

**Notice of meeting of
Economic & City Development Overview & Scrutiny Committee**

To: Councillors Levene (Chair), Watt (Vice-Chair), Riches, Burton, Semlyen, Potter, Runciman and D'Agorne

Date: Wednesday, 20 June 2012

Time: 5.30 pm

Venue: The Guildhall, York

AGENDA

- 1. Declarations of Interest** (Pages 3 - 4)
At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda. A list of general personal interests previously declared are attached.

- 2. Minutes** (Pages 5 - 10)
To approve and sign the minutes of the last meeting of the Economic & City Development Overview & Scrutiny Committee held on 27 March 2012.

- 3. Public Participation**
It is at this point in the meeting that members of the public who have registered their wish to speak can do so. The deadline for registering is by **Tuesday 19 June 2012 at 5.00pm.**

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

- 4. Introductory Report- Youth Unemployment** (Pages 11 - 20)
This report sets out some proposals for the next steps for the agreed scrutiny review on Youth Unemployment (16-24 year olds).

Additional background information is attached at Annex A to this report for reference.

- 5. Proposed Scrutiny Topic- E-Planning Facilities** (Pages 21 - 34)

This report presents Members with a recently submitted scrutiny topic on E-Planning Facilities (Annex A refers).

The topic was submitted by Councillor Wiseman, who will be at today's meeting to speak to her proposals as to why this should be reviewed.

- 6. Work plan 2012-13 and list of Scrutiny Topics proposed at the Scrutiny Work Planning Event held on 2 May 2012** (Pages 35 - 38)

Members are asked to receive the Committee's work plan for 2012-13 and to note the proposed scrutiny topics arising from the scrutiny work planning event held on 2nd May 2012. Briefing notes on these topics will be available at the July meeting of this Committee to assist Members in making a decision on which of these topics, if any, they would like to review during this municipal year.

- 7. Urgent Business**

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

Democracy Officer:

Name- Judith Betts

Telephone No. – 01904 551078

E-mail- judith.betts@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
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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

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**MEETING OF ECONOMIC AND CITY DEVELOPMENT
OVERVIEW & SCRUTINY COMMITTEE**

Agenda item 1: Declarations of interest

The following Members declared standing personal interests.

Councillor D'Agorne- Employee of York College

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City of York Council

Committee Minutes

MEETING	ECONOMIC & CITY DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE
DATE	27 MARCH 2012
PRESENT	COUNCILLORS RICHES (CHAIR), WATT (VICE-CHAIR) (EXCEPT MINUTE ITEM 54), BURTON, LEVENE, SEMLYEN, HYMAN, (EXCEPT MINUTE ITEM 54)D'AGORNE AND POTTER(EXCEPT MINUTE ITEMS 50- 52)

50. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point any personal or prejudicial interests, other than those listed on the standing declarations of interests attached to the agenda, that they might have had in the business on the agenda.

Councillor D'Agorne declared his standing personal non prejudicial interest the remit of the Committee as an employee of York College.

Councillor Hyman declared a personal non prejudicial interest in Agenda Item 4 (Proposed Scrutiny Topics), in relation to the Role of Science City York proposed topic, as a Member of Science City York's Finance Audit Committee.

Councillor Riches also declared a personal non prejudicial interest in Agenda Item 4, in relation to commuting into York for jobs, as a frequent user of train services.

No other interests were declared.

51. **MINUTES**

RESOLVED: That the minutes of the meeting of the Economic and City Development Overview and Scrutiny Committee held on 13 March 2012 be approved and signed by the Chair as a correct record.

52. PUBLIC PARTICIPATION

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

53. PROPOSED SCRUTINY TOPICS

Members received a report which presented them with information on three proposed scrutiny topics. These topics were;

- Youth unemployment (how the Council works with partners to maximise employment opportunities for young people in the city)
- The role of Science City York in Economic Development (more encouragement work to be done to attract people to York in order to maintain its status as a Science City)
- The processes used to bring Section 106 agreements to a timely completion.

Youth Unemployment

Officers circulated a briefing note to Members updating them on the current facts and figures in relation to youth unemployment for 18-24 year olds in York. This note was attached to the agenda after the meeting, and the agenda was republished online. One of the main conclusions reached by Officers from these figures was that youth unemployment was not significantly better or worse than it had been in previous years.

Discussion between Members and Officers took place which related to comparable figures for those young people who were Not In Education or Training (NEET) with those cities that had Universities and those who did not.

It was reported that about 45% of young people in York did not go to University or leave the city, and that York was a net importer for jobs. Officers felt that there needed to be a greater awareness amongst young people of job mobility, in that people were coming in from outside of the city to work in York.

Some Members felt that a strong perception existed amongst young people that as York was a tourist city that only jobs in this industry were available. Others felt that there was a lack of work placements which would allow young people to form opinions on various employment areas, they added that this was particularly important given that work experience as part of the school curriculum would not be provided in future.

Officers informed the Committee that although there was not a statutory requirement on schools to organise work experience for students, that they were still subject to ensuring that careers guidance was offered at school.

Science City York

Members received a report on the role of Science City York (SCY) and its contribution to advising businesses on innovation and providing services related to business performance and growth.

Discussion between Members and Officers related to the lack of awareness of the role of SCY and the services it provided such as the Government funded Business Coaching for Growth scheme, which delivered targeted support and advice for potential high growth companies and businesses who had just started up.

Both Members and Officers felt that an accessible feature to promote SCY needed to be developed in the centre of the city to inform people of employment in science and technological companies, such as an event in St Helen's Square celebrating 2000 years of science in the city.

Officers informed Members that current work was being carried out in schools to promote careers in science, technology, engineering and mathematics.

Section 106 Agreements

Members received a briefing from Officers on Section 106 agreements. It was noted that a Section 106 agreement was a formal arrangement attached to planning permission for developers to provide funding for certain works such as infrastructure, following approval of a development. Members were informed that if a development's planning permission had

expired i.e no development had commenced, that the applicant would not be liable to pay associated costs from the Section 106 agreement. It was also explained that certain developments, particularly larger ones, had 'trigger points' at various stages of the development and only when these points were reached the next sum of money was required to be paid. It was noted therefore that some Section 106 monitoring cases remained open for several years.

Some Members felt that the proposed scrutiny topic should focus on enforcement of Section 106 agreements, whilst others felt that as this had been done previously, and due to a lack of capacity in the Enforcement team, that it should not be done again.

Following the three presentations Members discussed which scrutiny topics that wished to conduct a review on. Members felt that a review should take place on a topic around Youth Unemployment.

A number of questions which could be used for prospective topics were raised including;

- What are the barriers to the current local labour force getting employment in the City, are there barriers to local businesses recruiting locally?
- How do City of York Council facilitate employment opportunities for young people?
- What prevents young people being employed in the care sector?

During discussion it was felt that the Committee should concentrate on a single topic to conduct a review on, and that this should be related to youth employment in the care sector. Some Members suggested that was particularly pertinent given that there appeared to be a number of vacancies in this area, and that perhaps young people were dissuaded from working in this area as it was seen as being a feminine career.

RESOLVED: (i) That the proposed topics on the role of Science City York in Economic Development and Section 106 agreements be not progressed to review.

- (ii) That the Committee conduct a review on employment opportunities for young people in the care sector with the following question;

What prevents Young People from going into Care Work in the city?

REASON: In order to begin a topic for review to begin in the new municipal year 2012/13.

54. WORK PLAN 2012

Members considered a report which presented them with the Committee's work plan for 2012.

RESOLVED: That the work plan be noted.

REASON: To keep the Committee's work plan up to date.

Councillor J Riches, Chair

[The meeting started at 5.30 pm and finished at 7.30 pm].

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Economic & City Development Overview & Scrutiny Committee

20th June 2012

Report of the Assistant Director Governance & ICT

Introductory Report – Youth Unemployment

Summary

1. This report sets out some proposals for the next steps for the agreed scrutiny review on Youth Unemployment (16-24 year olds).

Background

2. At a meeting of this Committee held on 27th March 2012 Members agreed that the next scrutiny review they would undertake would be around youth unemployment with a focus on vacancies within the care sector and business administration¹. Members tasked officers with the preparation of a draft remit for the review and this is set out below for Members' consideration and comment:

Aim

With a particular focus on vacancies within the care sector and business administration, to look at ways City of York Council can help young people to navigate the employment economy.

Key Objectives

- i. investigate what the barriers are for young people (ages 16-24) getting work
- ii. investigate whether all agencies are playing their part in supporting young people into work

¹ This was also raised by a Member of this Committee at the Scrutiny Work Planning event held on 2nd May.

3. Additional background information is attached at Annex A to this report for reference. At this point in the review it acts as a good refresher as to some of the points raised at the last meeting and some additional background information. This should be properly considered and form part of the evidence received by any Task Group formed, once the review has properly commenced.

Consultation

4. To date consultation has taken place with key officers as to the feasibility of undertaking a scrutiny review on this topic. Further consultees will be identified as part of the scoping and timetabling process for this review and consulted throughout.

Next Steps

5. In order to progress this review Members are asked to:
 - Consider the draft remit at paragraph 2 of this report and make any comments/amendments they might have
 - Form a 3 Member Task Group to undertake the work related to this review.
 - Give consideration to paragraph 3.1 of Annex A which highlights a York Skills Summit that will take place on July 9th. It is recommended by the Learning City York Partnership Manager that a Member of the Task Group attends this and reports back as part of this review.

Options

6. Members can choose to:
 - Set up a Task Group to undertake this review
 - Undertake the review as a whole Committee

There are no other specific options, however Members are asked to give consideration to the bullet points set out in paragraph 5 of this report.

Analysis

7. Forming a small Task Group to undertake the majority of the review work is generally agreed to be a more flexible and speedy approach for undertaking a scrutiny review. It allows Members to work outside of the

formal committee structure; however any Task Group formed would need to report progress to this Committee at their formal meetings.

8. At the first meeting of any Task Group set up Members are advised to scope and timetable the review in order that they have a clear understanding of what will happen when, who they will consult and what information they would like to receive.

Council Plan

9. This scrutiny review is directly linked to the 'Create Jobs and Grow the Economy' priority of the Council Plan 2011-15. The aim of this priority is for all of the City's residents to enjoy the opportunity to achieve their potential within York's economy. A strong and growing economy will provide new job opportunities and the ability for residents to achieve a high quality of life for themselves and their families.

Implications

10. There are no known Financial, HR, Legal or other implications associated with the recommendations within this report. However, as the review progresses implications may arise and these will be addressed in future reports.

Risk Management

11. There are no risks associated with the recommendations in this report. However risks may occur should any review take place and these will be reported as and when they arise.

Recommendations

12. Members are asked to consider the information contained in this report and are recommended to form a 3 Member Task Group to undertake the review work.
13. In addition to this Members are asked to give consideration to:
 - The draft remit set out at paragraph 2 of this report and make any amendments they may wish to make.
 - A member of any Task Group formed attending the York Skills Summit on 9th July

Reason: In order to progress this review

Contact Details

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Andrew Docherty
Assistant Director Governance & ICT
Tel: 01904 551004

**Report
Approved**



Date 11.06.2012

Specialist Implications Officer(s) None

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

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Background information

Annex A - Key Statistics and Trends

	Feb 2010	Feb 2011	Feb 2012	Trend																
Job Seekers Allowance Claimants No. and % of Working Age Population(16-64)	4,134 3.0%	3,655 2.6%	3,682 2.7%	Stable (43% unemployed for less than 13 weeks)																
JSA Claimants No. and % of Working Age Population (18-24)	1,200 4.1%	1,005 3.4%	1,025 3.5% (28% of all JSA)	Slight increase (month on month fairly stable; 4 th lowest city in country) Circa 65% male : 35% female By duration of benefit claim: <div style="text-align: center;"> <table> <tr> <td></td> <td>4/11</td> <td>4/12</td> <td></td> </tr> <tr> <td>Less than 6 months</td> <td>740</td> <td>615</td> <td>+ve</td> </tr> <tr> <td>6 – 12 months</td> <td>185</td> <td>300</td> <td>-ve</td> </tr> <tr> <td>12 months +</td> <td>30</td> <td>100</td> <td>-ve</td> </tr> </table> </div> Highest claims in Clifton, Heworth, Westfield, No data to analyse claimants by skill level		4/11	4/12		Less than 6 months	740	615	+ve	6 – 12 months	185	300	-ve	12 months +	30	100	-ve
	4/11	4/12																		
Less than 6 months	740	615	+ve																	
6 – 12 months	185	300	-ve																	
12 months +	30	100	-ve																	
	Jan 2010	Jan 2011	Jan 2012																	
NEET (16-18) No. & % not in education, employment or training	283 4.1%	274 3.9%	286 5.7% (4.5% = old count)	Increasing (3 rd lowest in country) (20 x 16-17 yr olds on JSA) (Not knowns in 2012 = 144)																
JCP Vacancies		1088	1395	Increasing Top 5 = care assistants; sales reps; sales & retail assistants; postal workers and cleaners. Top 5 jobs sought do not include caring and there is excess demand for construction jobs.																

1. Initiatives & Agencies Supporting Young People into Jobs and Opportunities:

1.1 Support for 18 – 24 year olds

1.2 Job Centre Plus (JCP) hold the statutory responsibility to provide support for **all ages** of benefit claimants to get back into work.

1.3 At a strategic level in York – Learning City York (City of York Council) works with JCP and city-wide partners to monitor and review evidence-based priorities for adult residents (19+) in the city, to secure appropriate high quality universal and targeted support and provision. This provision and support helps to underpin priorities agreed within the York Economic Strategy and York Employment, Learning and Skills Statement of Need. Both of these documents take account of Council Plan priorities. This work is facilitated in two ways:

- Key Account Meetings with the key agencies and providers to monitor performance and identify gaps in provision, and
- ‘Connecting People to Jobs and Opportunities’ network that brings stakeholders together to review priorities and better plan provision for adult residents (19+) in the city. Whilst these meetings have not specifically focused on 18-24 year olds, they have resulted in writing successful bids to support targeted programmes for priority groups e.g.: Job Connect Clifton and working with the GP Health Centre to support adults with mental health issues back into work; Supporting 18-24 year olds with learning difficulties and disabilities.

1.4 The Government’s welfare reforms have included the introduction of a single universal benefit; the introduction of Get Britain Working Measures delivered by Jobcentre Plus; and the Work Programme commissioned through Department of Work and Pensions (DWP).

1.5 Support for those adult who are 0 – 3 months unemployed:

All new benefit claimants are assessed by JCP advisers who will ensure that support is personalised to meet the needs of the individual.

The Get Britain Working measures include:

- **Work Clubs** - to encourage people to share skills and experience (Future Prospects run 3 across the city for all ages)
- **Work Together** - a way of developing skills through volunteering (York CVS are facilitating referrals, but funding cuts have reduced capacity to deal with demand)

- **Work Experience** - to give people practical, recognizable experience (**opportunity for CYC**)
- **Enterprise Allowance** - to encourage people into self-employment through greater support and financial help (36 people of all ages are currently on this programme in York, supported by York & NY Business Advice Centre, Clifton Moor, 19 have already become self-employed, **no 18- 24 year olds**)
- **Enterprise Clubs** – peer to peer support and semi-structured workshops for those looking at self-employment and starting-up a business (Future Prospects are running a club with the Change Foundation and Business Advice Centre in the city centre with a specific strand to support JSA claimants to become new market traders; York College have a European Social Funded support programme for those aged 50+)
- **Sector-Based Work Academies** – launched summer 2011 - linking work experience with tailored skills training and a guaranteed interview for employment opportunities in specific sectors
- **Skills ‘Conditionality’ Offer** through Skills Funding Agency Providers – JCP are able to refer JSA clients to York College (YC), YH Training (YH) and CYC Adult Education for basic skills (literacy & numeracy) support and some vocational training; the following roll-on, roll-off pathways are being offered:
 - General employability (YC, CYC, YH)
 - Graduates (YC)
 - Professional (YC)
 - Pre-Access to HE (YC)
 - Hospitality & Catering (YC)
- **Mandatory Work Activity** – targeting those who continually fail to demonstrate acceptable job search activity
- **Targeted support via JCP Flexible Support Fund** – 5 small 6-month delivery bids (£10-£15k each) have been successful in York, with the support of Learning City:
 - Future Prospects – continuation of Job Connect Clifton to support mental health clients via Clifton GP surgery (albeit this funding has now come to an end)
 - York College – ‘Taking Control’ to support 18-24 year olds
 - York College & Blueberry Academy – ‘Supporting Success’; targeting young adults with Learning Difficulties & Disabilities (LDD)

- York Mind – supporting clients with mental health issues
- Children’s Society – supporting young adults with LDD

1.6 Support for those who are 3 – 12 months unemployed:

Referred to the **Work Programme**.

The referral will depend on the type of claimant and will be at any point from 3 to 12 months of their claim.

- In York, Work Programme Prime Contract holders are G4S and In-Training.
- Both have sub-contracted delivery to Pertemps (offices near Heworth Green) and Prospect Training (Ryedale House) respectively.
- They have been given the freedom to develop support based on customer need and will be paid on results with greater rewards linked with those furthest away from the labour market.
- Delivery commenced at the end of June 2011.
- Recent Youth Contract announcements include wage incentives (up to £2275) to employers taking on an unemployed 18-24 year old from the Work Programme

1.7 Other activities

Apprenticeship Grant for Employers - £1500 wage incentive available to SMEs for taking on their 1st Apprentice, aged 16 – 24 (they do not have to be unemployed)

1.8 The Skills Funding Agency also tendered out the following ESF funded contracts to facilitate support for:

- Individuals, of all ages, facing redundancy (regional contract led by Barnsley College)
- Ex-offenders (local delivery partner is Future Prospects)

1.9 National Careers Service is delivered in York by Babcock Enterprises from Merchant House, Piccadilly.

1.10 The Council’s employment delivery service Future Prospects also delivers IAG, employability workshops and programmes to support young people back into work, as supported through ESF funded contracts and direct funding from the Council.

1.11 **YorCity Construction** – a targeted training and recruitment model that has been developed in York to encourage broader local engagement during the development stages of sites in the city. The aim is to ensure the maximum can be gained through the construction site in terms of education, training, skills development, recruitment and community involvement particularly for the benefit of local people, businesses and the economy. The project is led by Higher York and City of York Council and co-ordinated by NYBEP. Successful projects already include the Heslington East developments at University of York and City of York Council West Offices.

2. Support for 16 – 18 Year Olds

2.1 The two key strategic areas of activity for this age group of young people are:

- Raising Participation Age
- Tackling NEET to support 16 – 18 year olds back into education or employment

2.2 **Raising Participation Age - 16-18 year olds.** The Education and Skills Act (2008) places a duty on all young people to participate in education or training until their 18th birthday (or until they achieve a Level 3 qualification). The legislation raises the participation age in two stages, to the end of the academic year in which a young person turns 17 from 2013 and until their 18th birthday from 2015. This does not mean young people must stay in school; they will be able to choose one of the following options:

- full-time education, such as school, college or home education
- an Apprenticeship
- full-time work (or volunteering) with part-time education or training alongside

2.3 **Local authorities** have the **statutory responsibility** to secure education and training in their areas for these **young people aged 16-18** (and up to age 25 for young people subject to a learning difficulty assessment), promote the effective participation in education or training of these young people and make arrangements to identify those not participating. **In York – the 14-19 Education Team** lead on this statutory responsibility, working with partners to develop appropriate high quality learning provision through an agreed Local Area Statement of Need and Raising Participation Age Development Plan. The LASN also takes account of Council Plan priorities.

2.4 Provision for NEET is co-ordinated through a NEETs Operational Group that brings together partners who offer targeted programmes for young people with different skills levels, vocational aspirations and personal circumstances.

3. Opportunities for the Scrutiny Committee to consider

3.1 Key Activity Dates to Note and / or engage with

- **York Jobs Fair – June 19, 10 – 6pm at Hilton Hotel - led by National Careers Service** (James Alexander has provided supportive quote and will be attending at 3pm for a press photo)
- **York Skills Summit – July 9, 9.30am – 2pm, led by Learning City York, includes focus on connecting people to jobs and opportunities** (would welcome a Scrutiny Committee member to attend)
- **Connecting People to Jobs & Opportunities Group (Adults 19+) – facilitated by Learning City**, quarterly meeting dates to be set
- **Employer research into barriers to recruiting young people** and knowledge about duties under the Raising Participation Age legislation – survey monkey being circulated to employer networks mid-June; results & analysis will be available end August / beginning September;

3.2 Areas for Further Discussion & scrutiny:

- Success of recruitment to CYC Business Admin Apprenticeships
- Is there any further capacity within LA to offer work placements for unemployed 18- 24 year olds
- Support development of Sector Based Work Academy for Care Sector – to provide opportunities for young people to gain training, work experience and interview practice
- Request update report from Job Centre Plus and Work Programme Partners re: support for 18-24 year olds
- Consider other local procurement opportunities to influence ‘recruit local’

**Julia Massey | Learning City York | Partnership Manager | City of York Council
| June 2012**



Economic & City Development Overview & Scrutiny Committee

20th June 2012

Report of the Assistant Director Governance & ICT

Proposed Scrutiny Topic – E-Planning Facilities

Summary

1. This report presents Members with a recently submitted scrutiny topic on E-Planning Facilities (**Annex A refers**). The topic was submitted by Councillor Wiseman, who will be at today's meeting to speak to her proposals as to why this should be reviewed.

Background

2. At a scrutiny work planning event held on 2nd May 2012 Members of the Council met to discuss and put forward ideas for potential scrutiny topics for the forthcoming municipal year. Amongst those put forward was an idea for a topic around E-Planning Facilities.
3. At the end of the event Members were asked to expand upon the topics put forward by formally submitting them in more detail to the Scrutiny Team. Councillor Wiseman has now done this and Annex A refers.
4. The Head of Development Control has also prepared a short briefing note (**Annex B refers**) to assist Members in coming to a decision as to whether to progress this topic to review. Officers will also be in attendance at the meeting to answer any questions that Members may have.

Consultation

5. Consultation has taken place at the scrutiny work planning event. All Members of the Council and senior officers were invited to attend this event and had the opportunity to put forward ideas and/or comment upon other ideas put forward.

6. If Members do choose to progress this topic to review then consultation will take place with all appropriate parties. However, consultation has already taken place between CYC and the Parish Councils in relation to this matter. The results of the consultation are yet to be analysed but all information would be made available for Members of any Task Group to look at as part of any review that took place. At a glance, the results of the consultation do raise various concerns about viewing documentation on-line and Members would need to receive these concerns in evidence as part of any review alongside officers' responses to them.

Options

7. Members have the option to progress the topic to review, or if they prefer, to not take any further action regarding the topic submitted.

Analysis

8. Members are recommended to take all information received to date into consideration when choosing whether to progress this topic to review. If they do choose to go ahead then it is recommended that, to allow flexibility of working, a small Task Group of 3 Members is formed to undertake the bulk of the review work. Any Task Group would be required to report back on their work to formal meetings of the Economic and City Development Overview and Scrutiny Committee.
9. On initial assessment, the proposed topic looks to be very focused around a single problem being experienced. This could easily lend itself to a short 'one hit' innovative approach to undertaking a scrutiny review. With this in mind, if Members do choose to progress this to review, officers would recommend a short 2 hour planning session to scope and timetable the review (this would look at the when, who and how of the review). This would be followed by a one day or half day 'event' when the actual review was undertaken.
10. One proposed structure for a single day review could be to spend the first third of the day receiving evidence from consultees, the second third analysing the evidence received and the final third formulating the recommendations and outcomes arising.
11. The findings would then need to be collated and presented to the full Committee for their approval before being forwarded to Cabinet or the appropriate Committee for their consideration.

Council Plan

12. E-Planning Facilities are, amongst others, used by Members of the Public and Parish Councils. The Building Strong Communities priority in the Council Plan has a commitment to Community Engagement stating that *'we will introduce new ways for residents to interact with the council using new technologies and improving communications'*

Implications

13. There are no known financial, legal or HR implications arising from the recommendations set out in this report. However, should Members choose to progress this topic to review implications may arise. These will be addressed as part of the review and detailed in future reports.

Risk Management

14. There are no known risks associated with the recommendations in this report. However, if the transition to e-consultation were to proceed without the implementation of the measures currently being undertaken to address uploading issues, then the Council may be open to challenge if the consultation process were deemed to be 'unfair' due to incomplete documentation being available on the CYC e-planning portal.
15. Failure to implement e-working would create significant administrative difficulties and the retention of ongoing costs once the Council relocates to West Offices.

Recommendations

16. Members are recommended to progress this topic to review and to undertake a 'short' scrutiny review into this matter.

Reason: to investigate the issues raised in the attached topic registration form.

Contact Details

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**Report
Approved**

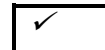


Date 11.06.2012

Specialist Implications Officer(s) None

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

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Topic Registration Form

Annex B Briefing Note on the Submitted Topic



Scrutiny Topic Registration Form

Your Details

Name: Cllr. Siân Wiseman.....

Address: CYC.....

Tel No: Email:



Please tick to confirm that you agree to the Council reproducing and making public this form in support of any work undertaken in regard to this scrutiny topic (*NB: Councillors will not be able to consider this topic registration without access to the information on this form. It will therefore need to be made publicly available as part of an agenda for a forthcoming scrutiny committee meeting. However, your address and contact details will not be made public*)

Suggested Scrutiny Topic

Section 1: About Your Topic

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess your suggested topic and will inform their decision on whether to proceed with a full scrutiny review.

Proposed Topic: Review of e-planning facilities for use of public/statutory bodies and Councillors, prior to withdrawal of paper documentation.

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

A seamless handover from the present structure of recording documentation on the CYC Planning portal when the withdrawal of paper plans etc. to statutory bodies (Parish Councils) is introduced.

Please indicate how any request to be in the public or Council's interest? *e.g. reviewing recycling options in the city would reduce the cost to the Council for landfill*

All planning applications must be sent to various statutory bodies for their comments. The withdrawal of paper documents means that these bodies are not in possession of all relevant documentation in a timescale to make their comments. The introduction of e-planning is the future of the Council's new policy for consultation. However this must be a system that works. If CYC do not give a timely and thorough change over period with consultation with statutory bodies then CYC will be in an embarrassing position and open for criticism. The system of recording all documentation and consultation must be made to be efficient

Section 2: Conducting A Review of Your Topic

If a decision is taken to proceed with a review of your topic, you will be asked to participate - this may involve being co-opted onto the committee for the duration of the review, attending a public committee meeting as a witness to give evidence, or providing information in writing for the committee's consideration.

Please tick to confirm you would be willing to participate



(the Scrutiny Officer will contact you to discuss this in more detail)

Please explain briefly what you think any scrutiny review of your proposed topic should include? *This information will be used to help scope and timetable the review should the relevant Overview & Scrutiny Committee decide to proceed with the review*

- Dialogue with relevant bodies.
- Examination of present system
- Review improvements to system

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Briefing Note – Electronic Consultation with parish Councils and Planning Panels

Background

The Council as Local Planning Authority is obliged to introduce electronic working in dealing with planning proposals. For a number of years the Government set targets for receiving applications and displaying of information online and developed a system for rating Local planning Authorities in terms of their ability to work electronically.

Applicants no longer have to submit paper copies of applications, and the Government through its Planning Portal has a programme of actively encouraging and supporting electronic-only submissions. Over 40% of applications to City of York Council are received electronically.

Budgetary constraints have led to the reduction in budgets relating to printing and postage of documents. The submission of applications electronically has increased the costs and registration delays as ironically the Council must print off copies for reception and distribution to consultees.

Officers have worked with consultees to reduce or eliminate the use of paper consultation. Parish Councils (PCs) and Planning Panels and (PPs) are now the only external consultee still receiving paper copies of applications (although there are a number that are already operating this way).

Discussions with PCs and PPs have been taking place for over 4 years regarding the transition to electronic consultation. Events have been held to explain the options and the Planning Portal has been involved in explaining how the transition can be undertaken. Survey work has been carried out in 2010 to assess the readiness of this consultee group to receive electronic consultation.

E planning Process

The process involves notifying consultees via an email of the receipt of an application in the relevant area, and providing a link to the applications documentation on the Public Access system. Documents can be downloaded, printed at smaller sizes or viewed via projector on large displays. Because the application is hosted on line, the documents can be viewed at any time by various parties i.e. plans do not need to be passed between members of a group before a meeting. The sending of the consultation notification electronically eliminates the delay in

receiving the documents and so ensures that the full 21 day consultation period is available to the recipient organisation.

To assist with e-consultation, applicants have been asked to ensure that any paper plans are wherever possible submitted on A4 or A3 sized document, and that key dimensions are clearly labelled on drawings. In addition, scale bar labels are being attached to drawings so that whatever size a plan is printed at the dimension of a development can be calibrated.

Recent Activity

Whilst the move to e consultation has been discussed with PC and PPs for a number of years, it was announced in January last year by the Assistant Director for City Development and Sustainability (in writing to all Parish Councils), that the Authority would be looking to cease paper consultation with external consultees by June of this year. A significant factor in the decision is the relocation to West Offices building in early January 2013, where electronic working will be employed throughout the building and space for storing, printing and collation paper documentation will be minimal. At that stage paper based consultations will need to have been all but ceased.

E-consultation has been achieved with all groups including Civic Trust, York natural Environment Panel, with the exception of most PCs and PPs. A number of concerns have been raised by PC and PP representatives since the announcement which was reiterated earlier this year.

It is recognised that not all PCs and PPs still do not have the facilities to be able to either print copies of plans for consideration at meetings or have equipment to display plans electronically i.e. via laptop and projector. Previous activity has sought to assist with obtaining such equipment. Other initiatives are therefore underway to assist further, such working with library services regarding the availability of rooms and equipment for Parish Council meetings, and with PCs regarding the loaning/sharing of equipment between them to minimise costs.

It has also been agreed by the Assistant Director City Development & Sustainability, that the implementation of e-consultation would be phased, initially involving smaller scale and householder applications initially (which would be easier for the consultee to print off on A4 or A3 size if needed), to be rolled out to other types of applications once the system became established.

To assist with these initiatives a further survey was undertaken to understand the current position for each PC and PP in terms of facilities available, perceived issues and concerns with e-consultation, and preferred options. The questionnaire results have now been received (as appended) and are currently being assessed.

Public Access Website

In recent months there have been a number of issues and problems with the uploading of planning documentation onto the Public Access system. Following a restructure of the Directorate to centralise the support functions (including that from the Development Management team), and a reduction in the number of staff, compounded by the loss of experienced members of that team, there have been difficulties in terms of the time taken to register applications and the completeness of the documentation displayed. Given that the e consultation system is reliant on the expedient and accurate uploading of application documentation, this has created difficulties in being able to offer reassurances required to PC and PPS. A number of measures have been implemented to address the issues including:-

- A member of the general admin team has been trained to input information and is assisting.
- An apprentice has been taken on to help with other planning admin tasks to alleviate pressure on the team.
- A temporary member of staff has been taken on to replace the member of staff who left.
- Overtime working, including staff giving up parts of their bank holiday break, has taken place.

In addition

- Recruitment for replacing the member of staff who left has taken place and a person appointed.
- Authority has been granted to increase the staff of the inputting element of PPU.
- Recruitment for this post has also taken place and the incumbent should be in place shortly

Next Steps

In light of the difficulties that have recently been experienced, it has been decided to delay the implementation of the first phase of electronic consultation with PC and PPs for a period of 3 months, to allow the issues to be fully resolved. This will also allow the results of the survey to be analysed and for work to continue on assisting PCs and PPs in preparing to receive e-consultation. Those that have adopted e-consultation process have said they are happy to support the principle, subject to the resolution of the current problems.

Alternative Arrangements

Several PCs have suggested that they would prefer to pay a small charge to receive copies of applications on paper rather than electronically. This may well address some of the costs issues involved in the process for the Council, but would still result in a dual (electronic and paper) based consultation process. However if it could be managed so as to involve a relatively small number of cases then this may be a viable option.

For larger schemes it is suggested that given the applicants are usually more prepared to provide additional copies as may be required, the Authority would still be able to issue (or make available to collect) hard copies for PCs and PPs.

Another option adopted at other authorities is to reduce the amount of documentation sent out, so as to involve essentially the large scale plans and larger reports/assessments. This has reduced the volume of printing at those authorities and the postage costs, but again it retains a dual consultation system and leaves PCs and PPS having to 'knit' back together the applications once both the paper and electronic elements have been received.

Conclusion

The Planning Authority is obliged pursue the use of electronic consultation, which given the pressure on resources is beneficial in terms of postage, printing costs and staff time. The implications for PCs and PPS have long been recognised and discussions to raise awareness of the move to electronic working were first held several years ago. The relocation to West offices in approximately six months means that this has become more imperative.

Given the recent issues with uploading documentation to and viewing from the Public Access system, the migration to e consultation for PCs and PPs is not now envisaged until September/October. In the meantime work will continue to ensure that PCs and PPs are supported in making provision to accept e-consultations.

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Draft Economic & City Development Overview & Scrutiny Committee Work Plan 2012/2013

Meeting Date	Work Programme
20 th June 2012	<ol style="list-style-type: none"> 1. Introductory Report – Youth Unemployment (with focus on Vacant Posts in Care Sector and Business Administration) (First Scrutiny Review) 2. Proposed Scrutiny Topic on E-Planning Facilities (Short Scrutiny Review) 3. Workplan for 2012-13 & List of Scrutiny Topics Proposed at the Scrutiny Work Planning Event held on 2nd May 2012
24 th July 2012	<ol style="list-style-type: none"> 1. Year End CYC Finance & Performance Monitoring Report 2. Attendance of the Leader 3. First Scrutiny Review Written Update (Youth Unemployment) 4. Update on Local Enterprise Partnerships (LEPS) 5. Potential Report on Outcomes of Short Scrutiny Review (E-planning Facilities) 6. Reducing the Carbon Footprint in the Privately Rented Sector – Update Report 7. Workplan for 2012-13 and Briefing notes on Proposed Scrutiny Topics from the Scrutiny Work Planning Event held on 2nd May 2012
25 th September 2012	<ol style="list-style-type: none"> 1. First Quarter CYC Finance & Performance Monitoring Report 2. Update on the implementation of the recommendations arising from the Newgate Market Scrutiny Review 3. Update on the implementation of recommendations arising from the Water End Councillor Call for Action 4. Interim Report on the Reducing the Carbon Footprint in the Privately Rented Sector Scrutiny Review 5. Attendance of the Cabinet Member for Transport, Planning & Sustainability 6. First Scrutiny Review interim Report (Youth Unemployment) 8. Six Monthly Update Report on Major Developments within the City of York Council 9. Six Monthly Update Report on Major Transport Initiatives 7. Workplan for 2012-13

20 th November 2012	<ol style="list-style-type: none"> 1. Second Quarter CYC Finance & Performance Monitoring Report 2. First Scrutiny Review Final Report (Youth Unemployment) 3. Attendance of the Cabinet Member for Health, Housing & Adult Social Services 4. Workplan for 2012-13
Potential December Meeting	<ol style="list-style-type: none"> 1. Review of Work Plan & Forward Planning for Forthcoming Scrutiny Reviews
29 th January 2013	<ol style="list-style-type: none"> 1. Second Scrutiny Review Report (topic to be agreed) 2. Workplan 2012-13
26 th March 2013	<ol style="list-style-type: none"> 1. Third Quarter CYC Finance & Performance Monitoring Report 2. Second Scrutiny Review Interim Report (topic to be agreed) 3. Workplan for 2012-13
30 th April 2013	<ol style="list-style-type: none"> 1. Second Scrutiny Review Final Report (topic to be agreed) 2. Workplan for 2012-13

List of Potential Scrutiny Topics

1. To look at ways of developing packages to help people being made redundant to start their own businesses
2. How can local shopping centres contribute to the economic wellbeing of their community
3. Green travel plans and onsite green energy generation
4. Housing stock – how is it meeting the changing needs of the growing population
5. York central retail economy in the city – actions to develop Brownfield sites
6. Local Enterprise Partnerships – effectiveness & accountability
7. Women working in York – impact with lack of childcare or dependent care
8. Science City York and how they impact on the local economy
9. Reinstating the York To Beverley Rail Link

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