



**Notice of meeting of
Learning & Culture Overview & Scrutiny Committee**

To: Councillors Looker (Chair), Brooks (Vice-Chair), Aspden, Crisp, Douglas, Hogg, Taylor and Waudby

Date: Wednesday, 15 July 2009

Time: 5.00 pm

Venue: The Guildhall, York

AGENDA

1. Declarations of Interest

At this point that Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes

(Pages 3 -
6)

To approve and sign the minutes of the meeting of the Education Scrutiny Committee held on 6 May 2009.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak on specific agenda items or matters within the remit of the committee can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer listed in the contact details at the foot of this agenda. The deadline for registering is **5 pm on Tuesday 14 July 2009.**

4. New Arrangements for Overview and Scrutiny in York (Pages 7 - 18)

This report highlights the agreed changes to the Overview & Scrutiny function in York, detailing the terms of reference for the new committees and the resources available to support the function.

5. Corporate Strategy - Relevant Key Performance Indicators & Actions (Pages 19 - 26)

This report presents the Corporate Strategy key performance indicators and actions relevant to the remit of this particular Overview & Scrutiny Committee.

6. 2008/09 Outturn Report - Finance & Performance (Pages 27 - 32)

This report analyses the outturn performance for 2008/09 by reference to the service plan, the budget and the performance indicators for all of the services falling under the responsibility of the Director of Learning, Culture & Children's Services.

7. York Theatre Royal Service Level Agreement Performance Update (Pages 33 - 42)

This report is to inform the Scrutiny Committee of the progress and performance of the York Theatre Royal under the current Service Level Agreement (SLA) which runs to March 2012.

8. York Museums Trust Partnership Delivery Plan: Performance Update (Pages 43 - 62)

This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan. The York Museums Trust's full report is at Annex A.

9. Urgent Business

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

Democracy Officers

Catherine Clarke and Heather Anderson (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and heather.anderson@york.gov.uk

(If contacting by email, please send to both Democracy officers named above).

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Catherine Clarke and Heather Anderson Democracy Officers

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

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- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

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Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	EDUCATION SCRUTINY COMMITTEE
DATE	6 MAY 2009
PRESENT	COUNCILLORS ASPDEN (CHAIR), BROOKS (VICE-CHAIR), MORLEY, MERRETT, DR D SELICK (CO-OPTED STATUTORY MEMBER) AND COUNCILLOR LOOKER (AS A SUBSTITUTE FOR COUNCILLOR FUNNELL)
APOLOGIES	COUNCILLORS HYMAN, FUNNELL AND MR W SCHOFIELD

57. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda, in addition to the list of general personal interests usually circulated with the agenda.

Councillor Looker declared a personal non-prejudicial interest in agenda item 4 (Extended Schools Agenda – Draft Final Report) (Minute 60 refers) as she is a Governor at Park Grove Primary School.

58. MINUTES

RESOLVED: That the minutes of the meeting held on 7 April 2009 be approved as a correct record and signed by the Chair subject to the action points being numbered and referenced correctly in the body of the minutes.

59. PUBLIC PARTICIPATION

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

60. EXTENDED SCHOOLS AGENDA - DRAFT FINAL REPORT

Members considered the draft final report of the Education Scrutiny Committee on their review of the Extended Schools Agenda.

The Assistant Director of Partnerships and Early Intervention advised the Committee that he was very pleased with the report and that it was in alignment with where they want to be and how they want to move forward and that it would add weight to discussions they would be having with schools.

Members discussed the draft final report and agreed some minor amendments. Members discussed which annexes should be included in the final report. It was agreed that annexes A (Findings from visits to after school clubs) and B (Findings & Analysis from returned surveys) be included as annexes with the final report. However Members decided that Annexes C (Information received from particular schools) and D (ContinYou Presentation) were not required as annexes and should be listed as background papers. Members remarked that these should still be available to members of the public and the Scrutiny Officer agreed to put the web address within the report directing readers to these documents.

The Chair thanked the Assistant Director of Partnerships and Early Intervention and the Extended Services team for their input throughout the review, especially with regard to the survey, and asked that they pass on the Committee's thanks to schools. He also thanked the Scrutiny Officer and Vice Chair for their support to the Committee.

Members were also reminded that this was Dr David Sellick's, (Co-opted Statutory Member and Church of England Representative) last meeting and the Chair thanked him for the significant contribution he had made over several years to the work of the Committee.

RESOLVED:

- (i) That the amendments made to the information shown in the report and annexes be agreed and the Scrutiny Officer be delegated to make these changes to the final report. ¹
- (ii) That the recommendations arising from the review be agreed as follows:

Objective 1

That Members recommend that:

- i. Officers continue to develop the Strategic Steering Group
- ii. The new Learning & Culture Scrutiny Committee which is due to come into effect from the beginning of the municipal year 2009/10, consider reviewing the development of the Strategic Steering Group in the future

Reason: In order to ensure the Strategic Steering Group is fit for purpose.

Objective 2

That Members recommend that:

- i. The Childcare Sufficiency Audit be broadened to include Extended Services with a particular focus on accessibility, affordability, inclusive provision, and flexibility as detailed in the final bullet point of paragraph 21.

- ii. All local Authority schools in York identify a member of staff and a Governor responsible for Extended Services and community cohesion
- iii. The Executive Member for Children & Young People's Services commission two reports highlighting how the issues raised in the final bullet point of paragraph 21 can be addressed. The reports to be on:
 - ways of improving cluster arrangements and the establishment of a number of Extended Services Partnership Co-ordinators for York schools with the options for the medium / long term funding of these posts
 - how best to use the 'Disadvantage Subsidy Funding' (outlined in paragraphs 10-16 of the report)
- iv. The findings and recommendations arising from this review be brought to the attention of the Ofsted Sub-Committee and school improvement partners to inform their on-going work

REASON: To enable the final report to be presented to Scrutiny Management Committee for comment and subsequently to the Executive for endorsement.

Action Required

1. Item to be added to Executive Forward plan to enable agreed final report to be presented to the Executive following its consideration by Scrutiny Management Committee GR

Councillor K Aspden, Chair
[The meeting started at 4.30 pm and finished at 4.55 pm].

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Learning & Culture Overview & Scrutiny Committee

15 July 2009

Report of the Democratic Services Manager

New Arrangements for Overview & Scrutiny in York

Summary

1. This report highlights the agreed changes to the Overview & Scrutiny function in York, detailing the terms of reference for the new committees and the resources available to support the function.

Background

2. At Full Council in November 2008 it was agreed to remove Executive Member Advisory Panels (EMAPs) from the decision making structure and replace the existing Scrutiny Committees with an increased No. of alternative Scrutiny Committees.
3. At Full Council in April 2009 Members agreed to retain the Scrutiny Management Committee and to the formation of the following five Overview & Scrutiny Committees, to come into effect as from Annual Council in May 2009:
 - Effective Organisation
 - Economic & City Development
 - Learning & Culture
 - Community Safety
 - Health

Consultation

4. The decision to revise the Overview & Scrutiny function in York followed an extensive consultation process involving Members and senior officers, involving careful consideration of working structures and best practice at other Councils.

Terms of Reference & Common Functions

Scrutiny Management Committee (SMC)

5. This Committee oversees and co-ordinates the overview & scrutiny function, including:

- allocating responsibility for issues which fall between more than one Overview & Scrutiny Committee
- periodically reviewing the overview and scrutiny procedures to ensure that the function is operating effectively and recommending any constitutional changes, to Council
- providing an annual report to Full Council
- recommending to the Executive a budget for scrutiny and thereafter exercising overall responsibility for the finance made available to scrutiny.

6. In Addition, SMC:

- advises the Executive on the development of the Sustainable Corporate Strategy and monitoring its overall delivery
- receives bi-annual feedback through reports or otherwise as appropriate, from the Overview & Scrutiny Committees on progress against their workplans
- receives periodical progress reports, as appropriate, on particular scrutiny reviews.
- considers and comment on any final reports arising from completed reviews produced by the Scrutiny Committees, prior to their submission to the Executive
- considers any decision “called in” for scrutiny in accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Council’s Constitution.
- exercises the powers of an Overview & Scrutiny Committee under section 21 of the Local Government Act 2000

Standing Overview & Scrutiny Committees

7. Each of the five standing Overview & Scrutiny Committees has its own individual remit (as detailed below), and in carrying out their remit each must ensure their work promotes inclusiveness and sustainability.

8. Effective Organisation Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following Council service plan areas through regular performance monitoring reports:

- | | |
|------------------------------|-----------------------------------|
| • Audit & Risk Management | • Human Resources & Directorate |
| • Strategic Finance | HR Services |
| • IT&T | • Performance & Improvements |
| • Public Services | • Resources & Business |
| • Property Services | Management |
| • Policy & Development | • Business Support Services |
| • Civic Democratic & Legal | • Corporate Services |
| Services | • Directorate Financial Services |
| • Marketing & Communications | • Management Information Services |

9. This Committee is also responsible for promoting a culture of continuous improvement in all services, and monitoring efficiency across organisational / service boundaries to promote a seamless approach to service delivery, with the user as a central focus.

10. Economic & City Development Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- Economic Development
- Planning
- City Development & Transport
- Licensing & Regulation
- Housing Landlord & Housing General

11. Learning & Culture Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- Early Years
- Schools & Communities
- Education Development Services
- School Governance Service
- Special Educational Needs
- Adult Education
- Access
- Education Planning & Resources
- Young People's Service
- Arts & Cultural Services
- Libraries & Heritage Services
- Parks & Open Spaces
- Sports & Active Leisure

12. Community Safety Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- Safer City
- Waste Management Strategy (Client)
- Environmental Health & Trading Standards
- Street Scene
- Cleansing Services
- Waste Collection Services
- Building Cleaning Services
- Highways Maintenance Services
- Street Environment
- Bereavement Services
- Youth Offending Team

13. In addition, the Community Safety Overview & Scrutiny Committee is also responsible for the discharge of the functions conferred on the Council by sections 19 & 20 of the Police & Justice Act 2006, in relation to the scrutiny of community safety issues, the Police and the work of the local Crime and Disorder Reduction Partnership (CDRP) made up of the following community safety partners:

- The Local Authority
- The Police Force
- The Police Authority
- The Fire and Rescue Authority
- The Primary Care Trust

14. Health Overview & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- Adults i.e. older people and adults with Physical Disabilities & Sensory Impairments
- Adults Mental Health
- Adults Learning Disability

15. In addition, the Health Overview & Scrutiny Committee is also responsible for:
- (a) the discharge of the health and scrutiny functions conferred on the Council by the Local Government Act 2000
 - (b) undertaking all of the Council's statutory functions in accordance with section 7 of the Health and Social Care Act 2001, NHS Reformed & Health Care Professional Act 2002, and section 244 of the National Health Service Act 2006 and associated regulations, including appointing members, from within the membership of the Committee, to any joint overview and scrutiny committees with other local authorities, as directed under the National Health Service Act 2006.
 - (c) reviewing and scrutinising the impact of the services and policies of key partners on the health of the City's population
 - (d) reviewing arrangements made by the Council and local NHS bodies for public health within the City
 - (e) making reports and recommendations to the local NHS body or other local providers of services and to evaluate and review the effectiveness of its reports and recommendations
 - (f) delegating functions of overview and scrutiny of health to another Local Authority Committee
 - (g) reporting to the Secretary of State of Health when:
 - i. concerned that consultation on substantial variation or development of service has been inadequate
 - ii. it considers that the proposals are not in the interests of the health service

Standing Overview & Scrutiny Committees - Common Functions

16. In exercising the powers of an Overview and Scrutiny Committee under section 21 of the Local Government Act 2000, the five Overview & Scrutiny Committees shown above have the following common functions:
- Maintain an annual work programme and ensure the efficient use of resources
 - Report to the SMC on a bi-annual basis on their contribution to their work programme.
 - Review any issue that it considers appropriate or any matter referred to it by the Executive, SMC or Council and report back to the body that referred the matter.
 - Identify aspects of the Council's operation and delivery of services, and/or those of the relevant Council's statutory partners, suitable for an efficiency review (a full list of statutory partners is shown at Annex A)
 - Carry out efficiency reviews or set up a Task Group from within their membership to conduct a review on their behalf.
 - Scrutinise issues identified from the Executive's Forward Plan, prior to a decision being made.

- Receive Executive Member reports relating to their portfolio, associated priorities & service performance.
- Scrutinise the services provided to residents of York by other service providers, as appropriate.
- Comment on the annual budget proposals and elements of the Corporate Strategy.
- Make final or interim recommendations to the Executive and/or Council
- Report any final or interim recommendations to SMC, if requested
- Monitor the Council's financial performance during the year.
- Monitor progress on the relevant Council Priorities and advise on potential future priorities.
- Initiate, develop and review relevant policies and advise the Executive about the proposed Policy Framework as it relates to their service plan areas
- Support the achievement of the relevant 'Local Area Agreement' priority targets

Roles Within Overview & Scrutiny Committees

17. Members of the Overview & Scrutiny Committees:

- Meet on a regular basis
- Prepare for meetings and visits by reading briefing papers and preparing any questions for witnesses
- Formulate and agree an annual work plan for their Committee, in consultation with the relevant Scrutiny Officer
- Discuss and decide on the remit and scope of each scrutiny review they undertake
- Contribute to discussions as community representatives but without a political agenda
- Develop each review through constructive debate
- Participate as fully in Scrutiny reviews as their time commitments will allow – e.g. by attending site visits and taking part in smaller task groups
- Make recommendations based on their deliberations and information received
- Take ownership of their final reports and any recommendations, and work with the Scrutiny Officer on their production
- Monitor Scrutiny recommendations approved by the Executive to see how they are being implemented
- Identify items on Executive Forward Plan for potential consideration by the Committee
- Treat officers, witnesses and other members with respect and consideration

18. Chairs of Overview & Scrutiny Committees - in addition to their member role, each Chair is responsible for:

- Providing leadership and direction
- Working with the Scrutiny Officer to decide how each meeting will be run and agree the agenda
- Working with the scrutiny officer and senior officers to ensure an effective exchange of information

- Ensuring an appropriate timescale is agreed for a review, taking into account the Scrutiny team's workload
 - Ensuring everyone gets the opportunity to contribute and that they are heard and considered
 - Ensuring that officers and witnesses are introduced to the Committee and that they are always treated with respect and consideration
 - Working with the Scrutiny Officer on the production of any final reports
 - Presenting the final report and recommendations to the Executive
19. Vice chairs perform the chair's role in their absence. They are also invited to attend chair's briefing sessions.
20. Statutory & Non-statutory Co-optees:

Statutory

- Required for the Learning & Culture Scrutiny Committee, to represent parents and religious groups
- Participate fully within the Scrutiny work as a member of the Committee (see member's role) and vote on issues within the remit of a review
- Provide advice and information to the Committee based on their specific skill, knowledge or expertise

Non-statutory

- Invited by a Committee to provide advice and information based on their specific skill, knowledge or expertise, either on a permanent basis or for the duration of a review.
- Participate as a member of the Committee would do, but cannot take part in a vote if one is held during a meeting

Officer Roles Supporting Overview & Scrutiny

21. The work of the Overview & Scrutiny Committees is supported by officers in a number of ways:
22. The Scrutiny Services Team
- Facilitate and support SMC and the Overview & Scrutiny Committees, and organise events and meetings
 - Support the SMC in reviewing and improving the Overview & Scrutiny function
 - Work with individual Committees to develop their annual work plans, and with SMC to co-ordinate the overall scrutiny function
 - Provide independent and impartial advice to Councillors
 - Carry out research and gather information as directed by the Committees
 - Provide a link between the Committees, senior officers of the council and external witnesses, inviting them to meetings and supporting them throughout the scrutiny process to ensure an effective exchange of information
 - Liaise and consult with residents, partnerships and other external parties on behalf of the Committees
 - Draft final reports in close consultation with the Chairs of the Committees

- Forward reports and agenda items to the appropriate Democracy Officer on time so these can be published
- Stay up to date with new developments in Scrutiny legislation and implement changes as necessary

23. Assistant Directors and/or Senior Officers

- Provide support and expertise to an Overview & Scrutiny Committee
- Have input to the production of the Committee's workplan and use their ability to influence appropriately; particularly where there are significant resource implications for their Directorate
- Ensure resources are subsequently made available to the Committee and Scrutiny Officer as agreed in the plans and highlight any problems
- Work with the Chair and the Scrutiny Officer to ensure an effective exchange of information
- Attend chair's briefings and scrutiny meetings as required
- Provide a link with the Directorate ensuring the work of Overview & Scrutiny is supported
- Allocate responsibility for implementing recommendations from Scrutiny

24. Technical Officers

- Work with the Scrutiny Officer, Chair and senior officers to consider the requirements of a scrutiny review
- Provide written and/or verbal information to a Committee relevant to a topic under review
- Work with the scrutiny officer and the assistant director to ensure an effective exchange of information
- Attend Scrutiny meetings to offer evidence as a witness when requested

25. Democracy Officers

- Provide constitutional advice at scrutiny meetings or to Scrutiny Officers and councillors when required
- Timetable meetings in consultation with Committee members
- Book meeting rooms and cancel bookings when necessary
- Receive reports and compile agenda for meetings, publish and circulate within the legal deadlines
- Write Minutes of overview & scrutiny meetings, consult with Scrutiny Officer afterwards and get Minutes signed off by the Chair of the Committee
- Provide a registration facility for members of the public wishing to speak at scrutiny meetings

Work Planning

26. Each of the five Overview & Scrutiny Committees will produce and maintain an annual work plan (see example shown elsewhere on this agenda). This will appear on the agenda for each meeting, and will show the different stages of any ongoing reviews and the scheduled dates for receiving the following reports:

- Performance and Finance Monitoring
- Proposals for Corporate Priorities associated with the work of the Committee
- Budget Consultation

- Audit Commission's Report on Use of Resources
- Annual Reports from Local Strategic Partners

27. Each Committee is responsible for providing bi-annual updates to SMC on their progress with achieving their planned programme of work. In 2009-10, it is suggested that these updates be provided for the meetings of SMC in July 2009 and February 2010.

Corporate Strategy

28. The Council's Corporate Strategy was recently revised for 2009-12, to align it with the Local Area Agreement (LAA). The new Overview & Scrutiny Committees are designed to be cross-cutting across Directorates and each is based on an individual LAA theme i.e.

Effective Organisation – to be a modern Council with high standards and values and a great place to work

Thriving City – to support York's successful economy to make sure employment rates stay high and that local people benefit from new job opportunities

Safer City – for York to have low crime rates and be recognised for its safety record

City of Culture & Learning City – to inspire residents and visitors to free their creative talents and make York the most active city in the country, and that local people have access to world-class education, training facilities and provision

Healthy City – for residents to enjoy long, healthy and independent lives

29. In addition, each of the above named Overview & Scrutiny Committees is responsible for ensuring their work promotes inclusiveness and sustainability which are the final two themes of the Corporate Strategy

Implications

30. There are no known Legal, HR, Finance, Equalities, Crime & Disorder, Property or Other implications associated with the recommendation in this report.

Risk Management

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

Recommendations

32. Members are asked to note the contents of this report and provide comments.

Contact Details

Author:
Melanie Carr
Scrutiny Officer
Ext. 2063

Chief Officer Responsible for the report:
Dawn Steel
Democratic Services Manager
Ext 1030

Report Approved **Date** 16 June 2009

Wards Affected: **All**

For further information please contact the author of the report

Background Papers: Reports to Full Council dated 22 January & 2 April 2009

Annexes:

Annex A – List of the Council’s Statutory Partners

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Statutory Partners of the Council

The public service providers covered by the duty to co-operate with the Council's Overview & Scrutiny Committees are:

Chief Officer of Police
Police Authority
Local Probation Boards
Youth Offending Teams
Primary Care Trusts
NHS Foundation Trusts
NHS Health Trusts
The Learning Skills Council in England
Jobcentre Plus
Health and Safety Executive
Fire & Rescue Authorities
Metropolitan Passenger Transport Authorities
The Highways Agency
The Environment Agency
Natural England
Regional Development Agencies
National Park Authorities
The Broads Authority
Joint Waste Disposal Authorities

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Learning & Culture Overview & Scrutiny Committee

15 July 2009

Report of the Democratic Services Manager

Corporate Strategy – Relevant Key Performance Indicators & Actions

Summary

1. This report presents the Corporate Strategy key performance indicators and actions relevant to the remit of this particular Overview & Scrutiny Committee .

Background

2. As part of the restructure of the overview & scrutiny function in York, it was agreed that the new standing Overview & Scrutiny Committees would be responsible for:
 - a. monitoring progress on those council priorities relevant to their individual terms of reference and for advising on potential future priorities;
 - b. identifying aspects of the Council's operation and delivery of services, and/or those of the relevant Council's statutory partners, that are perhaps not on target and therefore suitable for an efficiency review;
 - c. supporting the achievement of the relevant 'Local Area Agreement' priority targets
3. Annex A provides information on all the current performance indicators of either the Council or a statutory partner (or in some cases a hybrid of both), relevant to the work of the Learning & Culture Overview & Scrutiny Committee.

Consultation

4. The information contained within Annex A was provided by the Corporate Performance Manager.

Analysis

5. The information contained within the Annex has been provided in order to enable the Committee to monitor implementation of the current corporate priorities for 2009/10 and establish a baseline on which to judge the overall

success of that implementation in 2010, in order to make proposals for changes to the priorities for 2010/11.

6. Information on the relevant Council corporate priorities will be presented as part of the quarterly finance and performance monitoring reports. Information on the progress made by partners, will be made available to the Committee periodically throughout the year depending on the reporting cycle agreed by the Council with partners. Details of these will be added to the Committee's work programme.

Options

7. Having considered the information contained within the Annexes, Members may choose to request further information on any of the key indicators and actions identified.

Corporate Strategy

8. The work of this Committee directly supports the fourth & sixth themes of the Corporate Strategy - 'We want to make sure that local people have access to world-class education and training facilities and provision' and 'We want to inspire residents and visitors to free their creative talents and make York the most active city in the country'.

Implications

9. There are no known Legal, HR, Equalities, Finance, Crime and Disorder, ITT, Property & Other implications associated with the recommendation within this report.

Risk Management

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

Recommendations

12. Members are asked to note the contents of the report and its annexes and decide what if any further information is required at this stage,

Contact Details

Author:
Melanie Carr
Scrutiny Officer
Scrutiny Services
Tel. 01904 552063

Chief Officer Responsible for the report:
Dawn Steel
Democratic Services Manager

Report Approved **Date** 16 June 2009

Wards Affected: **All**

For further information please contact the author of the report

Background Papers: N/A

Annexes

Annex A – Relevant Council Performance Indicators and Key Actions for 2009/10

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Code	Lead for Collection	Indicator definition	LAA indicator (35? local? Education NPI?)	Link to scrutiny committee
NPI 151	City Strategy	Local economy - Overall employment rate	35	Learning & Culture
NPI 152	City Strategy	Working age people on out of work benefits	No	Learning & Culture
NPI 153	Corporate Services	Working age people claiming out of work benefits in the worst performing neighbourhoods (supplied by Job Centre Plus)	No	Learning & Culture
NPI 154	City Strategy	Net additional homes provided	No	Learning & Culture
NPI 155	HASS	Number of affordable homes delivered (gross)	No	Learning & Culture
NPI 156	HASS	Number of households living in Temporary Accommodation	No	Learning & Culture
NPI 157a	City Strategy	Processing of planning applications - major applications completed within 13 weeks	No	Learning & Culture
NPI 157b	City Strategy	Processing of planning applications - minor applications completed within 8 weeks	Local	Learning & Culture
NPI 157c	City Strategy	Processing of planning applications - other applications completed within 8 weeks	Local	Learning & Culture
NPI 158	HASS	% of decent council homes	No	Learning & Culture
NPI 159	City Strategy	Supply of ready to develop housing sites	No	Learning & Culture
NPI 160	HASS	Local Authority tenants' satisfaction with landlord services	No	Learning & Culture
NPI 161	LCCS	Learners achieving a Level 1 qualification in literacy	No	Learning & Culture
NPI 162	LCCS	Learners achieving an Entry Level 3 qualification in numeracy	No	Learning & Culture
NPI 163	City Strategy	Working age population qualified to at least Level 2 or higher	No	Learning & Culture
NPI 164	City Strategy	Working age population qualified to at least Level 3 or higher	No	Learning & Culture
NPI 165	City Strategy	Working age population qualified to at least Level 4 or higher	No	Learning & Culture
NPI 166	City Strategy	Average earnings of employees in the area	No	Learning & Culture
NPI 167	City Strategy	Congestion – average journey time per mile during the morning peak	No	Learning & Culture
NPI 168	Neighbourhood	Principal roads where maintenance should be considered	No	Learning & Culture
NPI 169	Neighbourhood	Non-principal roads where maintenance should be considered	No	Learning & Culture
NPI 170	City Strategy	Previously developed land that has been vacant or derelict for more than 5 years	No	Learning & Culture
NPI 171	City Strategy	VAT registration rate	Education NPIs	Learning & Culture
NPI 172	City Strategy	VAT registered businesses in the area showing growth	Education NPIs	Learning & Culture
NPI 173	Corporate Services	People falling out of work and on to incapacity benefits (supplied by Job Centre Plus)	Education NPIs	Learning & Culture
NPI 174	City Strategy	Skills gaps in the current workforce reported by employers	No	Learning & Culture
NPI 175	City Strategy	Access to services and facilities by public transport, walking and cycling	No	Learning & Culture
NPI 176	City Strategy	Working age people with access to employment by public transport (and other specified modes)	No	Learning & Culture
NPI 177	City Strategy	Local bus passenger journeys originating in the authority area	No	Learning & Culture

Code	Lead for Collection	Indicator definition	LAA indicator (35? local? Education NPI?)	Link to scrutiny committee
NPI 178	City Strategy	Bus services running on time	No	Learning & Culture
NPI 179	Corporate Services	Value for money – total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year	35	Learning & Culture
NPI 180	Corporate Services	Changes in Housing Benefit/ Council Tax Benefit entitlements within the year	No	Learning & Culture
NPI 181	Corporate Services	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events DWP DSO	No	Learning & Culture
NPI 182	Neighbourhood	Satisfaction of businesses with local authority regulation services	No	Learning & Culture
NPI 183	Neighbourhood	Impact of local authority regulatory services on the fair trading environment	No	Learning & Culture
NPI 184	Neighbourhood	Food establishments in the area which are broadly compliant with food hygiene law	Education NPIs	Learning & Culture
NPI 185	City Strategy	CO2 reduction from Local Authority operations	No	Learning & Culture
NPI 186	City Strategy	Per capita CO2 emissions in the LA area	No	Learning & Culture
NPI 187	HASS	Tackling fuel poverty – people receiving income based benefits living in homes with a low energy efficiency rating	No	Learning & Culture
NPI 188	City Strategy	Adapting to climate change	No	Learning & Culture
NPI 189	City Strategy	Flood and coastal erosion risk management	Education NPIs	Learning & Culture
NPI 190	Neighbourhood	Achievement in meeting standards for the control system for animal health	Education NPIs	Learning & Culture
NPI 191	Neighbourhood	Residual household waste per head	Education NPIs	Learning & Culture
NPI 192	Neighbourhood	Household waste recycled and composted	Education NPIs	Learning & Culture
NPI 193	Neighbourhood	Municipal waste landfilled	Education NPIs	Learning & Culture
NPI 194	City Strategy	Level of air quality – reduction in NOx and primary PM10 emissions through local authority's estate and operations.	Education NPIs	Learning & Culture
NPI 195a	Neighbourhood	Improved street and environmental cleanliness (levels of litter)	Local	Learning & Culture
NPI 195b	Neighbourhood	Improved street and environmental cleanliness (levels of detritus)	Local	Learning & Culture
NPI 195c	Neighbourhood	Improved street and environmental cleanliness (levels of graffiti)	No	Learning & Culture
NPI 195d	Neighbourhood	Improved street and environmental cleanliness (levels of fly posting)	No	Learning & Culture
NPI 196	Neighbourhood	Improved street and environmental cleanliness – fly tipping	No	Learning & Culture
NPI 197	City Strategy	Improved local biodiversity – active management of local sites	No	Learning & Culture
NPI 198a	LCCS	% of children travelling to school (age 5-10) who travel to school by car (including vans and taxis).	No	Learning & Culture
NPI 198b	LCCS	% of children travelling to school (age 11-15) who travel to school by car (including vans and taxis).	No	Learning & Culture
NPI 199	LCCS	Children & young people's satisfaction with park and play areas	No	Learning & Culture
ARM 1	Corporate Services	Number of Housing Benefit and Council Tax Benefit fraud investigations completed per year	No	Learning & Culture
ARM 2	Corporate Services	Number of HB and CTB prosecutions and sanctions per year	No	Learning & Culture
ARM 3	Corporate Services	Total value of fraudulent benefits payments detected by the local authority each year	35	Learning & Culture

Code	Lead for Collection	Indicator definition	LAA indicator (35? local? Education NPI?)	Link to scrutiny committee
BR1	Corporate Services	Non Domestic Rates reduction in prior year's balances	No	Learning & Culture
BVPI 10	Corporate Services	% of non-domestic rates (NNDR) due for the financial year which were received by the authority	35	Learning & Culture
BVPI 219b	City Strategy	% of conservation areas in local authority area with an up-to-date character appraisal	35	Learning & Culture
BVPI 79bi	Corporate Services	The amount of Housing Benefit overpayments (HB) recovered as a percentage of all HB overpayments.	No	Learning & Culture
BVPI 8	Chief Executive's	% of invoices paid within 30 days in Chief Executives	No	Learning & Culture
BVPI 9	Corporate Services	% of council tax collected	No	Learning & Culture
BV 212	HASS	Average time taken to re-let local authority housing	No	Learning & Culture
CYP 18.1	LCCS	% of 3 year olds receiving a free child place	No	Learning & Culture
CYP 8.10	LCCS	% of pupils living in the 30% most deprived areas in the country (IDACI) gaining 5 A*-C, including maths and English, at GCSE	35	Learning & Culture
CYP13.1	LCCS	#N/A	Local	Learning & Culture
CYP13.2	LCCS	#N/A	35	Learning & Culture
EDE1.4	City Strategy	Av. gross weekly earnings	No	Learning & Culture
G15	City Strategy	Percentage of highway emergency work carried out within 24 hours of the issue of instructions to Neighbourhood Services	No	Learning & Culture
H4	HASS	Urgent repairs completed within Government timescales	No	Learning & Culture
H5	HASS	Average time taken to complete non-urgent repairs	No	Learning & Culture
HCOP1.1	PCT	Reduce health inequalities within the local area, by narrowing the gap in all-age, all-cause mortality*	Local	Learning & Culture
LLC 14	LCCS	% of adults (16+) participating in at least 30 mins moderate intensity physical activity (inc. sport) on 5 or more days each week	Local	Learning & Culture
LPSA 10.1	LCCS	The number of adults achieving an Entry Level 3 qualification as a part of the Skills for Life Strategy through Adult and Community Learning York (academic year reporting - financial year 08/09 is academic year 07/08)	No	Learning & Culture
LPSA 10.2	LCCS	The number of adults achieving a Level 1 qualification as a part of the Skills for Life Strategy through Adult and Community Learning York (academic year reporting - financial year 08/09 is academic year 07/08)	No	Learning & Culture
LPSA 10.3	LCCS	The number of adults achieving a Level 2 qualification as a part of the Skills for Life Strategy through Adult and Community Learning York (academic year reporting - financial year 08/09 is academic year 07/08)	No	Learning & Culture
LPSA 10.4	LCCS	The number of adults registering and completing courses through public libraries (academic year reporting - financial year 08/09 is academic year 07/08)	No	Learning & Culture
LPSA 12.2	LCCS	% of children and young People's participation in high-quality PE and sport (2 hours a week)	No	Learning & Culture
LTP9ai	City Strategy	Park and Ride usage - total passengers	16	Learning & Culture
NPI 74	LCCS	Achievement at level 5 or above in both English and Maths at Key Stage 3 (Threshold)	16	Learning & Culture
NPI 83	LCCS	Achievement at level 5 or above in Science at Key Stage 3	16	Learning & Culture
NPI 95	LCCS	Progression by 2 levels in English between Key Stage 2 and Key Stage 3	16	Learning & Culture
NPI 96	LCCS	Progression by 2 levels in Maths between Key Stage 2 and Key Stage 3	16	Learning & Culture
NPI 97	LCCS	Progression by 2 levels in English between Key Stage 3 and Key Stage 4	16	Learning & Culture
NPI 98	LCCS	Progression by 2 levels in Maths between Key Stage 3 and Key Stage 4	No	Learning & Culture

Code	Lead for Collection	Indicator definition	LAA indicator (35? local? Education NPI?)	Link to scrutiny committee
RM 12	LCCS	Number of pupils permanently excluded in the primary sector	No	Learning & Culture
RM 13	LCCS	Number of pupils permanently excluded in the secondary sector	No	Learning & Culture
RM 14	LCCS	Number of pupils permanently excluded in the special school sector	No	Learning & Culture
RM 15	LCCS	Number of fixed term exclusions in the primary sector	No	Learning & Culture
RM 16	LCCS	Number of fixed term exclusions in the secondary sector	No	Learning & Culture
RM 17	LCCS	Number of fixed term exclusions in the special school sector	No	Learning & Culture



Learning and Culture Overview & Scrutiny Committee

15 July 2009

Report of the Director of Learning, Culture and Children's Services

2008/09 OUTTURN REPORT – FINANCE & PERFORMANCE

Summary

- 1 This report analyses the outturn performance for 2008/09 by reference to the service plan, the budget and the performance indicators for all of the services falling under the responsibility of the Director of Learning, Culture & Children's Services.

Financial Analysis

Children and Young People's Services

- 2 The out-turn position is an overspend of £879k compared to a net budget of £29,315k. Significant variances between budgets and out-turn are shown in the following table:

	Monitor 3 Variance £000	Net Budget £000	Out-turn £000	Variance £000
Children and Families	+521	11,546	12,197	+651
Lifelong Learning & Culture	+160	391	469	+78
Partnerships and Early Intervention	-250	1,754	1,568	-186
Resource Management	+31	7,360	7,256	-104
School Improvement & Staff Development	-	555	554	-1
School Funding & Contracts	+80	7,709	7,786	+77
Directorate Services Budget Total	+542	29,315	29,830	+515
Other Variances:				
Pay & Grading Review unfunded costs	-	-	94	+94
Corporate Transport Project charge	-	-	150	+150
York High School Fire uninsured costs	-	-	120	+120
Total	+542	29,315	30,194	+879

- a Within Children's Social Care there is a net overspend of £678k resulting from the significantly increased demand being experienced for these services (e.g. the Looked After Children population has risen by 35 to 201, an increase of 21%). Specifically there are significant overspends of:
 - £199k on the 0 to 10 year olds social work budgets.
 - £75k on the 11 plus social work budgets.
 - £177k on fostering where 150 children are now placed with foster carers. The Schools Forum has exceptionally agreed that an additional £100k can be

charged to Schools Budget (hence the DSG) reducing the General Fund overspend to £77k.

- £132k on the external placements budget for children with complex needs. The major impact is from 3 new and unexpected residential placements and two short-term children's home placements. Efforts are being made to enable some children to be returned to York.
 - £46k at the Glen for respite care.
 - £55k shortfall in the level of the Social Care Workforce Training Grant allocated to children's social workers.
 - £119k on legal fees due to a higher than usual number of complex (expensive) court cases involving York children, together with a general increase in the cost of cases resulting from a national trend for courts to call in more expert witnesses.
- b Additional costs within Adult & Community Education of £83k due to underachievement of income, additional IT software costs and additional staffing costs to cover maternity & sickness.
- c The Integrated Children's Centres (ICC) revenue grant for the Children's Centres programme was allocated for a full year's staffing and activity, however actual recruitment has taken place throughout the year, there is therefore a one-off underspend of £185k.
- d There has been a significant over estimation of the level of home to school transport budget savings deliverable following the corporate transport review contributing to a net overspend of £217k. This is after charging £150k of SEN transport costs to the DSG by agreement with the Schools Forum.
- e An underspend of £121k on the Broadband budget due to the delay in the implementation of a new broadband contract.
- f A net overspend of £76k on school internal contract budgets, mainly within the Repair & Maintenance Buyback. A review of the operation of this budget is now being undertaken with colleagues in Facilities Management (who manage it on behalf of LCCS). This may result in increased charges to schools for the service in the future.
- g In order offset some of the overspends outlined above directorate service managers were instructed to consider carefully all vacant posts and discretionary spending during the later part of the year, with a view to delaying recruitment and expenditure for as long as possible. This action has resulted in a range of one-off savings totalling £233k across children's services.
- h The directorate has incurred unbudgeted net additional costs following the implementation of the new corporate pay and grading system for APT&C staff totalling £94k in 2008/09. This is almost entirely due to a significant number of staff now being entitled to additional allowance payments for contracted shift, evening and weekend working which were all contained within basic pay under the previous pay system.
- i Late in the year the directorate has been recharged a sum of £150k to cover a share of a pressure on the corporate transport review budget.
- j Following the fire at York High School last year expenditure totalling £1,000k has been incurred. Of this, £755k was funded by the claim on the council's insurers and £125k was funded from the corporate policy excess fund. This leaves a sum

of £120k as a directorate overspend which mainly relates to uninsured costs associated with the transport arrangements for displaced pupils and providing alternative (non education) activities in the period immediately following the fire.

Leisure and Culture

- 3 The outturn position is an underspend of £28k, compared to a projected overspend of £10k at the third monitor. Significant variances are:

	Monitor 3 Variance £'000	Net Budget £'000	Out-turn £'000	Variance £'000
Lifelong Learning and Culture	+10	9,078	9,050	-28
Total	+10	9,078	9,050	-28

- a A net underspend within the Library Service of £99k, mainly due to the sale at auction of a number of high value obsolete stock items (-£118k); a shortfall against core library income budgets (+£48k) and other net savings (-£29k). As the stock sale income was always intended to support the first phase of redeveloping the central library into a library learning centre, the service are requesting that £100k be carried forward to 2009/10 to support the project.
- b A net £39k overspend on Parks & Open Spaces, mainly due to significant remedial action required following an extensive survey of trees across all parks and open spaces in the city.

Requests for Carry Forward

- 4 One request has been made to carry forward unspent budgets from 2008/09 into 2009/10:
- a Library obsolete book stock sales £100k. The library service has generated a sum of £118k in 2008/09 from the sale at auction of a number of high value obsolete stock items. It was always the intention to use this one-off income to part fund the transformation of the Central Library into a new Explore Library Learning Centre. The overall project for the scheme is based on a budget of £500k (£200k from Aviva, £200k for CYC capital resources and £100k from library book sales). The Executive have confirmed that they are willing to support a carry forward in this instance given the nature of the sales of surplus stock, the specific link that was previously made by EMAP to raising funds in this way in order to improve the York Library, and public awareness of the sales and their purpose.

Non-General Fund Account - Dedicated School Grant (DSG)

- 5 The overspend in the year was £130k against a budget of £86,389k, compared to the third monitor projection of £358k. Significant variances are:
- a Within the Behaviour Support Service net costs have outturned £239k above budget. This is mainly due to the costs of providing supply teachers and teaching assistants (+£155k) and the costs of provision for excluded pupils from the sixth day of their exclusion (+£78k).
- a There is a saving of £101k within the Educational Development Service on the Area Based Grant, allowing some of the excess expenditure in Behaviour Support to be funded.

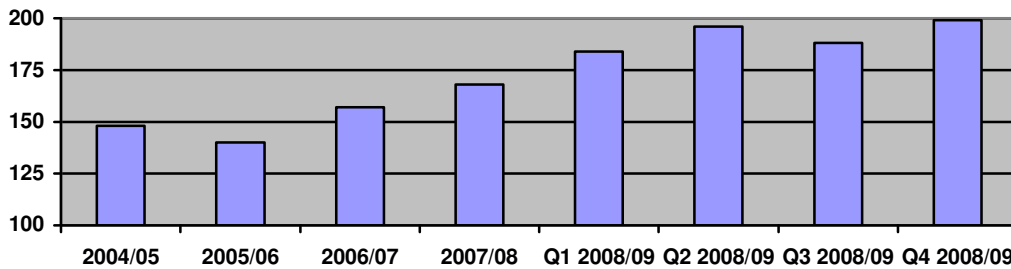
- b There is a net underspend on the school delegated and devolved budgets of £70k. This will need to be carried forward to 2009/10 and added to the sum available for allocation to schools in this year.
- c The pupil numbers used in the calculation of the DSG for 2008/09 has now been fixed by the DCSF. The confirmed pupil numbers for DSG calculation are 20.6 fte pupils lower than the estimates (0.1%). Each fte pupil generates £3,801 resulting in £78k less grant income.

Performance Analysis

- 6 Overall 60% of the 57 LCCS indicators, which can be measured against 2007/08, improved, with 55% achieving their 2008/09 target. Of the 10 LAA indicators where improvement can be measured 6 (60%) are showing an improvement, although only 40% achieved target. Key performance headlines are:
 - a NI 54: Services for disabled children (LAA Indicator) has performed extremely well for 2008/09. 65% of parents assessed the level of services offered to be achieving the 'core offer' standards set out in the 'Aiming High for Disabled Children' report published by the Department for Education and Skills and HM Treasury in May 2007. This result places York top of the 30 authorities piloting this survey in 2008/09.
 - b NI 56: Obesity among primary school age children in Year 6 (LAA Indicator) has increased slightly from the baseline year. 16.7% children were defined as obese compared to 15.6% in 2007/08. Despite this increase, York is still in the second quartile compared to other authorities.
 - c NI 75: Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths has declined slightly from 54.5% in 2007/08 to 53.8% in 2008/09. However, York is still performing in the top quartile.
 - d NI 81: Inequality gap in the achievement of a Level 3 qualification by the age of 19 (LAA Indicator) has shown good progress this year meeting the LAA target. This indicator looks at the attainment gap between those eligible for free schools meals and those who are not who achieve level 3 by age 19, a key deprivation indication. The gap for 2008/09 was 25% compared to 30.3% in 2007/08. This is top quartile performance compared to other authorities.
 - e NI 111: The number of first time entrants to the Youth Justice System aged 10 – 17 (LAA Indicator) has comfortably hit this year's LAA target, continuing an overall reduction in crime levels across the city. The number fell by 32% from 2350 young people in 2007/08 to 1602 in 2008/09.
 - f NI 112: The under 18 conception rate % change has increased from 15.3% (compared to the 1998 baseline) in 2006 to 24.8% in 2007, which is well short of the LAA target (although this is set nationally). This result puts York in the 3rd quartile compared to other authorities.
 - g NI 117: 16 to 18 year olds who are not in education, training or employment (NEET) has increased to 4.2% in 08/09 from 3.9% in 2007/08, but this still places York in the top quartile compared to other authorities. Current predictions show this indicator may increase further as a result of the current economic situation. There has been a decrease in the number of vacancies available in apprenticeships and short-term employment.

- h The number of children looked after (CLA) by the council increased by 17% in 2008/09. This is a concern as it has an adverse effect on a number of national indicators and impacts on resources due to the cost of placements.

CLA Numbers In York



Corporate Strategy

- 7 The information included in this report demonstrates progress on achieving the council's corporate strategy (2007-11) and the priorities set out within it.

Implications

- 8 The financial implications are covered within the main body of the report. There are no significant human resources, equalities, legal, information technology, property, crime & disorder or Other implications arising from this report.

Risk Management

- 9 There are clear signs that the overall directorate budget is under significant pressure. This is particularly acute within children's social care and home to school transport budgets. The work with Northgate Kendric Ash may identify some efficiency savings in services that could be used to offset these cost pressures but these will not come through to any significant extent in 2009/10. It will also be important to understand the level of investment needed to hit performance targets and meet rising demand for key statutory services. Managing within the approved budget for 2009/10 is therefore going to be extremely difficult and the management team are already taking action to review expenditure across the directorate.

Recommendations

- 10 As this report is for information, there are no specific recommendations, but members of the Committee are asked to comment on the outturn position.

Reason: To update the committee on the outturn position for 2008/09.

Contact Details

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Chief Officer Responsible for the report:

Peter Dwyer
Director of Learning, Culture and Children's
Services

Report Approved



Date 2 July 2009

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

Year End Performance & Financial Outturn Report for 2008/09 – Executive 23 June 2009

LCCS Monitoring and Outturn papers 2008/09

Annexes

None



Learning and Culture Overview & Scrutiny Committee

15 July 2009

Report of the Assistant Director (Lifelong Learning and Culture)

York Theatre Royal Service Level Agreement: Performance Update

Summary

1. This report is to inform the Scrutiny Committee of the progress and performance of the York Theatre Royal under the current Service Level Agreement (SLA) which runs to March 2012.

Background

2. The four year SLA is a joint agreement between the Council and the York Theatre Royal. It sets out:
 - the key objectives of the partnership
 - performance targets and indicators to be met by the Theatre
 - performance information to be provided
 - review and reporting procedures
 - partnership arrangements between the Council and the Theatre
3. Reports are brought to Overview and Scrutiny at the half-year point and again in July to report on full year performance. This report covers the financial year 2008/09 as a whole with particular emphasis on activity that has taken place since the mid-year report.
4. The SLA provides a process whereby the agreement with the Theatre will be formally reviewed by the Council towards the end of those four years and a further plan for the next four years will be agreed. The Council's funding for 2008/9 under the SLA was a standstill £298,200 but after that it includes a rolling programme of three year funding which attract inflation increases.

Consultation

5. This report is for information and there is no consultation to consider.

Analysis

6. This report presents an evaluation of the progress the Theatre has made in achieving the outcomes agreed in the SLA 2009 – 2012. The Theatre also receives funding from the Education budget of £15K to support the Partners in

Education and Theatre (PET) scheme. This is included in the performance report from the Theatre (Annex 1).

7. The key partnership requirements covered in the SLA are:
 - The need to provide a year round programme of high quality work promoting the city regionally, nationally and internationally
 - The potential for the theatre to take a more significant role in supporting children and young people to enjoy and achieve in schools and in extended schools settings
 - The opportunity for the Studio theatre to support new talent in the creative sector in the region
 - The need to ensure that the theatre was accessible and developed its audiences especially within those sectors of the community that traditionally had low attendance or participation rates
 - The need to improve the proportion of earned income against public investment
8. The report from York Theatre Royal (Annex A) sets out how they have addressed these issues over the past year, with particular emphasis on the achievements of the latter six months, and also gives an outline of what they will be developing moving forward.
9. The Theatre have produced a programme that has seen tickets sales rise to 171,000 against a target of 163,000. The programme has also enjoyed considerable acclaim with many of them going on to tour regionally and nationally. Their co-production partnerships have prospered and they are increasingly developing wider partnership across the city to Support the wider cultural agenda.
10. The Theatre remains a positive partner in the development a Cultural Quarter in the city, moreover with its work on the railway Children with the NRM and Much Ado with the York Museums Trust it is making the Cultural Quarter process more than one simply concerned with Public realm and into one that includes joint product development.
11. Of particular not is the Theatre's increasing role in developing creativity in Young people. This is seen not only in the PET scheme, their Studio and Main House programming, their Youth Theatre and the success in receiving Arts Council support for free tickets but significantly in the partnerships across the sector to promote Arts Award and the Young Actors Company. The TAKEOVER event is eagerly anticipated.

Options

12. This report is for information and there are no options to consider.

Corporate Strategy

13. The York Theatre Royal contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for learning, and in strengthening York's economy through investment in the tourism infrastructure.

Implications

14. **Equalities** - Annex A details the contribution the Theatre makes to supporting our Equalities agenda. In particular their Free theatre Tickets for Young people has been particularly well used as has the provision of an audio description service for each main house production.
15. There are no Finance, Human Resources, Legal, Crime and Disorder, Information Technology or Other implications associated with the report at Annex A.

Risk Management

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

Recommendations

17. The Scrutiny Committee is asked to note and comment upon the performance of the York Theatre Royal.

Reason: To fulfil the Council's role under the Service Level Agreement

Contact Details

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Dan Bates
Chief Executive
York Theatre Royal

Chief Officer Responsible for the report:

Charlie Croft
Assistant Director (Lifelong Learning and Culture)

Report Approved



Date

30.6.09.

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

Service Level agreement 2009-2012 contained as Annex 3 in January 2008 performance report

Annexes

Annex A - Theatre Royal Performance Report September 2008 – March 2009

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**YORK THEATRE ROYAL
REPORT TO LEARNING, CULTURE AND CHILDREN'S SERVICES SCRUTINY
July 2009**

1 INTRODUCTION

- 1.1 On behalf of the Trustees of York Citizens' Theatre Trust Ltd we are delighted to be able to update Members on the progress that York Theatre Royal has made since the last EMAP Report in December 2009 – and give some headline responses to the financial year completed in March 2009.

2 THE PROGRAMME

- 2.1 Following on from previous reports, the year from April 2008 to March 2009 was another exceptional year for the organisation - from acclaimed new plays to work for young audiences, the Theatre has gained a reputation on a national and regional scale for being one of the best repertory producing Theatres in the region.

- 2.2 **NEW WRITING, CLASSIC THEATRE AND CO-PRODUCTIONS** were strongly represented by Mike Kenny's stage adaptation of **The Railway Children**, **Lord of the Flies** (Pilot Theatre in association with York Theatre Royal), **Beyond Measure** (a co-production with Back and Forth), **Lough/Rain** (Real Circumstance Theatre Company with York Theatre Royal), **Welcome to Ramallah** (Iceandfire with York Theatre Royal) Jane Thornton's **I Want That Hair**, Arthur Miller's **Death of a Salesman**, **Rupert Brooke** (a co-production with Useful Donkey Theatre Company), and by touring productions of Hull Truck's **Ladies Down Under** and **Lucky Sods**, Lifeblood Theatre Company and Shakespeare's Globe Theatre's **Liberty**, Fresh Glory's **Frozen**, Theatre Absolute and Warwick Arts Centre's **Zero**, Pilot Theatre, Company of Angels and the Junction's **This Child**, LipService's **Tony and Twizzle**, English Touring Theatre's **Where There's A Will**, Scott Davison Production's **Future Me**, The Comedy Theatre Company's **dinnerladies** and the national tour of **Boeing, Boeing**.

- 2.3 We were honoured and delighted to win along with the NRM, the Visit York Visitor Experience of the Year award for The Railway Children.

Berwick Kaler and the York Theatre Royal pantomime also won the Visit York Ambassador of the Year award.

- 2.4 We have continued our strong relationship with resident Pilot Theatre Company, co-producing LORD OF THE FLIES – which toured the UK until Easter 2009. We also continue to work with Tutti Frutti producing work for 3 to 5 year olds that again tours the UK after opening in York.
- 2.6 Our annual programme of work is supported by our Christmas production. Last year, DICK TURPIN attracted over 54,000 people and we celebrated Berwick's 30th anniversary. Despite the credit crunch, to date we have sold 16,500 tickets for Christmas 2009 – HUMPTY DUMPTY. Over the years we have reduced our reliance on the pantomime income and this now stands at 29% of our box office income.
- 2.8 We continue to work very closely with the Amateur Societies in the city. By offering space in the Main House and Studio we develop good working relationships with as many non-professional companies (including companies from our Universities) as possible.
- 2.9 We have continued our work and collaborations out of the theatre this year with York Museums Trust presenting Much Ado in Museum Gardens in August 2008, and this year we will be working in the gardens adjacent to the City Library in July with an outdoor production of THE TEMPEST.
- 2.10 In June this year we are hosting two training days for the sector on using technology in conjunction with the Arts Council, Pilot Theatre and Creative York.
- 2.11 We continue to contribute to the cultural life of the city including major events, 2012, the cultural quarter etc.

3 **LEARNING & DEVELOPMENT**

PARTNERSHIP IN EDUCATION & THEATRE - PET

- 3.1 The PET project is a three-way partnership between York Theatre Royal, City of York Council (Arts and Culture) and individual schools.
- For the academic year 2009/10 we will be working with 7 schools, 6 primaries which are Acomb, Carr Junior, Federation of Hob Moor Oaks and Hob Moor Community primary, Knavesmire, Park Grove (second year) and St. Oswald's. We are working with secondary Joseph Rowntree for a second year.
- 3.2 York Theatre Royal employs two Education Associates who carry out the main body of the project work and for this September we hope to support this with an internship.
- 3.3 The PET Project combines a broad range of the Council's, Theatre's and the Schools' aims and objectives which in summary are to provide creative teaching and learning opportunities **across the whole curriculum** in both the theatre and school settings.

- 3.4 We work with CYC on understanding the new 14-19 Creative diplomas and the city's priority of the 10-hour cultural entitlement for all young people.
- 3.5 We encourage young people, their parents and school staff to attend the theatre as a recreational activity, by offering discounts and regular updates.
- 3.6 ARTS AWARD – we now have several Youth Theatre assistants and volunteers participating in scheme at Bronze, Silver or Gold level, and the TAKEOVER steering group members are at Bronze level. Also 9 members of YTR staff are now trained as Arts Award Advisers.
- 3.7 Our Youth Theatre currently has a membership of 300 young people aged between 5 and 25 years who are interested in and committed to making, seeing and performing pieces of theatre.
- 3.8 There are 12 weekly workshop groups, which meet for a twelve week term, three times per year between September and July. There are waiting lists for most of the groups, currently outnumbering the existing Membership, which is at full capacity.
- 3.9 There is a three tier fee-paying system in operation, with discounts for families in receipt of Working Families Tax Credit and Means Tested Benefits.
- 3.10 The Youth Theatre has a Young People's Forum that meets regularly and represents the views of the members – two of the Forum also sit on the Board of Trustees.
- 3.11 The Young Actors Company is a Youth Theatre group for over 18s was piloted last summer as part of the York Youth Mysteries '08, and has now expanded and will be staging EQUUS in the autumn season.
- 3.12 Free Theatre Initiative – in December we were awarded £50,000 by the Arts Council to promote free theatre tickets to young people. So far 2,500 young people have signed up for a pass and we have offered over 1,100 free tickets to Young People.

Following on from this development, this has led into a new scheme called TAKEOVER – where we hand over the theatres' programming to a specially recruited team of young people. This is a clear demonstration on putting Young people at the centre of your organisation and empowering them. They have formed a steering group (Board) and more details can be viewed on www.takeoverfestival.co.uk

4 PERFORMANCE RELATED

- 4.1 For the last four years we have hosted an Open Day – when over 800 people have come along for a back stage tour, to try on costumes and find out more about the work we do. In January 2009 we participated in Residents First weekend for the second time and all the tours were booked up very quickly.

- 4.2 For all Main House productions we provide a sign language interpreted performance, an audio described performance and a captioned performance. We are working with an organisation called SEE A VOICE and are developing a new group of volunteers to support audio description.

5 MANAGEMENT CAPABILITY

- 5.1 The financial management and overall understanding of the organisation has significantly improved over the course of the last three years.
- 5.2 As an Investor in People, we have continued the professional development of our staff team by formulating an annual organisational wide training programme. Two staff are currently on part time day releases to local colleges and we offer a host of in house training opportunities, some linked with the Grand Opera House.
- 5.3 We have secured some additional funding under the title of **Meeting the Challenge** through the Cultural Leadership programme involving ourselves, Pilot, York Museum's Trust and City Libraries and Archives.

Meetings and planning are well underway and we hope to launch the scheme to staff in the summer and commence the programme in the autumn.

- 5.4 Our Board of Trustees continue to strengthen and challenge the organisation, and we are re-establishing the Development Group to help drive through the challenges of upgrading and improving our buildings, services and profile.
- 5.5 The City Council nominations are now Cllr Carol Runciman, Cllr Sonja Crisp and Cllr Ann Reid, and we welcome their contribution to our organisation.
- 5.4 We continue to develop links with the City of York and the Arts sector and all the Management team are involved with networks, Board memberships and outside bodies including Audiences Yorkshire and the Yorkshire Producing Theatres, and nationally with the Theatre Management Association, National Association of Youth Theatres, Arts Marketing Association and the Arts Council.

6 MARKETING AND AUDIENCE DEVELOPMENT

- 6.1 Much of York Theatre Royal's audience lives within the City of York itself:
46% of YTR's bookers live within 15 minutes' drive of the theatre
74% live within 45 minutes' drive
83% live within an hour of the theatre.
- 6.2 For the year from April 2008 to March 2009, we sold 171,000 tickets (against the previous year of 163,000), 27,000 of which were to people under 26. This has grown from 15,000 in 2003 – a growth of 57%.
- 6.3 We sell 47% of our tickets at a concession/discounted rate.

6.4 The Membership Scheme of York Theatre Royal (launched in Dec 2007) has 850 Members.

6.5 We continue to develop our local audience through Stage Partners – a corporate sponsorship programme which enables local businesses to bring large numbers of their staff and clients, who might otherwise not consider themselves theatre-goers, to a variety of productions every year.

7 FINANCE

7.1 We have significantly reduced deficits over the last four years, and ended the financial year 2008/09 with a small operating surplus of £21,940 (not yet audited). This represents less than 0.007% of our total income.

7.2 The surplus arose from improved sales across all areas of the business and we have increased our sales on our own 'made in York' productions from £806,957 in 2003 to £1,514,628 in 2009.

7.3 We have undertaken 574 performances this year.

7.4 We have increased our overall turnover from £2M in 2003 to £3.2M in 2009.

7.5 Our Box office facilities are used by other groups and cultural organisations across the city and last year an additional 20,827 tickets were sold on their behalf.

7.6 We are in difficult trading periods in the uncertain financial climate and are regularly reviewing our future plans to respond to market conditions.

8 THE FUTURE

8.1 We remain committed to the development of our buildings and spaces – allowing money in our budgets for repairs and maintenance of the current building, and to pursue our plans to develop the Colonnade and the De Grey Rooms linkage. However we also remain concerned with the vast amount of variables on the project from the availability of buildings, other projects and the necessary finance.

8.2 We plan to take over the lease of the ground floor of the De Grey Rooms when the Visitor Information Centre moves out this autumn.

8.3 We continue to contribute to the CULTURAL QUARTER for the city.

9 SUMMARY

- 9.1 We remain a very open and accessible building, offering opportunities for audiences to see high quality work that will enthral, challenge and excite.
- 9.2 We are naturally cautious in the current financial climate on what the future holds for us, in terms of audience numbers, availability of cash to spend etc.
- 9.3 We continue our role as a cultural ambassador for the city through stronger links with organisations in the City of York and regionally and nationally throughout the cultural sector. The Management team are involved with cultural leadership forums, business networks, Board memberships and national representative bodies.
- 9.4 We want to ensure that York Theatre Royal continues to grow and develop, and remains an open, accessible and fit for purpose building and organisation, feeding the life of the City and our community.
- 9.5 We remain extremely grateful for the support of our funders that help us deliver so much more for the city.

Daniel Bates
Chief Executive
June 2009



Learning and Culture Overview and Scrutiny Committee

15 July 2009

Report of the Assistant Director (Lifelong Learning and Culture)

York Museums Trust Partnership Delivery Plan: Performance Update

Summary

1. This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan. The York Museums Trust's full report is at Annex A.

Background

2. The Partnership Delivery Plan (PDP) approved by members in December 2007 outlined the key targets and objectives which the Council requires YMT to work towards over the next five years. Members have asked for regular updates on progress. Reports are brought to Overview and Scrutiny at the half-year point and again in July to report on full year performance. This report covers the financial year 2008/09 as a whole with particular emphasis on activity that has taken place since the mid-year report.

Headline Achievements

3. The Trust has had another very successful year and their plans for the future will ensure continuous improvement:
 - Visitors to the Castle Museum rose by 2% on the previous year following the success of The Sixties exhibition
 - The Hospitium is now a popular wedding location and a successful conference facility. In 2009 it won the Best Conference award at the Visit York Awards. It is creating income which is being fed into other capital developments
 - Plans are well underway for the Letting in the Light refurbishment at the Yorkshire Museum
 - There have been a number of exhibitions at the Art Gallery – Stanley Spencer and A Thousand Words curated by the author Tracey Chevalier being just two. A Thousand Words also encouraged people to write about what they were seeing.

- Five Sisters has opened at St Mary's. The work created a mosaic from sherds of pottery from medieval York
- Museum Gardens has a new Garden Manager who is transforming the horticultural content of the gardens
- A leaflet detailing adult learning opportunities is now available
- The Grand Tour in York – in partnership with the National Gallery sited art across the city
- All sites have achieved the Visitor Quality Assured Standard and Mori polls show a very high rate of visitor satisfaction
- Work with schools, nurseries and HE continue and improve. YMT have made strong partnerships across the city and work with NYBEP and Creative York

Consultation

4. This report is for information and there is no consultation to consider.

Options

5. This report is for information and there are no options to consider.

Corporate Objectives

6. YMT's business plan contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for learning, and in strengthening York's economy through investment in the tourism infrastructure. Reinvestment in the museums is an identified priority within the sub-regional investment plan.

Implications

7. **Finance:** The Council makes an annual grant to YMT which in 2008/9 was £1,516,850. The grant is uplifted for inflation each year. The current financial arrangements have been agreed to 2013.
8. There are no Human Resources, Legal, Crime and Disorder, Information Technology, Equalities, Property or Other implications associated with the report at Annex A.

Risk Management

8. This report is for information and there are no risks to consider.

Recommendations

9. That the Learning and Culture Overview and Scrutiny Committee note and comment upon the performance of the York Museums Trust.

Contact Details

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Janet Barnes
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York Museums Trust

Report Approved



Date 30.6.09.

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

Museums Trust: Partnership Delivery Plan December 2007.

Annexes

Annex A - York Museums Trust Performance Report: October 2008 – March 2009

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York Museums Trust Performance Report: October 2008 – March 2009

Analysis of Performance

1. The Partnership Delivery Plan (PDP) sets out a number of key targets relating to the Council's core objectives. The following paragraphs summarise the progress towards the 7 major targets outlined in the PDP.

a) Stabilising Visitor Figures

2. Visitor numbers held up very well across the Trust's sites in 2008-09.

York Castle Museum has performed particularly well since the opening of *The SIXTIES* gallery in March 2008. The museum welcomed 265,500 visitors in total, a 2% increase on 2007-08.

Yorkshire Museum and York Art Gallery numbers were practically identical to the previous year at 51,500 and 161,500 respectively.

Overall visitor numbers for the Trust were also very similar to the previous year at 503,000, in spite of the fact that Easter fell in March in 2008.

Detailed figures for the full year are given at the end of the report. The figures do not include any estimate of the thousands who saw *The Grand Tour* in York last summer.

b) Delivering New Income Streams

3. YMT has generated additional funds from a variety of sources. Details of all the successful fundraising applications made during the reporting period are attached. The main fundraising project has been securing funds for the *Letting in the Light* project for the refurbishment of the **Yorkshire Museum**. This is due to start in November 2009 with the reopening of the museum due in August 2010. Last time we reported that we had secured £200,000 from the DCMS/Wolfson Fund and since then we have been awarded the following grants:

Monument Trust £300,000

Foyle Foundation £75,000

Garfield Weston Foundation £200,000 (awarded 2009/10)

Renaissance in the Regions fund £315,000 (also awarded 2009/10)

Currently we still need to raise £177,000. To this end we have created a Development Board comprised of volunteers from the local community who are working on fundraising projects to help close the gap. We are continuing to raise money to reach our target of over £2 million from other sources too. However we will be setting the budget in a few weeks on the money we have secured making adjustments to it according to our resources.

4. **Conferencing and Venue hire** is an important part of our sustainability. Minimal in 2002/03, the turnover in 2006/07 was more than £85k, yielding a profit of more than £20k after all costs. In 2008-9, the first full year of business, turnover was £165k and profit was £40k. Bookings for 2009-10 are strong and we anticipate that profit will double again this year. The refurbished Hospitium has been a great success, especially in attracting weddings, and was awarded Best Conference venue at the 2009 Visit York Awards. In the future this income stream will help fund capital projects in the Museum Gardens, Yorkshire Museum, York Art Gallery and the Castle Museum and will be ploughed back to improve the services we offer to the public.
5. **YMT Enterprises Board** has met regularly to advise and plan the business activities of YMT. The Board comprises volunteers from the business community and includes three retail experts and one catering expert and is currently advising on improving the Castle Museum retail and catering business.
6. **Renaissance in the Regions** continues to be an important income stream from Central Government, administered by the Museums, Libraries and Archives Council (MLA). This funding is currently underpinning our Lifelong Learning and Collections Care, the growing Volunteers scheme as well as the Museum Gardens improvement project. During 2006/07 the funding from Renaissance was £229,000; in 2007/8 it totalled £606,200 and in 2008/9 it was £593,382. During this period of reporting we have been planning and applying for two funding streams covering 2009-2011 concentrating around economic sustainability. The projects we have secured funding for include investing in catering and retail at the Castle Museum and the **Letting in the Light** refurbishment at the Yorkshire Museum. The £315,000 previously referred to will help fund the refurbishment of the collection display and the immersive audio visual experience that will introduce all visitors to the history of York as well as Yorkshire Museum. We envisage this being a 'gateway' to other visitor attractions and experiences within the city.

c) New Exhibitions & Interpretative Service

7. **York Art Gallery** has been undergoing a programme of refurbishment since 2004. This has included the ground floor galleries and entrance and we now have a lift giving disabled access to the first floor. Currently we are refurbishing the first floor gallery which will reopen in September 2009 as the **Gallery of Pots**. This project has removed the 1970's suspended ceiling and will introduce daylight into the gallery through sunpipes making it a welcoming and comfortable space to visit. The ceiling height will be lifted and there will be a new lighting scheme and wall coverings with a restored wooden parquet floor. The collection of British Studio Pottery in York is the largest outside London and represents around 3,500 pots

plus an important archive of 20th century potters collected together by W. A. Ismay. The Gallery of Pots is the culmination of five years of cataloguing and researching the W. A. Ismay collection which was bequeathed to the Yorkshire Museum in 2001. This will establish York as a centre for ceramics in the UK.

8. **York Art Gallery** also launched the very first writer in residence with Tracy Chevalier at the beginning of 2008. Chevalier is famous for her novel *The Girl with a Pearl Earring*. The year culminated in an exhibition selected from the permanent collection, ***A Thousand Words***, which opened in September 2008. This exhibition was very innovative in that it encouraged the visitor to write about the paintings and pots on display as apart of an ongoing interpretation of the exhibition. Visitors responded energetically to this invitation.

In January 2009 we opened the exhibition ***Stanley Spencer*** which was organised by Tate Liverpool and was largely selected from the national collection but included York's own painting by Stanley Spencer, a key artist in 20th century British art. The exhibition was very popular with audience attendance of 45,799.

9. *Chinese Reflections, the Story of Chinese Trade and Design* as reflected in the collections of York Museums Trust, was also published. This is a 32 page colour illustrated booklet and is available in the Museum shops. Research and publication was funded as part of the HLF funded China in Yorkshire project.
10. A large number of images from our geology collections are featured in the newly published '*Yorkshire Geology*' by Paul Ensom, previously Curator of Geology at the Yorkshire Museum.
11. Plans for the refurbishment of the **Yorkshire Museum** continue to be a major element in the work of the Archaeology and Science teams. Great progress has been made in developing the content and concepts for the new Medieval and Roman galleries, and the plans for the Extinct galleries are nearly complete.
12. The Children's Gallery at the **Castle Museum** has been re-displayed with ***Toy Stories***, an exhibition exploring toys across the generations, comparing items played with today alongside those used by parents and grandparents (and beyond). The exhibition has been led by the Learning team with the curators providing the collections and installing the displays. This has made it possible to bring out more objects from our stores, but has also identified significant gaps in the toy collections from more recent periods. As a result of this we hope to make a few acquisitions from selected items that have been loaned/found for the exhibition.
13. In York Art Gallery's Little Gallery we have shown two exhibitions drawn from the collection mainly selected from the works on paper collection: ***Out of the Shadows*** from September 2008 to January 2009 and then ***A Different View - the changing landscape of York*** which finished in May 2009. This exhibition was of great interest to people who know York well as it showed scenes of York that no longer exist.

14. **York St Mary's** was closed over the winter whilst the new commission ***Five Sisters*** was being prepared. This new project involved creating a new work out of boxes of catalogued and uncatalogued sherds mainly dating from the medieval period and excavated from sites in York and North Yorkshire. The resulting mosaic is on display at York St Mary's. The artists Matthew Collings and Emma Biggs were inspired by the Minster's ***Five Sisters*** window. The preparation of the sherds involving extensive cleaning and sorting which was done by volunteers. We worked in partnership with the Institute of the Understanding of the Past (IPUP) which is based at the University of York. They also helped us with the making of a film of the whole process. An excerpt of this can be found on You Tube.
15. **Castle Museum** has undergone some changes over the winter including the installation of a new ramp to enable everyone, including wheelchair users, to have full access to Kirkgate. This has been a complicated project requiring planning permission from the DCMS due to the building's listed and scheduled monument status. The project is currently nearing completion. The new ramp has caused some disruption in visitor flow and will require further permanent changes to the layout of the concourse which we are considering in the light of the improvements to the retail and catering offer.
16. The three **Studios** – Military, Kitchen and Costume and Textiles continue to be very effective in engaging visitors. We have an ongoing programme of activities across all three where there is at least one operational at any one time and at holiday periods all will be operating. Guiding staff now take an active part in the interpretation of the collections and are supported by volunteers. Themes over the last six months have included: Pirates, Pace Eggs, Honey in the Home, Dining with James I, Tudor Swords and Daggers, and Victorians Getting Dressed.
17. Other changes have been made to the cells area with all the craft displays being catalogued and moved to storage in preparation for the new display which is opening in July 2009. ***York Castle Prison*** will interpret for the first time the history of the Debtors Prison. To date the fact that the Castle Museum was originally two prisons has been ignored and many visitors are completely unaware of the buildings' original use. The interpretation has been done by BrightWhite, a York based company and involves short films of real life people from the 18th Century who were in the prison and whose lives have been researched from archives.
18. **Yorkshire Museum** continued with ***Fingerprints of Time*** as its main offer, plus the displays on the Romans and Medieval periods. These displays are continually refreshed to add interest for the visitor. The Dating Bar where visitors can look at items from the collections informed by guiding staff continues to be a great success with the visitor.
19. **The Museum Gardens** now have a permanent Garden Manager who has begun to transform the horticultural content of the gardens with the help of the gardeners. With the appropriate planning permission we have started to develop the planting schemes in the gardens including the beds around the Museum Street entrance and the fern garden near Manor Lane. One of the aims is to bring more light into certain areas through the reduction of tree cover. New composting arrangements

to recycle all the garden waste have been built. We have set up a garden security partnership with Safer York, the Police, National Railway Museum, University of York Kings Manor and CYC Children's and Young Peoples Services. This will enable partners to work together to address some of the security issues we all share. We are developing a number of opportunities to consult with residents and stakeholders on the garden development.

d) Create an Education Strategy

20. We are currently working on an education strategy to be completed by the end of the year. This quarter we have been working with City partners on the new Vocational Diplomas for secondary schools. In partnership with Creative York and NYBEP we set up and hosted a skills conference Create your future attended by 180 post-16 students and creative practitioners. Stands and workshops were provided by key networks and businesses in the cultural and creative sector. We collaborated with Science City York and Set Point North Yorkshire to put on a programme of events for the Festival of Science and Technology. We have also worked in partnership with The Archives and Libraries on celebrations for the anniversary of Henry VIII.
21. The Lifelong Learning Team are now delivering a comprehensive service to an increasing number of schoolchildren and have published a programme of school sessions which address the needs of the National Curriculum. Compared to this half year last year an extra 3,000 school children have come on school visits of which 800 are from York. A total of 14,463 school children have visited with their schools in the last 6 months. Early Years work has featured the characters William and Alfie introducing pre-school children to the museums. All 4 of our sites have the Learning outside the classroom Quality badge.

The team also organises informal activities for the general public and to visitors across the three main sites during the holiday periods. It is YMT policy to have special events at half terms and summer holidays to attract residents and visitors to the museums. The numbers of visitors to informal events has increased by over 7,000 to over 27,000 for this half year compared to the same time last year.

22. The following York Schools, Nurseries, Colleges & Universities have visited York Museums Trust between September 2008 to March 2009:

Acomb Primary School	Clifton with Rawcliffe Primary School
Archbishop High School	Elvington Primary School
Archbishop of York's Junior School	Gilamoor Primary School
Badger Hill Primary School	Gladstone Junior School
Bootham Junior School x2	Haxby Road Primary School
Burnholme Community College	Hempland Primary School x2
Burton Green Primary School x3	Joseph Rowntree School
Canon Lee School	Kingsmill School
Carr Infant School x2	Knavesmire School x2
Chapter House Prep School x4	Lakeside Primary School

Long Marston Primary School	Yearsley Grove School
Lord Deramore's Primary School x2	Acorn Kaleidoscope Nursery
Minster School	Bright Beginnings Nursery
Osbalwick Primary School x2	Chapterhouse Pre Prep x3
Our Lady's RC Primary School x2	Clifton Pre School
Parkgrove Primary School	Pocklington Montessori x2
Pocklington School	Rufforth Pre School
Rufforth Primary School x3	Smartypants Nursery
Scarcroft Primary School x2	Straylands Nursery
St Georges RC Primary School x4	York College Day Nursery x3
St Mary's Primary School	
St Oswald's CoE Primary School	York Tutors x2
St Paul's Primary School x2	English in York x4
St Wilfrid's RC Primary School x3	Melton College
Stockton on the Forest Primary School	York Sixth Form College
Tang Hall Primary School x2	
The Mount School x6	University of York x 11
Westfield Primary School x2	History Department x2
Wheldrake Primary School	History of Art Department x4
Wigginton Primary School	

23. YMT has dedicated learning spaces at each of the three main venues funded through Renaissance. Each of the learning spaces has its own special qualities and resources that are suitable for the varied programme that we offer to schools. The Lab is the e-learning space in the Yorkshire Museum which is fully equipped with new technology including white board, computers, digital cameras, sound recorders and microscopes. It is proving very popular and is an effective way to promote science learning and develop our outreach and e-learning offers. We have seen a 70% increase in science learning in the period December to march. The Studio at York Art Gallery offers opportunities for practical work relating to the National Curriculum whilst the Victorian Schoolroom at the Castle Museum offers a chance to experience Victorian teaching techniques. A new flexible learning space has been created in the Mill at the Castle Museum and two more are planned as part of the Prison project. We have also set up a Teachers Advisory Panel that meets regularly to work with us on improving the range and quality of our formal learning programme. The members of the panel are from York schools and colleges.
24. Curators have continued to build links with the University of York, and have hosted sessions for the Department of Archaeology Artefacts Module MA, and for the Department of Medieval Studies on the Middleham Jewel. We are working in partnership with the University of York using our medieval stained glass collection for conservation students and as part of an AHRC research

project into medieval lead canes. We hosted a total of 23 research visits to the archaeology store.

The Art Team presented a lecture on 'Art Gallery Exhibitions' to around 100 first year Art History students at the University of York on Monday 24 November. First year students (15) from the University of York came to view works on paper by Rembrandt and several students from the University of York have undertaken research in the gallery library on Richard Jack, O' Connor and Etty.

25. Researchers at the Art Gallery have included a number of students/ members of the public looking at information/ works by William Etty; Japanese curators looking at our ceramics collections for a forthcoming exhibition on Hans Coper; and an enquiry from a curator at the Ashmolean Museum asking for help identifying a Yorkshire slipware dish. A group of students from York St John came to view works by St Ives artists with tutor Dr Francesca Wilde (Lecturer in English and Creative Writing). They will be using paintings from our collection as the inspiration for poetry/ creative writing and the finished product *Poem in a Box* will be a DVD which will be shown at York Art Gallery in the summer.

University of York history students had two sessions at the Castle Museum on 17th century life. Newcastle Museum and Heritage Studies course had a familiarisation session on SHIC classification and storage.

e) Increase Use & Involvement by Residents

26. The **Development Board** has been meeting regularly. There are 15 people from the city who have contributed to the thinking and planning of this new group who are aiming to raise funds for the trusts activities. The planning of the first event is well underway and will be announced shortly. It was agreed that efforts would be concentrated around the ***Letting in the Light*** project.
27. York Art Gallery is central to our developing relationships with local communities. The ***Territories*** project is a community involvement project seeking to work with hard to reach groups. This is an audience development project and is in its fourth year of funding from the Arts Council Yorkshire. We work with diverse groups of local people including: the Traveller Education Service, Songbox, Henshaws Art and Craft Centre, Youth Inclusion Support Panel, Walmgate Residents Association, Western Front Association, Soldiers Sailors Airmen and Families Association (SAFFA) the Children's Centres, Applefields School, Peasholme Resettlement Centre and Clifton House. Our work with Travellers Education was chosen by MLA as an example of national best practice. We have also hosted a workshop for local partners on sustainability funding for community art work
28. **Studio Saturdays** take place in the Studio at York Art Gallery and over the autumn and winter have been themed around Tracy Chevalier's exhibition

and Stanley Spencer. The creative writing workshops and competition were selected to be a flag ship project by the National Year of Reading

29. **Adult Learning** is a growing initiative for YMT and we now produce a leaflet that highlights all our activities across all of the sites. The adult learning programme for the six months September to April proved very popular with some sessions being delivered three times to meet demand. This has led to a more active partnership with the University of York Adult Learning Centre, and the Learning Festival. We are planning a major increase in adult learning opportunities for the coming 12 months
30. We currently have 142 active **Volunteers** across all sites. The number of active volunteers continues to rise steadily; we currently have 142 active volunteers across all sites, with 181 inactive and 127 on our database waiting for a suitable project.

The Studios is our largest volunteer project, with over 20 volunteers attached to each individual Studio. The recent Pirates activity in the Military Studio has been enormously popular with visitors, staff and volunteers alike, and the contribution made by the volunteers during the exceptionally busy half term and holiday periods has been invaluable. We continue to recruit to enable us to increase the range of volunteer-led activities available in each Studio. We are working very closely with the Yorkshire Museum Library volunteers and the local U3A group as plans for the refurbishment project are developed. In the last six months we have hosted a number of placements including work with CYC Travellers Education Service and Universities.

31. The **History of York** website continues to develop through the efforts of all the partners. YMT invited experts and enthusiasts across the city to form an Expert Panel who have advised on the content of the website to inform and guide visitors and residents to a better understanding of the history of the city. These include: Bar Convent, Barley Hall, British Waterways, Centre for Lifelong Learning, City Archaeology, City Archives, CORE, DIG, English Heritage, Fairfax House, Goddards House and Garden, IPUP- University of York, Jorvik, Local History Library, Mansion House, Merchant Adventurers, NRM, National Trust, York Minster, York St John University, Yorkshire Film Archive, Yorwalk Ltd. See www.historyofyork.org.uk
32. Curatorial staff also engage in a range of outreach activities and this period has been no exception. Perhaps one of the most unusual uses of collections was the supply of images for the successful Illuminate York presentation of *Accendo* in Museum Gardens.

The Portable Antiquities Scheme has continued to build better relations with Metal Detecting clubs in the region and the backlog of finds on the national database has now been cleared. The archaeology team has the most demand for visits to the stores, and we hosted a number of behind the scenes visits including for the CYC Cultural Scrutiny Board, the YMT Development Board, Dringhouses Local History Society Event, Bradford University

Conservation Students, Haxby History Group and the University of York Department of Archaeology Post Graduate Students. A small group from the Friends of York Art Gallery visited our decorative arts stores at Birch Park. The History of Science Section of the Yorkshire Naturalists Union held their meeting in the library at the Yorkshire Museum. Members of the Science team also hosted geology walks and behind the scenes tours for YPS members

The Curator of Military History acts as Curatorial Adviser to the Kohima Museum, the Prince of Wales Own Regiment of Yorkshire Museum and the Museum of the Royal Dragoon Guards assisting them with working towards Museum Accreditation. The two former have been notified that they have achieved the required standard, the latter has a deadline later in the year

33. The China in Yorkshire project enabled us to work closely with York residents of Chinese descent, to acquire collections which represent their lives in York. In addition, we undertook a photography project to provide a context for the items chosen with the Chinese community for the collections. The photographs include examples of the objects showing them as they would be found or used normally. The photographs will form part of the permanent collection, creating a much richer context for the objects we have and providing a glimpse of life in 2009, with a view to their being displayed in the near future but also kept as a permanent record.
34. The Castle Museum was represented at the York Wargames Society annual show "Vapnartak" at York Racecourse in early February. Together, a guide, a volunteer and a curator presented a display of eighteenth century weaponry to nearly two thousand attendees, many of them taking the opportunity to dress as a pirate.

f) Achieve High Visitor Satisfaction

35. We are participating in the **Visitor Quality Assured Standard** again for 2009 and are currently awaiting the process to take place. We anticipate a positive response and have taken steps to tackle the specific issues identified in the 2008 survey with new signage and the appointment of extra staff to address display, maintenance and presentation issues.
36. We have introduced visitor comments books and sheets across our 3 main sites to ensure the ongoing monitoring of our performance.

Some typical comments received were "I loved the little interactives in some of the rooms – I did them while my grandparents looked at pictures"; "very friendly staff, resulting in a lovely atmosphere"; "thoroughly enjoyed our visit to the Castle Museum. Loved the exercise yard (skipped and used the hula hoop). The 60s room was fantastic"; "Interesting but the Lambretta has wrong tyres and that year/model did not have shock absorbers"

g) Ensure The Cataloguing of the Collection

37. The Adlib documentation system in use at the Trust had not been upgraded since its installation as part of a Designation Challenge Fund project in 1999. Prior to the establishment of the Trust, this documentation project encountered difficulties with its IT infrastructure at CYC and much of the data was either corrupted or rendered inaccessible. This meant that the software could not be upgraded until those problems were resolved and consequently the documentation database became out of date with limited functionality.

In 2008, sufficient problems had been addressed so that we could enable the migration of the data contained in our 138,127 records to a newer version of the software. Consequently, the Collections Team has concentrated on the preparation for this upgrade and from late September we integrated work on retrospective documentation with improving data management overall. This has meant that almost every subject curator has had to check, edit or move data in certain fields of their records so that it transfers into the correct location on records in the new version.

We have engaged two consultant curators to assist the teams in checking records for geology and for numismatics which are two areas where we have significant collections but lack expertise on staff at present. Details of the work undertaken are presented by subject teams.

38. As the curatorial team are engaged in a range of activities across the Trust, there is always a balance to be struck between efforts on documentation and other responsibilities such as exhibitions, research, storage improvements and public programmes. The team is actively managed to ensure that overall targets are met while balancing their overall work programme. We have a target for completion of our retrospective documentation programme of 2010 as part of our Accreditation by MLA.
39. Collections Management team prepared records across all datasets for transfer and put defined lists of terminology in place in order to prevent incorrect data being created and to make the records easier to search:
- 2,650 retro records added to Adlib, using paper records previously created by the cataloguers on the 2,000 Designated Challenge Fund project.
 - 25,528 place name records were checked and edited and
 - 9,800 incorrect place terms were deleted
 - 75,000 records were edited
 - 32,130 records were cleaned, working on the older and most untidy/unreliable records which were transferred from an earlier mainframe system and which need extensive re-writing to make sure they have data in the correct fields to map across into the new Adlib.

The erratic/unreliable nature of the computer network at the Castle has been particularly problematic for this work which has involved manipulating blocks of data and doing searches and edits across several thousand records at a time.

The Archaeology Team have been working between developing content for the refurbishment of the Yorkshire Museum and the documentation project. 269 new records entered onto Adlib and 16, 381 records edited and cleaned by tidying up terminology and eliminating inconsistencies.

The Art Team have had difficulty in meeting targets for documentation in light of the concentration of effort on the ambitious exhibition programme at York Art Gallery. Nevertheless, the team have achieved 365 records entered onto Adlib for works on paper, 65 glass items added, 1,111 from the Ismay collection of Studio pottery added, 861 records for Ismay archives and 330 decorative arts records edited for the upgrade.

The Science Team have been working between developing content for the refurbishment of the Yorkshire Museum and the documentation project. 13,706 records edited for the upgrade and 108 records added.

Social History team documented all the craft workshops in the Castle Museum before removal to store in advance of the York Castle Prison exhibition. 4,034 records were added and 435 records checked and edited.

Costume and textile - 125 retro records added to Adlib and 448 manual retro records created by volunteers and 780 records checked and edited.

Military - 372 records added and 200 records checked and edited.

40. **Storage & Conservation** - Documentation is the first stage in responsible stewardship of our collections which also require appropriate storage and conservation. Where possible, we link work on documentation with improvements to the storage of collections and to the identification of conservation priorities.

The Social History team moved out of our storage unit at Riccall and into a larger unit. Conservation work has been undertaken on the sword collection at the Yorkshire museum, Roman Ironwork, the Ballymoney Hoard in the archaeology collection; *Haymaking* by Tristram Hillier (painting and frame), *Under Mars* by Bryan Wynter and the frame for Carracci's *Monsignor Agucchi* in the Fine Art Collection. Works on paper were mounted in advance of the small exhibition on **Lost Buildings of York**. Active programmes of environmental monitoring are in place for York Art Gallery and the Yorkshire Museum, and the Social History team has begun planning a programme of monitoring for the Castle Museum.

41. **Developing the Collection** - We have continued to develop the collections across the Trust. A Roman Military Diploma was purchased with help from the V&A Purchase Fund and the Headley Museum Archaeology Fund. *'Temperance Toby'* by Richard Slee was purchased for the Decorative Art Collection with help from the Friends of York Art Gallery and the W.A. Ismay Bequest. And for a seasonal flavour, a Christmas tree decoration depicting Dr John Sentamu, Archbishop of York, was purchased for the Social History

collection. Accession numbers were allocated to 30 archaeological sites in York and North Yorkshire.

Detailed Visitor Numbers

Visitor Numbers

12 months from April 2008 to March 2009

(excluding conference visitors)

	Actual	Last year	% Change
Castle Museum	265,505	260,725	+2%
York Art Gallery	160,545	160,483	0%
York St Mary's	25,242	30,715	-18%
Yorkshire Museum	51,503	51,311	0%
Grand Total	502,795	503,134	0%

Notes:

No estimates of visitors to The Grand Tour in York have been made.
Easter fell in April in 2007 and in March 2008
Memory of Place at York St Mary's was in its second year.

Financial Stability

38. Draft accounts show that YMT made a small surplus in 2008-09 and continues to be financially stable, but it has always been recognised that in an increasingly competitive and demanding market it would require further investment funding and capital investment to prosper.
39. The investment in the Hospitium facilities is delivering profits and bookings are holding up well under the economic pressure. Plans are in place to improve the café and retail facilities at the Castle Museum this year with a view to increasing secondary spend.
40. Core funding for 2008-2013 has been agreed at the current level, plus an inflationary uplift.
41. It has not been possible for the Council to commit to any additional investment funding. However, the Council is holding £1.163m of capital funding for YMT (of the original £1.898m). £100k of this has been used towards the cost of the

new exhibition 'York Castle Prison' which is due to open 17 July 2009. The remainder will be used as matching funding for the Yorkshire Museum and Gardens project.

October 2008 -March 2009	Castle Museum	Yorkshire Museum	York Art Gallery	Observatory	York St Mary's	Total numbers across all sites
Visiting children in York school groups (Ages 0-16)						
• Nursery	180	92	94	0	0	366
• Primary	1,273	703	415	328	0	2,719
• Secondary	0	64	175	0	0	239
• Other	0	0	0	0	0	0
Total	1,453	859	684	328	0	3,324
Visiting children in non-York school groups (Ages 0-16)						
• Nursery	160	31	13	0	0	204
• Primary	4,574	1,657	756	157	215	7,359
• Secondary	1,297	243	382	0	0	1,922
• Other	0	10	0	0	0	10
Total	6,031	1,941	1,151	157	215	9,495
Student Educational visits HE + FE (Ages 17+)	50	45	193	15	0	303
Students on a general visit HE + FE (Ages 17+)	1,167	49	511	0	12	1,739
Events (Extra activities taking place on site for the general visitor)	7	33	25	50	0	115
Number of visitors to events	14,031	11,520	1,764	3,138	0	30,453
Outreach events	5	13	6	2	0	26
Number users of outreach events	2,040	840	1,260	49	0	4,189
Educational Activities (Workshops)	192	88	64	16	0	360
Informal Learning Groups on site (For example Territories etc...)	3	15	50	1	0	69
Users of informal Learning on site	33	246	672	4	0	955
Number of instances of teachers in contact with museums, excluding visits with school parties	100	43	25	0	0	168

October 2008 - March 2009

	Transactions	Objects	Notes
Acquisitions	16	17	Including: a Medieval reliquary pendant was purchased for the Archaeology collection. A pair of salt-glazed stoneware vases by George Tinworth were bequeathed to the Art Gallery. The Social History team acquired an early 20th century vase made at Strensall Pottery.
Archaeological sites	30		
Disposals	0	0	No items were disposed of in this period.
Image Use Requests	0	0	
Loans In	4	29	Including: two loans were received by the Art Gallery for the Stanley Spencer exhibition; 25 works from the Tate and two from the Laing Art Gallery, Newcastle upon Tyne. A work by Austin Wright was lent by his widow for inclusion in the exhibition A Different View: the Changing Landscape in York.
Loans Out	10	64	Including: a number of Roman knives have been loaned to the University of Bradford for research. Portrait of Monsignor Agucchi by Annibale Carracci is currently on loan to the Museo Nazionale del Bargello in Florence. Two loans have been made from the Military collection; one for Vapnartak, York Wargames Society Show and one to South Milford School in conjunction with an archaeology outreach event.
Conservation	5	34	Including: 11 archaeological objects have been to a conservation lab for cleaning. 15 works on paper have been to a conservator for preparation and mounting.

Fundraising

We have been successful in securing funds for the following:

Funding Body	Reason for Application/funds	Amount
V&A Purchase Fund	Roman military diploma	£350
Headley Museums Archaeological Acquisitions Fund	Roman military diploma	£350
Noel G Terry Charitable Fund	Vale of York Viking Hoard	£3,000
Paul Mellon Centre for Studies in British Art	William Etty research to culminate in exhibition	£33,500
The Monument Trust	Yorkshire Museum 'Letting in the Light'	£300,000
Foyle Foundation	Yorkshire Museum 'Letting in the Light'	£75,000
Friends of York Art Gallery	Purchase of toby jug by Richard Slee	£2,225
Yorkshire Philosophical Society	Museum Gardens	£1,000
Renaissance in the Regions	New Gallery of Pots at York Art Gallery	£50,000
Arts Council England	New Gallery of Pots at York Art Gallery	£60,000
Private Donation	New Gallery of Pots at York Art Gallery	£630
Friends of York Art Gallery	<i>Equanimity</i> portrait of the Queen by Chris Levine	£1,250
V&A Purchase Fund	<i>Equanimity</i> portrait of the Queen by Chris Levine	£1,250
MLA	Reflections on War exhibition for York Art Gallery	£8,260
Arts Council	Meeting the Challenge – cultural leadership programme in partnership with York City Libraries and Archives, York Theatre Royal and Pilot Theatre	£51,000
	Total Funding	£587,815.00