



## Notice of a public meeting of

### Corporate and Scrutiny Management Committee

**To:** Councillors Wiseman (Chair), Barnes, Horton, King, McIlveen, Potter, Runciman (Vice-Chair), Steward and Warters

**Date:** Monday, 8 April 2013

**Time:** 5.00 pm

**Venue:** West Offices, Station Rise, York YO1 6GA

### AGENDA

#### 1. **Declarations of Interest**

At this point, Members are asked to declare:

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

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

#### 2. **Minutes** (Pages 3 - 8)

To approve and sign the Minutes of the meeting held on 11<sup>th</sup> March 2013.

### **3. Public Participation**

It is at this point in the meeting that members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 5<sup>th</sup> April 2013**. Members of the public can speak on agenda items or matters within the remit of the committee.

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

### **4. Attendance of Cabinet Member for Corporate Services - End of Year Update.**

The Cabinet Member for Corporate Services will give an update on the implementation of her priorities for this municipal year.

### **5. Draft Workplan for 2013/14. (Pages 9 - 10)**

Members will receive a copy of their draft work plan for the forthcoming municipal year and participate in a discussion around new scrutiny topics for the coming year, ahead of the scrutiny work planning event to be held in May 2013.

### **6. Innovation Strategy Status March 2013 - Briefing Paper (Pages 11 - 14)**

Members to receive an update on the delayed introduction of the strategy,

### **7. Workplan 2012/13 - Update on Ongoing Task Group Scrutiny Reviews.**

Members will receive verbal updates from the ongoing Task Group Scrutiny Reviews.

### **8. Any other business which the Chair decides is urgent under the Local Government Act 1972**

Democracy Officer:

Name: Jill Pickering

Contact details:

- Telephone – (01904) 552061
- E-mail – [jill.pickering@york.gov.uk](mailto:jill.pickering@york.gov.uk)

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

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

Contact details are set out above.

This page is intentionally left blank

## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- 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.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### 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.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

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.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন ভাষাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোভাষী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

*Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550*

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ میا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

*Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550*

### **Holding the Cabinet to Account**

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, 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;
- York Explore Library and the Press receive copies of **all** public agenda/reports;
- All public agenda/reports can also be accessed online at other public libraries using this link

<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>

City of York Council

Committee Minutes

---

MEETING	CORPORATE AND SCRUTINY MANAGEMENT COMMITTEE
DATE	11 MARCH 2013
PRESENT	COUNCILLORS WISEMAN (CHAIR), BARNES, HORTON, KING, MCILVEEN, POTTER, RUNCIMAN (VICE-CHAIR), STEWART AND WARTERS

---

#### 40. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda. No additional interests were declared.

#### 41. **MINUTES**

Arising out of consideration of the minutes of the last meeting of the Committee, the Chair requested clarification in respect of declarations of interest made by members in respect of outside bodies.

Officers confirmed that declarations were entirely down to the judgement of individual members however, generally membership of an organisation which was applying for a grant was unlikely to create a prejudicial interest in respect of a potential scrutiny topic looking at how grants are managed generally.

Following further discussion it was

- RESOLVED:     i)     That the minutes of the last meeting of the Committee held on 21 January 2013 be approved and signed by the Chair as a correct record subject to the following amendments:
- In the list of members present at the meeting, following the name of

Cllr Douglas add 'substitute for Cllr Horton'.

- In Minute 31(Declarations of Interest) amend Cllr Barnes and Cllr Wiseman's declarations of interest to 'personal' rather than 'prejudicial'.

- ii) That the minutes of the final meeting of the Sickness Absence Management Task Group held on 28 January 2013 be approved and signed by the Chair as a correct record.
- iii) That the minutes of the final meeting of the City Centre Ad Hoc Scrutiny Committee held on 20 February 2013 be approved and signed by the Chair as a correct record.

#### **42. PUBLIC PARTICIPATION**

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

#### **43. SICKNESS ABSENCE MANAGEMENT SCRUTINY REVIEW - DRAFT FINAL REPORT**

Consideration was given to the draft final report and findings of the Sickness Absence Management Task Group, and associated Annexes which had been set up to carry out a scrutiny review on staff sickness, specifically to identify ways of reducing sickness absence levels across the organisation.

Cllr Steward, as a Task Group member, outlined the background to the review and information received together with the review findings to date which were set out in the report at paragraphs 2 to 17.

He went on to outline the review objectives:

- i. To revise the Council's Absence Management Policy & procedures to ensure they take account of iTrent, are in line with best practice, and written in a more formal assertive language;



- ii. To identify improvements in:
  - a. the provision of Management training
  - b. the induction programme for all new staff
- iii. To explore ways of introducing a change in culture within the workforce moving away from a policy of 'managing absence', towards one of 'encouraging attendance'.

He confirmed that a major issue had been the collation of sickness absence figures which the Task Group had clarified had not consistent throughout the authority. However, following the introduction of the second phase of iTrent it had been confirmed that this would include the recording of sickness absence, providing fuller information. The rewarding of good staff attendance had also been highlighted as requiring a recommendation. It was noted that some recommendations had already been incorporated into the new HR policy.

Consideration was then given to full list of review recommendations as set out at paragraph 64 i) to xii) of the report.

Members confirmed their support for the recommendations, particularly the encouragement of attendance however the suggested examples in the recommendation were not supported by all. It was suggested that it would be more motivational if staff were able to gain access to additional training or development opportunities, and/or the presentation of a certificate by the Lord Mayor at the Mansion House may be more tangible options

Concerns were expressed regarding inconsistencies with staff induction and to the possible underlying problems behind sickness absence, which may require further examination.

Officers referred to the Staff Survey sent out to staff every 2 years which included a section focussing on morale and stress which it was confirmed could be compared year on year. Members suggested the inclusion of an additional question asking what incentive could be used to encourage good attendance. Officers confirmed that this would be put forward for consideration.

The Chair then thanked the Group for completion of the review and final report and it was

- RESOLVED:
- i) That the draft final report and recommendations of the Sickness Absence Management Scrutiny Review be agreed and noted.
  - ii) That the above report and recommendations be forwarded to Cabinet with a cover report for their information.

REASON: To conclude the work of this review in line with scrutiny procedures and protocols.

#### **44. WORK PLAN**

Consideration was given to the Committees work plan for the 2012/13 municipal year.

Officers confirmed that the Deputy Leader and Cabinet Member for Corporate Services would be attending the April meeting to update on their priorities and challenges for both this and the forthcoming year which would inform members in their decision making on possible future scrutiny topics.

It was confirmed that there would be a meeting of the new Grants and Loan scrutiny review Task Group, later in the week. It had become apparent however that, owing to there being no corporate record of individual sign offs, this would require the individual Finance Managers to undertake this work which may not be completed and available for the May meeting.

Members also questioned the delay with the slipping of the briefing on the Innovation Strategy which was to be rescheduled for a future meeting in the new municipal year. It was suggested that this was a question that could be asked of the Cabinet Members at the next meeting. Officers confirmed that they would confirm this with the Cabinet Members.

RESOLVED: That the work plan be received and noted subject to incorporation of the above updates.

REASON: To assist in the formulation of the Committee's work plan for the remainder of the municipal year.

Councillor S Wiseman, Chair  
[The meeting started at 5.00 pm and finished at 5.40 pm].

This page is intentionally left blank

## Corporate & Scrutiny Management Committee Draft Work Plan for 2013-14

Meeting Date	Work Programme
24 June 2013 @ 5pm	<ol style="list-style-type: none"> <li>1. Draft Annual Overview &amp; Scrutiny Report for 2011/12</li> <li>2. CYC Equalities Assessment – Consideration of Self-Assessment Exercise</li> <li>3. Introductory information on the proposed scrutiny topics for 2013/14</li> <li>4. Workplan 2013/14</li> </ol>
15 July 2013 @ 5pm	<ol style="list-style-type: none"> <li>1. Attendance of new Cabinet Member for Corporate Services – Discussion around Priorities &amp; Challenges</li> <li>2. Bi-annual Workforce Strategy 2012-15 Monitoring Report(PS)</li> <li>3. Implementation Update on Recommendations Arising from Previously Completed Scrutiny Reviews</li> <li>4. Workplan 2013/14</li> </ol>
9 September 2013 @ 5pm	<ol style="list-style-type: none"> <li>1. Interim Report on Scrutiny Review No.1</li> <li>2. Workplan 2013/14 inc. verbal update on ongoing scrutiny reviews</li> </ol>
11 November 2013 @ 5pm	<ol style="list-style-type: none"> <li>1. Interim Report on Scrutiny Review No.2</li> <li>2. Workplan 2013/14 inc. verbal update on ongoing scrutiny reviews</li> </ol>
13 January 2014@ 5pm	<ol style="list-style-type: none"> <li>1. Bi-annual Workforce Strategy 2012-15 Monitoring Report (PS)</li> <li>2. Scrutiny Support Budget Monitoring Report (DS)</li> <li>3. Final Report for Scrutiny Review No.1</li> <li>4. Workplan 2013/14 inc. verbal updates on any ongoing reviews</li> </ol>
10 March 2014 @ 5pm	<ol style="list-style-type: none"> <li>1. Final Report for Scrutiny Review No.2</li> <li>2. Workplan 2013/14 inc. verbal updates on any ongoing reviews</li> </ol>
7 April 2014 @ 5pm	<ol style="list-style-type: none"> <li>1. Attendance of Cabinet Member for Corporate Services – End of Year Update</li> <li>2. Draft Workplan for 2014/15 &amp; Discussion re Possible Scrutiny Topics for coming Municipal Year</li> <li>3. Workplan 2012/13</li> </ol>
12 May 2014 @ 5pm	<ol style="list-style-type: none"> <li>1. Workplan 2013/14</li> </ol>

This page is intentionally left blank



---

**Corporate & Scrutiny Management Committee**

8 April 2013

**Innovation Strategy Status March 2013 – Briefing Paper****Context**

1. City of York Council has committed to supporting innovation within the city, responding to the nationally accepted need to radically transform our approach to public services and re-balance the relationship between council, partners and communities. The Government have identified innovation as key to the country's growth agenda and through greater investment and increased collaborative working in innovation we can meet the challenges facing the city.
2. Current thinking indicates innovation is the best way to address the pressing issues faced by society including social engagement, environment, health and aging. Innovation in this context is as much about people and place as it is about technology.

**The Vision**

3. The aim now is for a better connected public sector, greater capacity in the voluntary & community sector and a more enterprising and innovative approach with the council itself, all within a city that is an international centre for innovation.
4. By working in partnership, the council and Science City York (SCY) will develop and embed innovation across the council, making open innovation core to how services are shaped and delivered across the city. By forging links between residents, businesses, and public services and other groups, greater collaboration and engagement will be possible to find the best solutions to current and emerging challenges facing the city. York will be a forerunner in demonstrating the successful use of innovative practices to develop and enhance the city and the lives of its residents.

## **Initial Concept**

5. The concept of introducing and innovation strategy was raised in 2012. Since that point, there has been considerable development from the initial concept to a much wider vision and programme of work that focuses on the city-wide activity.
6. The original concept for an innovation strategy concentrated on the rolling out of the GeniUS! concept into a second phase. Since its launch in January 2012, GeniUS! has undertaken 5 successful challenges and challenge 6&7 are in development. The platform has been internationally recognised through the (Living Labs Global Awards, LGYH innovation award, and the Guardian Public Service awards and LGC innovation award) as a showcase method for embedding innovation within the city culture.
7. With the assistance of NESTA, an initial outline for an Innovation Strategy was drafted around this specific area of open innovation centred on GeniUS! In April 2012 funding was sought as part of the second phase of the NESTA Creative Councils programme to develop this and expand the GeniUS! concept.
8. However, this funding was not achieved, leading to a reassessment of the project's goals and deliverables. It was agreed that the initial pilots had illustrated that whilst GeniUS! had considerable value, its development in isolation would miss the full opportunity the concept of open innovation could offer to York as a whole. Therefore to ensure maximum impact from the development of the GeniUS! concept and open innovation, it was concluded it needed to be part of a much larger innovation programme with a wider reaching strategy.

## **Innovation across York**

9. The council and SCY have since been establishing a specific innovation partnership to develop this strategy and associated work programme. During this the partnership have been working to initiate relevant networks and to develop the wider strategy, objectives and delivery programme, aligning these to ensure they meet the council's objectives and developing metrics and performance frameworks to ensure successful delivery.
10. Funding was sought from the council's Delivery & Innovation fund to develop and deliver a two year innovation catalyst programme. This was approved by Cabinet in October 2012 and enabled the programme to be established and resourced, with a small team being fully established in



March 2013. This is a combination of SCY dedicated resource and council resource, with the work being led by the Head of Performance & Innovation in the Office of the Chief Executive.

11. Since the establishment of the full team, the development of the strategy and delivery programme have moved forward apace. They have are being designed to deliver in line with the council's key aspirations for the city and have been developing around five themes: community engagement; council workforce development; economic impact; building capacity and infrastructure; and growing an innovation community.
12. This will catalyse the change to a more enterprising, innovative and entrepreneurial culture within the council and will accelerate change in developing new ways of delivering services. As a result, the programme will assist the council with the delivery of the Council Plan 2011 – 2015 across all five of the key priorities.
13. The formal strategy is now 90% complete and will be finalised during April.

**Briefing Paper Provided By:**

Ian Graham  
Head of Performance & Innovation  
Office of the Chief Executive  
City of York Council  
Tel No.01904 553406

This page is intentionally left blank