred to the LDF Working Group for consideration, in the light of public consultation results and emerging national and regional guidance.	
	8	a. The Executive's support for the establishment of new woodland be recorded and the Director of City Strategy be requested to develop options for achieving this and for sustaining existing tree cover in the City.	
		b. This recommendation be referred to the LDF Working Group with a request that they consider and advise on establishing a policy that would increase the percentage of tree cover in the City	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006) Contact ?	9	That all new developments be encouraged to plant a fruit tree for each new property or, if a fruit tree is not suitable, that another small native species be planted. This recommendation to be referred for consideration by the LDF Working Group.	
	10	That developers are required to show planting plans for all new developments. This recommendation to be referred for consideration by the LDF Working Group.	
	11	That all new developments shall require developers to plant native species hedging in preference to fencing or walls - the Executive has reservations about whether this form of boundary treatment would be appropriate in every case and requests the LDF Working Group to consider carefully the implications of adopting such a blanket policy of this nature.	
	12	That environmental sustainability be specifically referred to within the context of the 'Historic Environment'. This recommendation to be referred for consideration by the LDF Working Group.	
	13	That efforts are made to ensure that historic buildings, including the space above shops, incorporate high quality insulation and double glazing, where it is possible to do so without compromising the appearance of the building. This recommendation to be referred for consideration by the LDF Working Group.	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006)	14	<p>That overdevelopment should be avoided. In particular the LDF core strategy should prevent the construction of excessively high buildings, and seek to enhance the historic environment by, where possible, incorporating buildings and traffic-free public green space with the mutual aims of:</p> <ul style="list-style-type: none"> i Providing good views of architecturally significant build whether this be historic or modern ii improving biodiversity and green corridors iii improving air quality and rain water soak away iv creating a greater percentage of public open space across the city <p>a. The Executive recognises merits in the general approach of Recommendation 14 but in the absence of agreed definitions finds it impossible to understand the practicality of implementing the suggestion, and</p> <p>b. The recommendation be referred to Officers for further information and to incorporate the views of the LDF Working Group.</p>	
	15	That green spaces and gardens are preserved, particularly in the city centre, and that new green space and/or sustainably designed water features be incorporated into all major new developments.	
	16	That new developments should be built on 'Life-long' principles. This recommendation to be referred for consideration by the LDF Working Group.	
	17	That access to public transport be a material consideration when evaluating planning proposals for health service provision, such as dentists' or doctors' surgeries. This recommendation to be referred for consideration by the LDF Working Group.	
	18	That work involving engagement with local architects to assess interest, familiarity with and use of sustainable construction methods be conducted by officers in Buildings Control. Following consideration by the LDF Working Group, officers to report back on the operational, workload and financial implications.	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006)	19	That Buildings Control investigate the sourcing and availability of materials for sustainable development in York and make that information readily available to the public. Following consideration by the LDF Working Group, officers to report back on the operational, workload and financial implications.	
	20	That City of York Council produce its own Sustainable Developers Guide. Following consideration by the LDF Working Group, officers to report back on the operational, workload and financial implications.	
	21	That a feasibility study be carried out to explore the viability of Building Control acting as the Council's promoter of sustainable construction. Following consideration by the LDF Working Group, officers to report back on the operational, workload and financial implications.	
	22	That a single unified web portal be created with a direct link from the City of York council's Homepage, providing centrally linked information regarding recommendations (i) to (xi). Officers to report back on the financial implications as part of the budget build exercise for next year and, in the meantime, that such information as is readily and economically available be posted on the existing Council website.	
	23	That City of York Council, in consultation with the Local Strategic Partnership and steering group of LA21, adopt and monitor the following Local Quality of Life Indicators, with a particular bearing on energy and environmental impact:	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 13 March 2007	Update on Recommendations as of Sept 2007
Guidance For Sustainable Development (Review Completed in October 2006)		i levels of key air pollutants ii carbon dioxide emissions, by sector and per capita emissions iii average annual domestic consumption of gas and electricity (kWh) Officers to report back on the implications of this recommendation.	
	24	That the improving reputation of the authority related to the standards of sustainable construction applied to the ecoDepot be maintained through the adoption of a policy requiring equal or higher standards of sustainable construction for all future commissioned properties, or the refurbishment of properties within the authority's portfolio and that this policy be applied whether the property is public amenity, business or domestic – eg: schools, leisure facilities and office environments. This to be referred for consideration by the LDF Working Group in the light of public consultation results and emerging national and regional guidance, and that Officers report back on the financial and practical implications of adopting a blanket policy of this sort, but that the attention of the Working Group dealing with the new City Hall project be drawn to this important issue.	
	25	That the executive support proposals to formally request the Yorkshire and Humber Assembly to endorse the development of recognised voluntary standards above the minimum promoting lower energy usage and emissions. Officers to provide additional information in the light of existing regional and emerging national policies and, in respect of ITT applications, resource, capacity and financing issues.	
Scrutiny Comment as of ?:			

Board and Topic	Rec No.	Recommendation as approved by the Executive on 10 April 2007	Update on Recommendations as of Sept 2007
Highways Maintenance Procurement Process & PFI (Review Completed in April 2007) Contact Damon Copperthwaite	1	That the efficiencies and other benefits gained through the PFI approach, as highlighted within the Eol be weighed against any budgetary inflexibility in future years, when deciding whether or not to proceed with the PFI process.	
	2	That in the event that the PFI outcome is unsuccessful, the key issues identified should be taken into consideration when deciding upon an alternative approach.	
	3	That in the event that the Council's Eol is successful, the decision to proceed to the next stage of the PFI process, i.e. submitting an Outline Business Case[1] (OBC), be weighed against the resulting greater annual budget commitment required from the Council if the highways repair and maintenance works are to be carried out.	
	4	That it be noted that the total expenditure over the lifespan of the PFI cannot be properly identified.	
	5	That in the event that the Eol is successful, careful consideration should be given when deciding whether to proceed to each of the following stages of the process.	
	6	The Executive resolved to note the scrutiny report and the issues raised and principles identified for procuring highways maintenance for the future and agreed to take them into account when the outcome of the PFI Expression of Interest was known and consequently when it determined the Council's future highways maintenance procurement arrangements.	
Scrutiny Comment as of ?:			

Board and Topic	Rec No.	Recommendation as approved by the Executive on 24 April 2007	Update on Recommendations as of Sept 2007
Home to School Transport Review (Completed in April 2007) Contact Steve Morton for updates on Kendric Ash	1	Council officers to be instructed to negotiate with the transport provider for St Mary's School, Askham Richard in order for seat belts to be provided on all vehicles. If this is not possible at a reasonable cost then they will re-let the contract from September 2007. The Executive endorsed the Scrutiny Committee recommendation and instructed officers to address this issue as part of any proposals arising out of the Kendric Ash review of the Councils transport contracts	
	2	The Council will ensure that minimum standards for all future home to school transport buses include: a) Lap seatbelts to be fitted to all vehicles, with the long term aim of these being 3 point seatbelts. b) CCTV to be installed in all vehicles and functioning at all times c) Contractors to ensure that all drivers have had a CRB check within the last three years before commencing this work and thereafter in line with current Council policy. EU2 emission standards or greater to be required on all contract vehicles Officers were instructed to address these issues as part of any proposals arising out of the Kendric Ash review of the Councils transport contracts. The Executive accepted that it may be necessary to phase in these new contract requirements over a period of time to allow for any necessary conversions to be undertaken and for funding sources to be found.	
	3	The council will ensure that where possible contracts are to be let for more than 5 years, ideally 8 - 10 years in order to allow contractors to invest in higher quality vehicles - The Executive noted the Scrutiny Committee recommendation and asked officers to report back on the advantages and any possible disadvantages of letting longer transport contracts	

Board and Topic	Rec No.	Recommendation as approved by the Executive on 24 April 2007	Update on Recommendations as of Sept 2007
Home to School Transport Review (Completed in April 2007) Contact Steve Morton for updates on Kendric Ash review	4	The council will recognise good practice in other local authorities and encourage schools and contractors to use measures such as good behaviour contracts (see paragraph 32), designated seats and the use of bus prefects to discourage unruly behaviour by pupils. The Executive endorsed the Scrutiny Committee recommendation.	
	5	The Council will endeavour to ensure that the same high standards are in place for bus contracts covering all educational establishments. The Executive endorsed the Scrutiny Committee recommendation and instructed officers to address this issue as part of any proposals arising out of the current Kendric Ash review of the Councils transport contracts.	
Scrutiny Comment as of ?:			

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 targetted, 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-targetted. 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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