

## Notice of a public meeting of

### Economic & City Development Overview & Scrutiny Committee

- To:** Councillors Semlyen (Chair), Watt (Vice-Chair), Barnes, Burton, D'Agorne, Potter, Riches and Runciman
- Date:** Tuesday, 20 November 2012
- Time:** 5.30 pm
- Venue:** The Guildhall, York

### A G E N D A

1. **Declarations of Interest** (Pages 3 - 4)  
At this point in the meeting, 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 5 - 12)  
To approve and sign the minutes of the last meeting of the Economic & City Development Overview & Scrutiny Committee held on 25<sup>th</sup> September 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 **5pm on Monday 19<sup>th</sup> November 2012**.

Members of the public can speak on agenda items or matters within the remit of the committee.

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

**4. Attendance of the Cabinet Member for Health, Housing and Adult Social Services.** (Pages 13 - 20)

The Cabinet Member for Health, Housing and Adult Social Services will attend the meeting to outline the work taking place in Housing and its links to the Council priorities.

**5. Draft Final Report - E-Planning Facilities Review.** (Pages 21 - 96)

This report sets out the findings and recommendations from the E-Learning Facilities review. It asks the Committee to endorse the recommendations arising from the review prior to them being presented to Cabinet for consideration.

**6. Second Quarter Finance and Performance Monitor Report 2012/13.** (Pages 97 - 108)

This report provides the Committee with details of the 2012/13 latest position for both finance and performance in City and Environmental Services (excluding Highways, Waste and Fleet), Economic Development and Housing Services.

**7. Update on Implementation of Recommendations arising from the Newgate Market Scrutiny Review.** (Pages 109 - 130)

This report provides Members with a progress update on the implementation of recommendations arising from the Newgate Market Scrutiny Review as requested by the Committee on 24<sup>th</sup> January 2012 (Annex A refers).

**8. Progress Report - Local Enterprise Partnerships.** (Pages 131 - 146)

This report provides an update on progress with the two Local Enterprise Partnerships (LEP's) that York belongs to: Leeds City Region and York/North Yorkshire/East Riding.

**9. Interim Report - Youth Unemployment Scrutiny Review.** (Pages 147 - 152)

This report provides a brief overview of the work that has been undertaken by the Youth Unemployment Task Group. Members are asked to note and comment upon the report.

**10. Work Plan 2012/13.** (Pages 153 - 154)

Members are asked to consider the Committee's updated workplan for the municipal year 2012/2013.

**11. 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

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

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

Contact details are set out above.

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- 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

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### **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

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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

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MEETING	ECONOMIC & CITY DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE
DATE	25 SEPTEMBER 2012
PRESENT	COUNCILLORS SEMLYEN (CHAIR), BARNES, BURTON, D'AGORNE, RICHES, STEWARD (SUBSTITUTE), HODGSON (SUBSTITUTE) AND REID (SUBSTITUTE)
APOLOGIES	COUNCILLORS WATT, POTTER AND RUNCIMAN

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**15. DECLARATIONS OF INTEREST**

Members were asked to declare any personal, prejudicial or disclosable pecuniary interests, other than those listed on the standing declarations of interest attached to the agenda, that they might have in the business on the agenda. The following interests were declared:

- Councillors D'Agorne, Riches and Reid declared personal interests in item 6 (Update Report on Major Development Schemes in York) as members of the Planning Committee. They did not comment on the merits of the schemes referred to in the report.
- Councillor Hodgson declared a prejudicial interest in agenda item 4 (Finance and Performance Monitor 1 Report) in respect of paragraph 8 (reference to Newgate and speciality markets) as he undertook work for York Continental Market.
- Councillor Barnes declared a personal interest in agenda item 6 (Update Report on Major Development Schemes in York) in respect of the reference to the Community Stadium, as his employer was a sponsor of York City.
- Councillor Semlyen declared a personal interest in agenda item 7 (Update Report on Major Transport Initiatives) as an employee of 20's Plenty.
- Councillor D'Agorne declared a personal interest in agenda item 5 (Water End Councillor Call for Action) as a member of the Water End Task Group.

**16. MINUTES**

RESOLVED: That the minutes of the meeting of the Economic and City Development Overview

and Scrutiny Committee held on 24 July 2012 be approved and signed by the Chair as a correct record subject to minute 8 being amended to read “20 *June* 2012”.

**17. PUBLIC PARTICIPATION**

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

**18. 2012/13 FINANCE AND PERFORMANCE MONITOR 1 REPORT**

Members considered a report that provided details of the 2012/13 forecast outturn position for both finance and performance in City and Environmental Services and Housing Services.

Members questioned officers on the following issues:

- Referring to paragraph 4 of the report, clarification was sought as to whether it was possible to identify the impact of the temporary closure of Haymarket car park. Officers stated that the temporary closure was likely to have been one of the factors in the shortfall in car parking income but it was not possible for this to be quantified.
- Clarification was sought as to how the Delivery and Innovation Fund would be monitored. Officers confirmed that successful bids would be referred to in the reports that were presented to Cabinet.
- Referring to paragraph 29, clarification was sought as to how many vacant buildings had been brought back into use. Officers agreed to find out and circulate the information to Members.<sup>1</sup>
- Clarification was sought as to why there had been no reference to transport in the carbon reduction targets. Officers agreed to find out if this had been included within the target.<sup>2</sup>

**RESOLVED:** That the forecast outturn position for finance and performance in City and Environmental Services and Housing Services be noted.

**REASON:** To update the scrutiny committee of the latest finance and performance position.

Action Required

1. Circulate information
2. Circulate information

PL  
PL

**19. UPDATE ON THE IMPLEMENTATION OF RECOMMENDATIONS ARISING FROM THE WATER END COUNCILLOR CALL FOR ACTION**

Members considered a report that presented an update on progress made in implementing the recommendations arising from the Water End Councillor Call for Action.

Officers gave an update on the further consultation that would be taking place with the residents of Westminster Road/The Avenue on a potential point closure. The proposals included a turning head.

Members were asked to consider whether or not to sign off, as fully implemented, recommendation 1 of the Water End Councillor Call for Action. It was agreed that the Committee would wish to see the outcome of the work outlined in paragraph 8 of the report, before signing off the recommendation as fully implemented.

**RESOLVED:** That a further report on this issue be brought back to Committee at its meeting on 29 January 2013.

**REASON:** To raise awareness of the outstanding recommendation in relation to this Councillor Call for Action.

**20. SIX MONTHLY UPDATE REPORT ON MAJOR DEVELOPMENT SCHEMES IN YORK**

Members considered a report that provided an overview and update in relation to the major development and planning proposals in the city at this time.

Members questioned officers on the following issues in respect of the York Central site:

- The efforts that were being made to ensure that there was a comprehensive master plan in place rather than piecemeal development.
- The situation in respect of the infrastructure of the site.
- The consultation that was taking place with partners.

- The impact of the present economic climate on the project.

At the request of Members, an update was also given on the situation in respect of Castle – Piccadilly. A meeting had been scheduled with Sovereign Land who were the agents. It was hoped that this would provide an insight as to the landowner's assessment of the site and the investment fund position. It was noted that a design brief had been approved by the Council some time ago.

**RESOLVED:** That the present position in relation to major developments and planning applications in the city be noted and a further report be presented to the committee in six months time.

**REASON:** To ensure that the committee is kept updated.

**21. SIX MONTHLY UPDATE REPORT ON MAJOR TRANSPORT INITIATIVES**

Members considered a report that provided an overview and update in relation to the major transport initiatives in the city currently being progressed.

Members questioned officers on the following issues:

- Clarification was sought as to the date of the Cabinet Member for City Strategy Decision Session referred to in paragraph 2 of the report. Officers confirmed that the date was correct but that the Decision Session had been held in private.
- An update was provided on progress in respect of the Fishergate pedestrian route to the Barbican, including the likely timescale for aspects of the scheme.
- Clarification was provided as to the timescales for the Access York Phase 1 - A59 bus priority scheme and Park and Ride scheme. Some concerns were expressed that there were not more bus stops on the route. It was noted that there would be the potential to make amendments in the future to take account of developments that may occur in the area, but the routes were already well served by bus and there was a need to ensure that the service was fast and direct.

- The Chair drew officers' attention to the work that So-Mo had carried out in respect of 20mph zones in Liverpool.

RESOLVED: That the present position in relation to major transport initiatives in the city be noted and a further report be presented to the committee in six months time.

REASON: To ensure that the committee is kept updated on transport initiatives.

## **22. YOUTH UNEMPLOYMENT TASK GROUP**

Members received a verbal update on the work of the Youth Unemployment Task Group.

- It was noted that the Task Group had met on three occasions. A visit had been made to the Job Centre Plus Centre to meet with the regional manager. The manager had been keen to develop links with the Economic Development Unit. Meetings had also been held with the Pertemps and Prospects recruitment agencies, at which Members had had the opportunity to talk to staff and to users of the service. Suggestions arising from the discussions included the development of links with the retail sector, particularly supermarkets, and also the universities.
- Members had become aware that Selby had arranged for a bus to serve Sherburn in Elmet to make it easier for residents to access an industrial estate. It would be useful to ascertain if there were instances in York when there had been insufficient applications for posts because the place of employment was not accessible. Officers confirmed that this matter was being considered by the Public Transport Team.
- It was noted that the work of the Task Group was ongoing and that an Interim Report would be presented to the Committee at their meeting on 20 November 2012.

RESOLVED: That the verbal report on the work of the Youth Unemployment Task Group be noted.

REASON: To ensure that the Committee is kept updated on the progress of this review.

**23. E-PLANNING FACILITIES SCRUTINY REVIEW**

Members received a verbal update on the work of the E-Planning Facilities Scrutiny Review.

It was noted that the work of the Task Group was progressing well. Although the original intention had been for the Group to meet twice, it had become apparent during the gathering of evidence that there was more work to be done. A number of meetings had therefore taken place, including discussions with Parish Council and Planning Panel representatives. A number of potential recommendations had been drafted and the final report was due to be presented to the Committee at its meeting on 20 November 2012.

**RESOLVED:** That the verbal report on the work of the E-Planning Facilities Task Group be noted.

**REASON:** To ensure that the Committee is kept updated on the progress of this review.

**24. PROPOSED NEW SCRUTINY REVIEW (UNLOCKING THE POTENTIAL OF EXTERNAL FUNDING FOR ECONOMIC DEVELOPMENT AND REGENERATION PROJECTS)**

Members considered a briefing note that provided information on a proposed new scrutiny review on unlocking the potential of external funding for economic development and regeneration projects. The topic had been proposed by Councillor Semlyen.

Officers stated that the Council was keen to look at ways of accessing funding that may be available, including regional funding and Growing Places funding. Additional staffing had been allocated for this purpose. Members queried whether a scrutiny review would replicate work that officers were already planning to carry out. Officers stated that this would not be the case. It was noted that, in some cases, the Council had a good record of accessing funding, for example in respect of Local Transport Plans. It could also look to utilise the expertise of Science City and tourism organisations.

Discussion took place as to the remit of a review. It was agreed that the focus should be on accessing European Regional Development Funding.

- RESOLVED:
- (i) That a scrutiny review be carried out on Accessing European Regional Development Funding.
  - (ii) That the scope for the review be determined by the end of 2012 with the review taking place in 2013.
  - (iii) That nominations from Members wishing to take part in the scrutiny review would be sought by email.

REASON: In order to progress the review.

**25. WORKPLAN FOR 2012-13**

Members considered the Committee's updated workplan for the municipal year 2012/13.

A paper was tabled that outlined potential scrutiny topics. The Chair gave details of a proposed topic on Out of Hours Childcare.

- RESOLVED:
- (i) That, at the meeting on 20 November 2012, consideration be given to the scope of a review on Out of Hours Childcare with a view to the review being completed prior to the commencement of the review on Accessing European Regional Development Funding.
  - (ii) That nominations from Members wishing to take part in the Out of Hours Childcare scrutiny review would be sought by email.
  - (iii) That, subject to the inclusion of the items above, the workplan for the Committee be approved.

REASON: To progress the work of the Committee.

Councillor Semlyen, Chair  
[The meeting started at 5.30 pm and finished at 7.05 pm].

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## **Cabinet Member for Health Housing & Adult Social Annual Report on Housing.**

Since my last report, in 2011, I have continued to undertake briefing with Directors, Assistant Directors, Lead Officers and met with local partners.

The current financial climate is challenging in creating a City that is fair, more equal and where vulnerable residents achieve a better life outcome. However, even with financial and legislative 'barriers', the City of York Council continues to seek to make a difference where and when it can and will continue to do so in the coming years.

This report will outline the work taking place in Housing which is linked to the Councils priorities to:

- Create jobs and grow the economy
- Get York moving
- Build strong communities
- Protect vulnerable people
- Protect the environment

The City of York Council, like Councils of all political colours, is finding work more difficult due to decreasing central funding. Budgetary constraints will continue to hamper what we would like to do, not only as a result of cuts to central funding but due to the added debt that the Council had to take on as a result of the Government changing the criteria for taking control of our Housing Stock.

### **CYC Council House Waiting List Numbers**

CYC waiting list – **4651** (as at 26.09.12) 3972 as at 31/3/12. **330 increase since July**

<b>Local Authority</b>	<b>Emergency</b>	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>	<b>Total</b>
York	0	309	1913	2429	<b>4651</b>

This figure continues to rise across all age Groups as private sector rents outstrip income and benefits. I am working with Officers to re-launch the

down-sizing programme to help with the need of those needing larger accommodation.

**Rent arrears and Voids** - Current Total Rent Arrears as at 19.08.12 are **£645,713**, compared with the same week in 2011/12 the figure was **£646,759**.

**Former Arrears** as at 19.08.12 are **£337,446** and for the same week in 2011/12 **£530,048**.

Cumulative average re-let 2012/13 (including Temporary Accommodation) as at 19.08.12: **244** lets, average re-let time **2.85** weeks, **19.95** days.

**Homelessness Year End Figures** - Rough Sleepers. Last official submission (Nov 2011) – next due Nov / Dec 2012. Beginning to see an increase but it fluctuates – majority known to services but not all working with services.

<b>Total Homeless Preventions</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13 Q1</b>
	645	1076	632	993	210

<b>Homelessness acceptance cases</b>	<b>2005/6</b>	<b>2006/7</b>	<b>2007/8</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13 Q1</b>
Presentations	619	505	406	326	207	247	215	62
Total Accepted Homeless	433	213	258	208	130	183	151	40

<b>No. in temporary accommodation</b>	<b>31.03.09</b>	<b>31.3.10</b>	<b>31.03.11</b>	<b>31.3.12</b>	<b>30/6/12</b>
<b>TOTALS in all temp accom</b>	167	79	94	<b>96</b>	<b>99</b>
<b>Temp targets</b>	160	121	75	90	85 (by 31/3/13)

**Subletting** - The Gas Servicing Department is providing information about customers, the condition of property's and if there is any suspicion of subletting and abandonment they refer to Veritau. Officers have commissioned a training course for several staff members on different ways to deal with subletting and non occupation, this is being rolled out to staff. There has been a pilot in the Groves area and leaflets have been delivered detailing a hot line to report subletting. 6 properties were recovered due to their

investigations in 2010/2011 and since January 2011 we have recovered 16 abandoned/sublet properties either through action taken due to non occupation or other tenancy breaches. The team currently have 24 cases under investigation – (7 abandonment, 12 subletting, 2 homelessness applications, and 3 housing allocation applications)

**Windows Programme** - Although the previous administration announced the UPVc window's programme only £750k was put in to the budget. Since taking office I have worked with officers to ensure continued funding of the original 6 years of the announced 7 year programme and have been able to change the scheme to being a 4 year one rather than 7 years. This has been done by putting a further £4.1m into the capital programme.

**Solar Panels** – after the confusion of the Government changing the 'goal posts' to the scheme the Council has installed panels on 430 roofs and is working with the provider Empower Community to see if any further work can be done. There have been a few problems with installation with regard to the way that homes have been linked to the local electricity grid and this has meant in some occasions that neighbours have not both been able to have panels or 4 out of 6 homes on a circuit link.

**Howe Hill for Young People** - Opened in Jan 2012 and can accommodate up to twenty one 16-21 year olds. It has run a 99% capacity since Feb 2012. Service offers supported accommodation for young people who are homeless and acts as a hub for young people services. The Pathway Care Leaver Team are based on site alongside Housing Support Team, YOT, Mental Health services, and working links with substance misuse agencies. Staffing is 24 hours a day and there is an education programme that offers an opportunity to develop the skills necessary to maintain a successful tenancy in the future. After 6 months 14 young people have moved into more independent accommodation.

I recently visited Howe Hill with Hugh Bayley Mp and spoke with three young people about why they were there and how they see their lives moving forward. It was evident that housing in York is going to be difficult for them as was finding employment

**New Head of Building** – Sharon Brook, previously worked for Nottingham City Homes and NE Lincs Council has joined CYC as head of Building.

**New Social Homes** – A decision was taken not to provide homes through the *Affordable Model* - charging up to 80% of market rents, as those on the

'Waiting List' are unable to afford this. On new developments Social Housing will be 60% of market rent. I have ensured Council House re-lets will not rise to market rents, meaning York will continue to have '*Social Rent*' homes. (see VO statistics below)

**Affordable Housing Need** - Recent figures from the *Homes and Community Agency* show an ever growing need for Social Homes in York, across all age groups, due to the high costs of living in York.

The Valuation Office has estimated that York has a median annual household income in the York Private Rented Sector of the £19,500. Rental levels , which should not cost more than 25% of a persons total income, which is clearly not the case in York.

*\*\*Private Rented Property – Annual Income required and weekly rent*

- 1 bed £25800 / wkly rent £134
- 2 bed £34696/ wkly rent £162
- 3 bed £42016 / wkly rent £202

It is clear that York rent levels are exceeding income and this is perhaps why York has a higher number of working households on Housing Benefit which many residents will see reduce due to Government grant cuts in 2013.

**Housing Department** – The department has been restructured and now includes two Community Debt and Employments Workers who will be initially targeting and offering advice and assistance to those effected by welfare reform. This will include targeted work on promoting people moving to smaller accommodation where appropriate. In addition the Estate Managers roles have been adjusted to lay greater emphasis on Community development and champion initiatives in their areas. To help with this a number of new advice sessions in Acomb are taking place and we have just launched the Tang Hall Hub which is a joint initiative with CAB, Children Services and Future Prospects.

**Travellers Housing Need** - Officers are putting in a bid for funding to increase the Travellers site at Osbaldwick. Currently there are a number of the pitches which have two rather than one caravan on and also a number of families on the waiting list for pitches. Tenants Choice is now taking place on our Travellers sites

## **Development**

**Archer Close** - After detailed discussions, it was agreed to name the new development off Lilbourne Drive, Clifton, after Jack Archer. The homes are

now occupied and a street naming ceremony will be held in November. The houses have been built to a high standard and have low heating costs.

**Shipton Street** – The development has been successful in gaining an allocation of funding from the HCA under the Get Britain Building initiative. The developers Advent are in discussions with their main funder for the scheme too.

**Ouseacres** – Linden Homes are beginning construction this summer. The site has 25% Affordable Homes and Broadacres HA will take the completed homes.

**Former YWCA site** – Broadacres HA have agreed to purchase the site from Great Places and are finalising a planning application for 23 affordable homes (16 x 2 bed flats and 7 x 3 bed houses) and Officers are looking at the possibility of the apartments forming a 'Downsizing Scheme'.

**Germany Beck** – the applicants have submitted a 'Reserve Matters' application with an Affordable Housing offer of 35%.

**New Housing** – Housing Development Team have seconded a planner for several months to look at HRA sites across the City that could be developed for Social Housing.

**Housing Summit** – To take place on the 8th November. Various events will take place during the week including a Private Rented Sector Summit.

## **Private Sector**

**Private Rented Sector & Accreditation** - The new Landlord Liaison Officer is currently gathering information, views and ideas from a range of partners, stakeholders and other organisations who already operate Accreditation schemes to help shape a new scheme aimed at raising standards in the Private Rented Sector. A paper will go to Cabinet either in December.

At the York Residential Landlords Association meeting, held on 17<sup>th</sup> July, approx 55 members out of 495 attended. It appears that there is still a lot of bad feeling regarding the introduction of Article 4 and its impact on letting values. There is also a suspicion that, although Officers have said that at the present time, due to a lack of supporting evidence, there would not be a recommendation to introduce Additional or Selective Licensing, the Landlords believe they will be introduced.

**Living Above the Shop** - Project is being re-launched with funding from the Delivery & Innovation Fund and the Joseph Rowntree Trust

**Landlord Fair 2012** - Over 160 Landlords and Letting Agents attended the CYC Annual Property Landlord's Fair held on the 30<sup>th</sup> May 2012 at the Park Inn, North Street which is held in partnership with the York Residential Landlord Association. It offered delegates the opportunity to attend 5 presentations and a range of stall holders offering advice and information to those who are privately renting properties in the city. These covered:

- Finance and tax tips for landlords.
- Understanding planning and housing law when letting a HMO.
- Accreditation – looking at raising standards in the private rented sector.
- Making the green deal work for landlords
- Financial benefits of joining the York RLA

**Empty Homes Policy** - In May last year I inherited a draft Empty Homes Policy that would have continued to see this problem virtually ignored in the City as it had been since 2006. After discussion a new policy was drafted and signed off in September 2011 and has since started to make progress across the City. By having a dedicated Officer who works on Empty Homes the Council has been able to bring back in to use

The Officer has been working with empty property owners who have expressed an interest in taking out an 'Empty Property Appreciation Loan' to enable properties to be let through YorHome. A paper will be brought to Cabinet about using stronger enforcement powers to tackle properties which have an impact on the neighbourhood and cannot be brought back in to use through advice and financial assistance. Work on the Empty Property list has brought back in to use 198 homes and attracted over 6 years **£2m** of 'New Homes Bonus' money

**Green Deal** - Housing Officers have formed an internal 'task and finish' group which includes Finance/Procurement/Legal and Sustainability Officers to look at the opportunities and challenges that the Green Deal could offer to residents to improve the energy efficiency of their homes and job creation. Officers working with the Leeds City Region Secretariat have commissioned Marksman to develop a business case and will report back soon. CYC has though been successful in obtaining a grant for £123K for solid wall insulation which is a pilot prior to green deal going live. It is hoped that we will be able to help up to 50 residents insulate their homes.

**Landlord of the Year Award** – CYC was nominated for the whole of its landlord service, but with a focus on its 'Gas Warrant Service' in the Chartered Institute of Housings Awards. Unfortunately CYC did not win but came second.

**Special Planning Doc Sub-Division of Houses** – After two years of political hold-up the policy has been finally adopted. This means that Houses of four bedrooms or less will not be turned in to flats and will stop the loss of family homes.

### **Consultations**

CYC has made submissions to:

*'Putting Victims First'* white paper on tackling ASB

*Social housing fraud* (Housing February 2012)

*Allocation of accommodation: guidance for LHA's in England* – March 2012

*Homelessness* (Suitability of accommodation in private rented sector July 2012)

*National Planning Policy Framework (Planning team – October 2011)*

*Strengthening Powers of Possession for Anti-Social Behaviour (Housing October 2011)*

*Housing Benefit Reform – Supported Housing (Supporting people team - October 2011)*

*Green Deal (Sustainability team – Jan 2012)*

*Enhanced Right to Buy (Housing January 2012)*

*Pay to Stay (High income tenants will be asked to pay higher rents)*

### **Meetings attended as Cabinet Member**

York & North Yorks Strategic Housing Forum

LGA Environment & Housing Board

Leeds City Region Housing Board

Peasholme

### **Meetings and Visits**

Homelessness Conference: run by Peasholme at Askham Richard Prison -  
Speaker

BBC Breakfast interview on Housing

Dunnington Residents Ass

Fulford Residents Ass

Kingsway Residents Ass

Dringhouses Residents Ass

Foxwood Residents Ass

Chapelfield's Residents Ass

Railway Housing

Estate Walks with Estate Managers

Linden Homes MD

York Housing Association

Yorksire Housing

Graham Bell (Newcastle Civic Trust Ltd) and Sir Ron Cooke

Derwenthorpe Energy Centre visit

Derwenthorpe opening

York Welfare Campaign – Housing Crisis

'No Second Night Out' Conference

Student Community Forum – Article 4

Interview with Norwegian TV journalist Line Tomter





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20<sup>th</sup> November 2012

## Economic and City Development Overview and Scrutiny Committee

Report of the Assistant Director Governance and ICT

### Draft Final Report – E-Planning Facilities Review

#### Summary

1. This report sets out the findings and recommendations from the E-Planning Facilities Review. It asks the Committee to endorse the recommendations arising from the review prior to them being presented to Cabinet for consideration.

#### Background

2. At a meeting of Economic and City Development Overview and Scrutiny Committee on 20<sup>th</sup> June 2012 it was agreed to proceed with a topic that had been put forward by Councillor Wiseman around E-Planning Facilities. A copy of her original topic registration form is at **Annex A** to this report.
3. In order that the Committee could make an informed decision as to whether to progress this topic to review the Head of Development Control prepared a short background briefing note for consideration. This is at **Annex B** to this report.
4. In summary the briefing note set out the fact that the Council, as Local Planning Authority, was obliged to introduce electronic working for dealing with planning proposals. Applicants no longer had to submit paper copies of applications and the Government had a programme of actively encouraging and supporting electronic only submissions. Currently over 40% of applications to City of York Council are received electronically<sup>1</sup>.

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<sup>1</sup> The Government's Priority Service Outcomes paper states that: 'For the Government to measure progress towards the PSA (Public Service Agreement) target, a set of e-government priority outcomes for each local authority in England has been proposed. It is expected that each local authority, as part of its e-government investment programme will deliver these Priority Service Outcomes by December 2005'

5. It was also announced last year that City of York Council would be looking to cease paper consultation in June 2012; a significant factor in this decision being the Authority's forthcoming move to West Offices, where there would be limited storage facilities available and new working practices would be adopted including 'hot desking'. However, in light of some of the difficulties that have been experienced and this scrutiny review into E-Planning facilities it has been decided to delay the implementation of the first phase of electronic consultation with Parish Councils and Planning Panels for a period of at least 3 months.
6. Currently, the submission of an application electronically has some additional cost as such applications have to be printed off to make them available in paper format for reception at 9 St Leonard's Place and for consultees.
7. The Council has been working to minimise printing costs and reduce the time taken to distribute consultations and Parish Councils and Planning Panels are now the only external consultees to still receive paper copies. Over the last few years various events and consultations have taken place to assess the readiness of this consultee group to receive electronic consultation in relation to new planning applications.
8. The briefing note goes on to explain the E-Planning process and how consultees are notified about new planning applications and how they can access documentation related to specific applications.
9. However, via a consultation undertaken by the Planning Department, in May 2012, a number of concerns had been raised by Parish Councils and Planning Panels<sup>2</sup>. One of the most frequently raised being that not all Parish Councils and Planning Panels have the facilities to either print paper copies of applications themselves for consideration at meetings or have the appropriate equipment to display plans electronically at meetings.
10. Finally the briefing note sets out some further information about the Public Access Website, some of the issues there have been with this and the measures put in place to resolve them as well as some potential alternative arrangements.
11. On consideration of the Topic Registration Form and the Briefing Note from the Head of Development Management, the Committee agreed to

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Priority Service Outcome E4 requires agreed baseline and targets for take-up of planning and regulatory services online

<sup>2</sup> These are summarised in Annex F to this report

progress this topic to review to ensure that the Council had in place a user friendly and up to date E-Planning portal.

### **Consultation**

12. As part of the review process, consultation has taken place with Parish Councils and Planning Panels as well as officers within City of York Council.

### **Evidence Gathered During the Review**

13. In the first instance the Task Group met informally on 2<sup>nd</sup> July 2012 to discuss how they would undertake the review. It was agreed that an event would be held, to which all Parish Council and Planning Panel Clerks would be invited to attend (plus one other member/Councillor from each organisation). The purpose of the event was to provide a demonstration of E-Planning facilities from officers (followed by questions from the floor) to aid the understanding of what City of York Council was trying to achieve with the introduction of E-Planning. The second part of the event was a discussion between the Task Group and the Parish Councils and Planning Panels to understand some of the challenges and concerns they had with the introduction of E-Planning.
14. The above mentioned event took place on the morning of 3<sup>rd</sup> August 2012 and was attended by 38 representatives of Parish Councils and Planning Panels. To begin with officers gave a short presentation on E-Planning facilities and a copy of this is attached at **Annex C** to this report. Questions and comments were invited from attendees and a summary of these and the responses given by officers is at **Annex D** to this report.
15. The Task Group then invited attendees to discuss the concerns they had and challenges they faced with the introduction of E-Planning. A summary of points raised and responses given is at **Annex E** to this report.
16. The Task Group then held a further informal meeting on the afternoon of 3<sup>rd</sup> August to consider all the evidence they had received from the Parish Councillors and Planning Panel Members at the morning session. In addition to this the Task Group also considered the consultation that had been undertaken in May 2012 by the Planning Department with Parish Councils and Planning Panels. Responses were received from 18 Parish Councils and 3 Planning Panels and these are summarised at **Annex F** to this report.

17. On consideration of all information received to date the Task Group highlighted several key emerging themes. These are set out in the paragraphs below alongside further informally gathered evidence to clarify concerns:

Downloading Planning Documents from the Public Access On-Line WebPages as One PDF

18. This was a concern raised by several Parish Councils and Planning Panels, both at the event held on 3<sup>rd</sup> August and in the results from the consultation held in May 2012. Currently the Public Access Website only permits the downloading of individual documents associated with a planning application; thus if there are a large quantity of documents to look at then each must be downloaded separately which can be very time consuming. It can also be costly if monthly download data allowances are exceeded.
19. Parish Councils and Planning Panels wanted a facility where all documents could be downloaded in one go (as one PDF file). The IDOX<sup>3</sup> system does not have this facility and enquiries from officers to the suppliers have indicated that this may not be possible to provide in the near future.
20. However the Task Group were informed that there was some software available (currently being used by some of the Parish Councils) which allows one to download all documents as a single PDF. However this software is understood to be unofficial and not formally supported by IDOX.
21. If this technical issue could be overcome easily by using some approved external software then this may go some way towards encouraging Parish Councils and Planning Panels to use E-Planning facilities. The Task Group felt there was a need for more discussions between officers and IDOX to attempt to resolve this.

Viewing More Than One Image At Once

22. Again this was a concern raised by more than one of the attendees at the event on 3<sup>rd</sup> August 2012. When considering planning applications it was sometimes useful to compare documents, especially if revised plans had been submitted. This was not seen as straightforward to do electronically whilst still being able to view plans in detail. Officers have indicated that documents can be seen side by side by first saving the

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<sup>3</sup> IDOX are the suppliers of the software used to support the Public Access Website

document under another name and then opening both (the original and the newly saved) documents at the same time thus being able to view different pages of the document side by side or alternate between the documents rather than scrolling up and down to find the existing and proposed drawing.

#### Using the Application Tracking System on the Public Access Website

23. Officers are currently working with suppliers to get this fixed as soon as possible. Once it has been rectified then it will be easier for both Parish Councils and Planning Panels to keep up to date with all of the relevant cases in their geographic areas, as the system will notify each user of any additional documents added. Notification will also be sent in relation to key stages during the processing of an application.

#### Technical Equipment

24. One of the main concerns raised was around technical equipment to display the information at meetings. This comprised several issues namely:
25. Cost of equipment – this was a concern raised by many present at the event on 3<sup>rd</sup> August 2012 and by those that had responded to the consultation document sent out in May 2012. Whilst some Parish Councils already had suitable equipment (laptop, projector, screen) there were others, mainly the smaller Parish Councils and the Planning Panels that did not. Purchasing this equipment could be costly for some of the Parish Councils as they had very small budgets, with Planning Panels having no budgets at all. Many Parish Councils did not have surplus funds and would need to find finances to buy this equipment. This may have to be through raising the Parish Precept, but if this was the case this could not be done until April/May 2013. Indicative costs of equipment are set out in **Paragraph 34** of this report.
26. The Task Group felt that if City of York Council offered any financial assistance to purchase equipment then this would need to be offered to both Planning Panels and Parish Councils alike. They also deemed that in the present economic climate it would be highly unlikely that monies could be made available for this purpose and decided against making a recommendation to Cabinet requesting funding.
27. Some Parish Councils suggested that any savings made from postage costs could be reinvested into helping Parish Councils and Planning Panels purchase the equipment they would need. Officers advised that there were procedural issues regarding the Council paying for Parish

Council equipment. In addition to this the current and continuing severe financial situation would result in any savings made being used to maintain essential Council services. The Head of Development Management said that other external consultees including small voluntary organisations had converted to electronic consultation without financial assistance from the Council.

28. Concerns were also raised by some of the smaller Parish Councils about buying equipment to access E-Planning. There were at least two or three of the smaller Parish Councils who received less than 10 planning applications a year in their area. It was therefore, difficult to see how purchasing equipment could be cost effective for them if it was going to spend most of its time unused.
29. As it was unlikely that City of York Council could purchase equipment for all, the Task Group gave consideration as to whether it would be possible for City of York Council to lend equipment to Parish Councils and Planning Panels for use off site, which could potentially provide a solution to some of the concerns raised. On consideration this was thought to bring its own problems, due to issues around maintenance, setting up equipment and insurance.
30. The Task Group felt that there was a possibility that Parish Councils and Planning Panels could either consider their applications at West Offices or at a local library where equipment may be available for them to use. They did, however, acknowledge that this may mean travelling some distance to meet and understood that some Parish Councils and Planning Panels may be loathe to meet outside of their own geographic area. However, they did believe that it was right to give Parish Councils and Planning Panels the option of using West Offices and local libraries should they wish to do so.
31. Alternatively it might be useful to consider the possibility of sharing equipment. This, however, could still create issues around storage of equipment, insurance and operation of equipment. The Task Group felt that this was a matter for individual Parish Councils and Planning Panels to negotiate amongst themselves as they were in a position to take a more pragmatic view to solutions around some of the issues that sharing equipment might create. The Task Group did not believe that this should be a formal recommendation arising from this review.
32. However, it has since come to light that at the 4<sup>th</sup> October York Branch meeting of Yorkshire Local Councils Association (YLCA), the Chief Officer had suggested a method of sharing equipment, with YLCA acting

as a depository. This may mean that those Parish Councils wishing to be involved in a 'share scheme' could contribute towards the cost of equipment but not have to pay the full cost. This was acknowledged but no firm decision was made.

33. The representative of YLCA also indicated that she had approached Parish Councils as to what equipment they required to use E-Planning facilities effectively. This was with a view to approaching a potential supplier to bulk buy the equipment. However, to date responses had only been received from 3 Parish Councils making it impossible to achieve cost savings through a bulk buy or for her to approach a supplier at this stage.
34. Specification and indicative Costs of Equipment – the Scrutiny Officer has taken advice from the IT department as to indicative costs and minimum specifications for equipment and this is set out below:
  - Laptop – minimum specification of 2GHz processor and 2GB RAM – this would cost up to £400
  - Projector – this would cost in the region of £230
  - Screen – this may not be necessary as a white wall will do but would cost would be in the region of £80
  - USB Stick – minimum of 8GB would cost in the region of £5 to £10
  - Internet Connection – An internet connection would not be required at a meeting venue if all documentation was downloaded onto a USB stick prior to any meeting
35. These costs appear to be comparable with some of the major High Street Stores but it is highly probable that equipment could be obtained at a much cheaper cost on-line or locally with a little research or purchased second hand. City of York Council's IT department would be able to recommend some suppliers however it would probably not be practical for them to buy on behalf of a Parish Council or Planning Panel as any licences for the equipment would stay with the City Council, bringing its own implications.
36. Again, whilst this will not be a formal recommendation arising from this review Parish Councils and Planning Panels may like to give consideration to purchasing equipment jointly, especially those that would be using the equipment frequently or looking at joining the 'share

scheme' that had been put forward by YLCA, should it go ahead (**Paragraph 32 refers**).

37. Using IT equipment and the Public Access Website – this was a concern raised by a few who were not confident with using IT equipment. The Specialist Development Management Officer indicated that she could offer training courses to library staff on using the Public Access Website. This would mean that library staff could help library users (including Parish Councils and Planning Panels) with any queries they might have with this. The Chair of at least one of the Parish Councils also offered to assist others in using the Public Access Website and the Communities and Equalities Team were happy to co-ordinate this. Planning Officers would also be very happy to run a training session for Parish Councils and Planning Panels.
38. Reference was also made to the fact that at least one Planning Panel Secretary did not have a computer or access to e-mail. Officers suggested that another member of the Planning Panel could receive the documentation via e-mail instead of the Secretary.
39. Storing the equipment – this was an issue for quite a few of the Parish Councils and Planning Panels as many met in church and village halls and therefore did not have anywhere to store such equipment when it was not in use. This could potentially be solved for some Parish Councils if the share scheme put forward by YLCA were to go ahead.

#### Venue Availability and Costs

40. It was understood that some Planning Panels met frequently; meetings were scheduled in the evening and lasted for up to three hours; they would therefore need to be confident that premises and equipment would be available at convenient times to them.
41. It was acknowledged that it was already difficult for some of the smaller Parish Councils and for the Planning Panels (who had no budget) to find venues to meet and consider planning applications. To then have to either buy/rent equipment or find a venue that had the appropriate equipment available would be cost prohibitive for some. It was felt that the new West Offices could provide facilities for both Parish Councils and Planning Panels to meet in along with the appropriate equipment needed to view planning applications via the Public Access Website. The Task Group also thought that libraries might be a potential meeting place for Parish Councils and Planning Panels. On further investigation it was understood that users of rooms at West Offices and Libraries would be



expected to use their own laptops but audio visual equipment was likely to be available.

42. West Offices - The standard opening hours of the Customer Centre at West Offices would be 08:30 to 17:00; however access to meeting rooms could be made available outside of these hours to support the delivery of Council services. It was likely that room bookings would be managed by the Facilities Management Team. The detailed mechanism of how this would be achieved was still being discussed and was due to be finalised in the New Year. With regards to cost, a small charge was likely to be payable for external bodies to hire rooms, but again exact details around this were due to be finalised in the New Year.
43. The Council are intending to install audio visual equipment in a large number of meeting rooms, the final specification of which is still to be finalised. It was expected that external bodies would be able to connect their own laptops into this equipment. It is expected that meeting rooms will be made available to the public (such as Parish Councils and Planning Panels), outside of core opening hours, sometime in 2013 once it is understood how City of York Council will operate within a single space to meet its own demands.
44. Libraries - Rooms could be made available within current operating hours at local libraries for Parish Councils and Planning Panels to use and again a charge would apply to hire a room. However, due to current resource levels it would not be possible to look at opening libraries outside of their current opening hours.
45. Finally, in relation to this section of the report, it was noted that not all venues currently used by Parish Councils and Planning Panels had an internet connection. This meant that when using these specific venues documentation would need to be downloaded in advance of any meeting.

#### Location of Consultation Responses

46. Mention was made that there were currently two places where comments can be found on the Public Access Website which was confusing. Officers have now confirmed that they are looking at removing one of the 'tabs' on the screen so that users will be able to see all comments in one place.

#### Keeping the Website Up To Date

47. Various concerns and comments were raised around the accuracy of the information on the Public Access Website. Parish Councillors and

Planning Panel members believed that not all documents were uploaded to the Public Access Website and felt that it was very important that electronic records were kept accurately. They gave various examples of missing information and instances where documents had not been uploaded, including when revised documents had been submitted. There were also concerns that after a decision had been made in relation to a planning application the Public Access Website was frequently indicating that there had been 'no comment' submitted by the Parish Council prior to the decision having been taken. Officers explained that comments needed to be 'made sensitive' i.e. no longer publically viewable after a decision had been taken. This was in order to comply with Planning and Regulatory Services Online (PARSOL) Guidance and to ensure that the Local Authority did not fall foul of the Data Protection Act. The Guidance explains that it is not considered good practice to display third party names and addresses on line for longer than is necessary for planning purposes. The Local Authority has and does receive complaints from residents about such information being displayed and not removed from view after a decision has been taken.

### Paper Plans

48. Parish Councillors and Planning Panel members felt that there were certain instances where paper copies of plans should be made available, in particular for the larger applications. It was very difficult to view large plans on line. It was suggested that there should be a set of criteria put together to assess when paper plans would be provided. However, there was a need to avoid having a dual system in place and paper plans would only be provided should any criteria put together be met.
49. A question was asked about whether paper copies of plans would be available at site visits; for the time being paper copies would remain but in the not too distant future it was hoped that Members of Planning Committees would view these on a tablet device, such as an I-Pad whilst Parish Councillors and Planning Panel members would need to provide their own method of viewing plans.
50. Questions were also asked around how members of the public who were not familiar with IT would be able to view plans. At the moment paper plans were available to view at St. Leonard's Place however with the move to West Offices this would change. Computers would be available in the reception area of West Offices for members of the public to view plans and staff would be on hand to help if required; however there were no plans to have paper plans available at West Offices due to a lack of storage space.

51. Some of the smaller Parish Councils (those receiving less than 10 applications a year) asked if it would be possible to continue receiving paper plans as buying equipment would not be cost effective for them. This was ruled out as there would be difficulties and costs involved with maintaining a dual system.

### Planning Panels

52. Various issues were raised around Planning Panels as the Task Group were not familiar with how they worked, how you became a Planning Panel member or how the introduction of E-Planning facilities would affect them.
53. It was confirmed that Planning Panels were established through Ward Committees to enable a co-ordinated resident response to be given to planning applications for non-parished areas (however not all non-parished areas have a Planning Panel). Resident members of the Planning Panels were appointed through Ward Committees. They were not elected in the same way as Parish Councillors.
54. Support to the Panels was through the Communities and Equalities Team (previously known as Neighbourhood Management Unit) (e.g. access to training, room hire for meetings and out of pocket expenses); however they did not, unlike Parish Councils, have their own budget. The frequency of their meetings was variable dependent on the geographic area they were covering. The amount of support needed by each Panel was different and in some cases they met in a local venue and in others in private houses. Across the board there were very few expense claims as Planning Panel members prided themselves on being volunteers and getting involved. On investigation the Communities and Equalities Team could only identify £137.40 of expense claims over the past three years.
55. A representative of the Communities and Equalities Team informed the Task Group that a Planning Panel was a forum for those (in non-parished areas) interested in the built environment/the way their Ward looked to have an opportunity to come together to discuss and comment on local planning applications. There had been some really good examples of Planning Panels feeding back regularly at Ward Committees such as the Hull Road Planning Panel. However, it is acknowledged that some Planning Panels are not so proactive in this respect and that more could be done to encourage transparency.
56. The representative of the Communities and Equalities Team also said that many Planning Panel members had given a lot of their own time

over the years and were motivated by a strong desire to have a resident perspective involved in planning decisions. She also confirmed that there was a digital inclusion bid being prepared for submission to the Delivery and Innovation Fund and she had suggested that Wi-Fi for Council owned community centres be considered as part of this.

57. The Task Group were interested in further understanding Planning Panels, especially as they all seemed to work in different ways, did not appear to have any status within the Council's Constitution and did not hold their own budget. They were encouraged to work to a Terms of Reference and this is attached at **Annex G** to this report, but it appeared that not all Planning Panels were aware of these.
58. To help the Committee understand more about Planning Panels and the impact E-Planning would have on them a representative of Heworth Planning Panel undertook a short survey with the Planning Panel Clerks. A short summary of this is attached at **Annex H** to this report. Eight out of the nine Planning Panel Clerks responded.
59. The Task Group asked for further clarity on where Planning Panels fitted into the planning process and what weight was given to any comments they submitted. The Head of Development Management advised the Task Group that all submissions were treated equally and assessed against national planning considerations and thereafter attributed appropriate weight.
60. The Task Group had concerns about how City of York Council could support Planning Panels with the E-Planning process when they did not appear to have any Constitutional status or have their own budget. The only way forward they could see would be for those Ward Committees with appointed Planning Panels to devolve some of their budgets to enable the Planning Panels to buy appropriate equipment to use E-Planning facilities. However, they acknowledged that this could bring its own problems if some Wards chose to devolve some of their budget and some didn't.
61. Under the new neighbourhood working arrangements the only time that members could be appointed to a Planning Panel was at the Annual Ward Committee meeting. Ward Committees, had in the past, included an amount to support Planning Panels on the list of potential local improvement schemes which had gone out to residents for consultation as part of the participatory budgeting process for agreeing Ward Committee budget allocations. In recent years this practice had ceased due to the very low cost of maintaining the Planning Panels and the

difficulty in reallocating small amounts of budgets late in the financial year. It is not thought that Planning Panels have ever applied for funding from a Ward Committee in their own right and therefore they had not been in a position to be refused any funding.

62. A representative of the Communities and Equalities Team has advised that the effect of the Localism Act and potential development of Neighbourhood Panels is at this point unknown and to date the Communities and Equalities Team are not aware of any expressions of interest from existing or emerging groups in non-parished Wards.
63. Whilst realising that some of the issues in relation to Planning Panels were not directly linked to the remit set for this scrutiny review, the Task Group wanted to raise their concerns about the transparency and accountability of Planning Panels. Parish Council meetings were advertised in advance, were open to the public and the minutes publically available after the meeting. This was not the case with Planning Panels whose meetings weren't advertised in advance, did not appear to be open to the public, were sometimes held in private houses and had no publically available minutes and as far as the Task Group understood without members having to declare any personal, prejudicial or pecuniary interests. The Task Group were keen that the Constitutional standing of Planning Panels be looked at by the Council's Monitoring Officer.
64. They also raised several concerns around what they felt to be an obvious discrimination between Parished and Non-Parished Wards. The Task Group understood that under the new neighbourhood working arrangements Parish Councils were no longer eligible to bid for or receive Ward funding and they felt that this should be the same for Planning Panels.
65. They did however, realise that without a budget Planning Panels may struggle to advertise meetings and publish agendas and suggested that they could make use of Council publications such as Your Ward.

#### Developing a Good Practice Guide for Parish Councils and Planning Panels

66. Information set out in the above paragraphs indicates how Planning Panels work and this had raised several concerns. At a meeting between the Chair of the Task Group, a representative of Yorkshire Local Councils Association (YLCA), a representative of a Parish Council and a Planning Panel Member it was learnt that Parish Councils had an

approved way of dealing with planning applications. A delegated group of Parish Councillors (usually for larger Parishes) formed a sub-group to consider what response to give in relation to a planning application in their area. This meeting was advertised in advance, open to the public and formally minuted with the minutes being publically available after the meeting and formally ratified by the Parish Council as a whole. The decision taken by the sub-group was forwarded to the planning department as part of their consultation process. The smaller Parish Councils used the same process but often considered applications as a whole body rather than splitting into a sub-group. Meetings were run in a transparent and accountable way with Members declaring any personal, prejudicial or pecuniary interests they might have.

67. The Task Group were keen to see a good practice guide produced and consideration would need to be given as to how this would apply to Planning Panels.

### **Options**

68. There are no direct options associated with the recommendations in this report. Members are asked to consider the report and its recommendations and indicate any amendments or additions they may wish to make prior to them being submitted to Cabinet for consideration.

### **Analysis**

69. Most of the analysis of the evidence gathered is contained within the body of this report and its associated annexes.
70. However, Members are specifically asked to consider and give advice to the Scrutiny Officer on the following before signing this report and its associated recommendations off:
  - The Good Practice Guide – as Members have recommended that the Monitoring Officer investigate the Constitutional status of Planning Panels Members are advised to wait for the outcomes of this review prior to putting together any good practice guide.
  - Laptops – Currently recommendation (iv) arising from this review recommends that any room within West Offices or local libraries should offer screen, laptop and projector for their use. It is now understood that audio visual equipment will be provided in meeting rooms but external bodies will be expected to provide their own laptop. Members should give consideration to rewording this recommendation to reflect the equipment that will be available.

- Charges for and availability of rooms – Rooms can be made available at West Offices during core operational hours and potentially out of hours as well on some occasions. However, further exploration found that the library service could only offer room hire within their current operating hours. There would be a charge for external parties to hire a room.
  
- Timeliness of uploading documents and comments - Councillor Wiseman, who had originally submitted this topic raised further concerns with the Scrutiny Officer around the timeliness of uploading comments, letters and documentation to the Public Access Website. The Admin and Business Support Manager has assured the Scrutiny Officer that staff always endeavour to post an application to the website immediately. At the moment this is being done in less than three days for most applications, but there has to be an understanding that this is dependent on the number of applications received, over which we have no control. To give an example, the Admin and Business Support Manager recently carried out a check of the workload of the two members of staff who process the scanning, and in one week between them they scanned over 4000 items. Members are asked to consider this response and indicate whether they wish to make any recommendation around timeliness of uploading documents to the Public Access Website. However this may bring its own implications in terms of resources available. Members could, as an alternative, include a more general comment in the report around encouraging anyone using the Public Access Website to report, to the relevant officers, documentation they believe to be missing so that they become immediately aware of this and it can be addressed as soon as is practicable.

71. Finally the Task Group were aware that there was a wealth of different concerns arising from the introduction of E-Planning Facilities, some of which were pertinent to only one or two Parish Councils or Planning Panels. Unfortunately, it was impossible to address all concerns and the Task Group were aware that there was not a one size fits all solution. Nevertheless it was hoped that the recommendations arising from this review would go some way to addressing some of the more generic concerns that had been raised regarding the introduction of E-Planning.

### **Council Plan 2011 - 2015**

72. E-Planning facilities are, amongst others, used by members of the Public, Parish Councils and Planning Panels. 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**

73. There may of course be implications for both Parish Councils and Planning Panels with the introduction of E-planning and the body of the report covers many of these. However, this section of the report specifically highlights the implications for City of York Council in relation to the recommendations arising from this review.
74. **Financial:** The Head of Commissioning, Design and Facilities Management said that in terms of hire rates for rooms at West Offices, this has not progressed very far to date. The principle of a reduced rate for particular groups could be considered but as it has not yet been fully discussed, the implications are as yet unknown. Outcomes of this are likely to be known in the New Year.
75. There would be a charge for external bodies to hire rooms at local libraries. Room rates for non-commercial use vary dependent on the room hired and the length of time it is required for. Costs are publically available to view on the Council's website and can be accessed via the following link:  
  
[http://www.york.gov.uk/leisure/Libraries/Fees/room\\_hire/](http://www.york.gov.uk/leisure/Libraries/Fees/room_hire/)
76. **Human Resources:** In relation to recommendation (iv), if rooms were to be made available to external bodies, such as Planning Panels and Parish Councils at West Offices there may well be staffing implications in relation to managing space, in particular building security (more so if rooms were to eventually be made available outside of core working hours). Any charge for room hire would need to take this issue into consideration.
77. In addition to this Officer time will need to be found to implement the recommendations arising from this review, including time spent by the Monitoring Officer on the review of Planning Panels and officer time spent in relation to putting together a Good Practice Guide.
78. **Legal:** There are no legal implications associated with the recommendations arising from this scrutiny review. However, implications may arise when the Monitoring Officer undertakes his review around Planning Panels and these will be reported back to the Committee as part of this review.



79. **Other Implications:** There are no other known implications arising from the recommendations within this report.

### **Risk Management**

80. There are no known risks associated with the recommendations within this report, however it is important that as many issues with the Public Access Website are addressed as soon as practicably possible in order that Parish Councils, Planning Panels and the public can be confident that all documentation has been uploaded in a timely manner and the system is as user friendly as possible.

### **Recommendations**

81. Members are asked to consider the draft final report and the associated recommendations (below) arising from this scrutiny review:
- i. That City of York Council officers provide a comprehensive training course for Parish Councils and Planning Panels on E-Planning facilities before March 2013; (initially offering 2 sessions at different times and thereafter a minimum of once a year)
  - ii. That City of York Council provides a named officer that Parish Councils and Planning Panels can contact if they have any questions about using E-Planning facilities. Similarly that Parish Councils and Planning Panels have a named person for officers to contact by e-mail.
  - iii. That the Head of Development Management , in conjunction with this Task Group, one Planning Panel representative and one Parish Council representative, develop a good practice guide which once completed be:
    - Reviewed annually
    - Circulated to all Parish Council and Planning Panel Clerks
    - Made available on City of York Council's website
  - iv. That a room within West Offices and/or in local libraries be made available (within advertised opening hours) for use by Parish Councils and Planning Panels if they wish to use it and any room to offer screen, laptop and projector for their use.

- v. That the option to request a paper copy of plans for larger applications remain (a set of criteria to be produced by the Head of Development Control against which a request will be judged)
- vi. That officers continue to explore with IDOX the possibility of providing the function to download all documents associated with a single planning application as one PDF file. An update on how this is progressing to be provided to Economic and City Development Overview and Scrutiny Committee three months after these recommendations have been approved by Cabinet and thereafter on a six-monthly basis until this has been resolved.
- vii. That the Communities and Equalities Team ask those Parish Councils which are currently successfully using E-Planning to offer demonstrations to other Parish Councils and Planning Panels as to how to 'get the best out of E-Planning' or to invite others to attend their meetings to view how E-Planning facilities can be used effectively.
- viii. That the Communities and Equalities Team liaise with the Yorkshire Local Council's Association to encourage the use of any shared equipment scheme set up (**paragraphs 32 and 36 refer**)
- ix. That the Administration and Business Support Manager ensures that all plans uploaded on to the E-Planning system have a good enough line density to enable them to be clearly viewed.

### Planning Panels

82. Whilst gathering evidence for this review several concerns were raised around Planning Panels. The Task Group felt that whilst not 100% within the remit of this review these issues were important and needed to be addressed. As such they wish to make the following additional recommendation regarding Planning Panels:
  - x. That the Monitoring Officer investigate the Constitutional status of Planning Panels and report back to Economic and City Development Overview and Scrutiny Committee by the end of the 2012/13 municipal year on:
    - What authority, if any, the Council has in relation to Planning Panels
    - What support, if any, City of York Council should give to Planning Panels

- If Planning Panels do remain, then to look at ways they can work in a more transparent and accountable way (e.g. published membership, transparent and public meetings, public agendas and minutes and declarations of interest)

Reason: To complete this scrutiny review

## Contact Details

### Author:

Tracy Wallis  
Scrutiny Officer  
Scrutiny Services  
Tel: 01904 551714

### Chief Officer Responsible for the report:

Andy Docherty  
Assistant Director Governance and ICT  
Tel: 01904 551004

**Report  
Approved**



**Date**  
08.11.2012

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

**For further information please contact the author of the report**

## Background Papers:

Report to Economic and City Development Overview and Scrutiny Committee dates 20<sup>th</sup> June 2012 – Proposed Scrutiny Topic - E-Planning Facilities. This can be accessed via the link below and item 5 refers:

<http://democracy.york.gov.uk/ieListDocuments.aspx?CIId=668&MIId=7187&Ver=4>

## Annexes

- Annex A** Topic Registration Form
- Annex B** Briefing Note – E-Planning Facilities
- Annex C** Presentation – E-Planning Facilities
- Annex D** Summary of Questions and Comments on Officer Presentation
- Annex E** Summary of Discussions - 3<sup>rd</sup> August 2012
- Annex F** Summary of Consultation Responses
- Annex G** Terms of Reference: Planning Panels
- Annex H** Survey of Planning Panels (Online only)

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## 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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## **20.06.2012 - 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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# Scrutiny Task Group Meeting Electronic Consultation

3<sup>rd</sup> August 2012

## Demonstration and Questions Session

**Mike Slater**

Assistant Director City and Environment

**Jonathan Carr**

Head of Development Management

# Introduction

## Key Reasons for the initiative

- E-planning; a Government requirement
- 40% of applications sent electronically
- Printing and postage costs ( £16-20k p.a.)
- Budget pressures
- Minimal delay in consultation (created by printing and postage)
- More efficient simpler processes, removes current 'dual' system



# Introduction

- All other consultations electronic
- Consultee can distribute link to documents electronically, view details before meetings
- Details can be projected onto screen for all to view at meetings
- Local applications details can be stored electronically



# Demonstration: Public Access

- How to find an application
- Navigating for Information
- Viewing Documents
- Downloading and Saving Documents
- Intended consultation format

# Public Access: Homepage

The screenshot shows a Microsoft Internet Explorer browser window displaying the City of York Council's Planning Simple Search homepage. The browser's address bar shows the URL <http://planningaccess.york.gov.uk/online-applications/>. The page features a red header with the City of York Council logo on the left and navigation links (A-Z, Contact us, Help, Accessibility) on the right. Below the header is a search bar with the placeholder text "type your search here" and a "Search" button. The main content area is titled "Planning" and includes a navigation menu with "Search", "My Profile", "Login", and "Register". Below this is a sub-section titled "Planning » Simple Search" with a brief description: "Search for Planning Applications and Appeals by keyword, application reference, postcode or by a single line of an address." The search interface includes tabs for "Simple", "Advanced", "Weekly / Monthly Lists", "Property", and "Map". Under the "Simple" tab, there are radio buttons for "Applications" (selected) and "Appeals". A text input field is provided for entering search criteria, with a "Search" button to the right. The footer of the page includes the "an idox solution" logo and the City of York Council logo.


# Public Access: Simple Search

Simple Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://planningaccess.york.gov.uk/online-applications/search.do?action=simple&searchType=Application> Go Links >>

 CITY OF YORK COUNCIL

A-Z Contact us Help Accessibility

type your search here Search

## Planning

Search My Profile Login Register

### Planning » Simple Search

Search for Planning Applications and Appeals by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly / Monthly Lists Property Map


Search for:

Applications  Appeals

Enter a **keyword**, reference number, postcode or single line of an address.

Search

an idox solution

 CITY OF YORK COUNCIL

# Public Access: Application Summary

12/02208/FUL | Two storey extension to rear and enlargement of front lightwell | 47 East Mount - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address <http://planningaccess.york.gov.uk/online-applications/simpleSearchResults.do?action=firstPage> Go Links

**Planning » Application Summary** [Help with this page](#)

12/02208/FUL | Two storey extension to rear and enlargement of front lightwell | 47 East Mount Road York YO24 1BD

[Save Search](#) [Refine Search](#) [Track](#) [Print](#)

You must log in to make a comment.

**Details** Comments (2) Constraints (5) Documents (8) Related Cases (1) Map

**Summary** Further Information Contacts Important Dates

Reference	12/02208/FUL
Alternative Reference	PP-02022130
Application Received	Wed 20 Jun 2012
Address	47 East Mount Road York YO24 1BD
Proposal	Two storey extension to rear and enlargement of front lightwell
Status	Pending Consideration
Appeal Status	Not Available
Appeal Decision	Not Available

There are [8 documents](#) associated with this application.

There are 0 cases associated with this application.

# Public Access: Documents

12/02208/FUL | Two storey extension to rear and enlargement of front lightwell | 47 East Mount - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://planningaccess.york.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=M5X06LSJ7R000> Go Links

12/02208/FUL | Two storey extension to rear and enlargement of front lightwell | 47 East Mount Road York YO24 1BD

[Save Search](#) [Refine Search](#) [Track](#) [Print](#)

You must log in to make a comment.

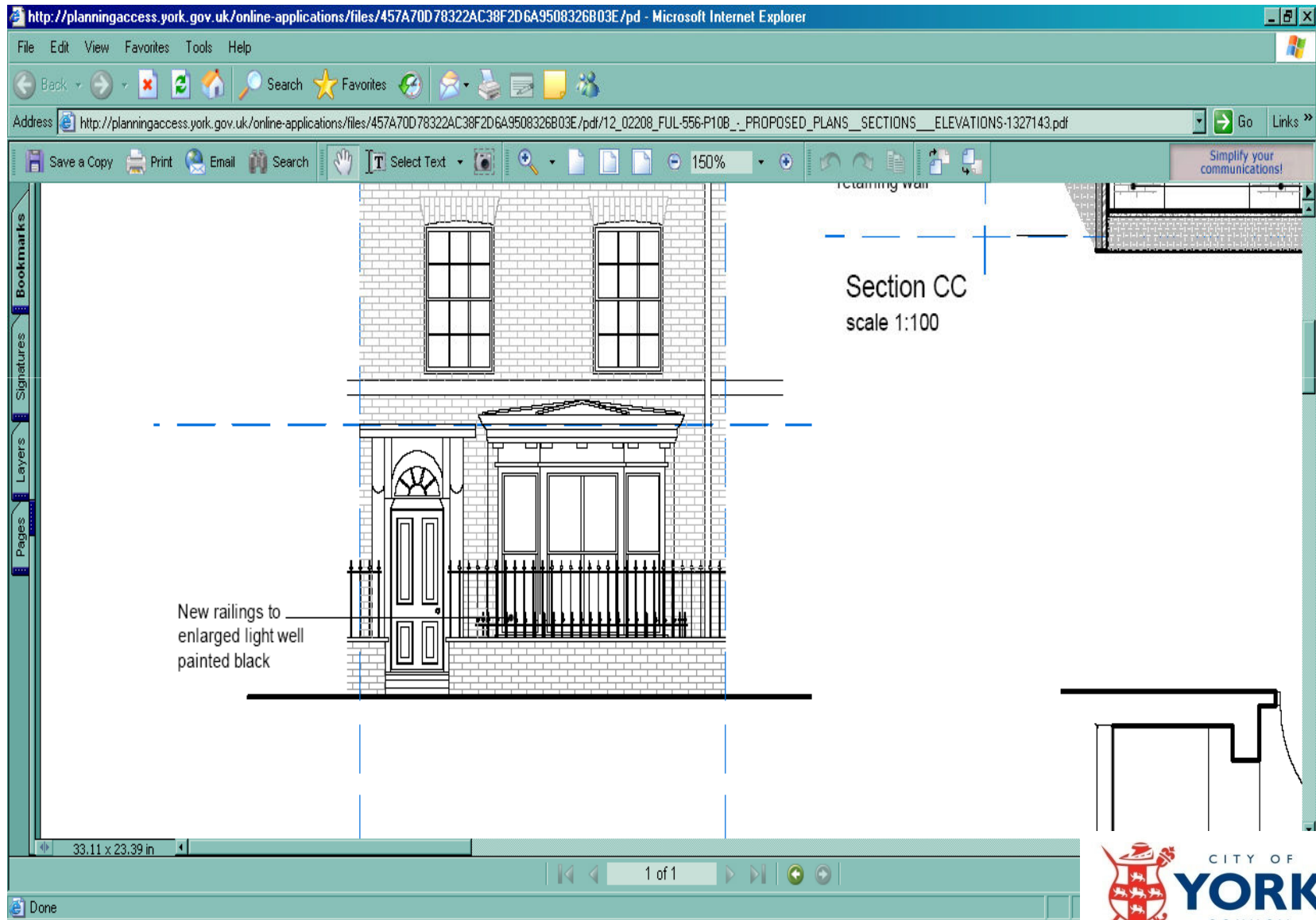
Details Comments (2) Constraints (5) **Documents (8)** Related Cases (1) Map

Date Published	Document Type	View	Description
27 Jun 2012	External Correspondence	<a href="#">View Document</a>	
27 Jun 2012	Report	<a href="#">View Document</a>	DAYLIGHT/SUNLIGHT ASSESSMENT
28 Jun 2012	Application Form	<a href="#">View Document</a>	
28 Jun 2012	Report	<a href="#">View Document</a>	DESIGN & ACCESS STATEMENT
28 Jun 2012	Report	<a href="#">View Document</a>	FLOOD RISK ASSESSMENT
28 Jun 2012	Drawing	<a href="#">View Document</a>	556-P01 - LOCATION & SITE PLANS
28 Jun 2012	Drawing	<a href="#">View Document</a>	556-P10B - PROPOSED PLANS, SECTIONS & ELEVATIONS
28 Jun 2012	Drawing	<a href="#">View Document</a>	556-P02 - EXISTING PLANS, SECTIONS & ELEVATIONS

# Public Access: View Document

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF document of architectural drawings. The browser's address bar shows the URL: [http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12\\_02208\\_FUL-556-P10B\\_-\\_PROPOSED\\_PLANS\\_SECTIONS\\_ELEVATIONS-1327143.pdf](http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12_02208_FUL-556-P10B_-_PROPOSED_PLANS_SECTIONS_ELEVATIONS-1327143.pdf). The browser's toolbar includes standard navigation and utility icons. The PDF content displays architectural drawings, including elevations and sections. Three red callout boxes with white text are overlaid on the drawing: 'Zoom in' points to the zoom-in (+) icon in the toolbar; 'Zoom out' points to the zoom-out (-) icon; and 'Rotate' points to the rotate icon. The status bar at the bottom of the browser shows '33.11 x 23.39 in' and '1 of 1'.

# Public Access: Zoom function





# Public Access: Download document

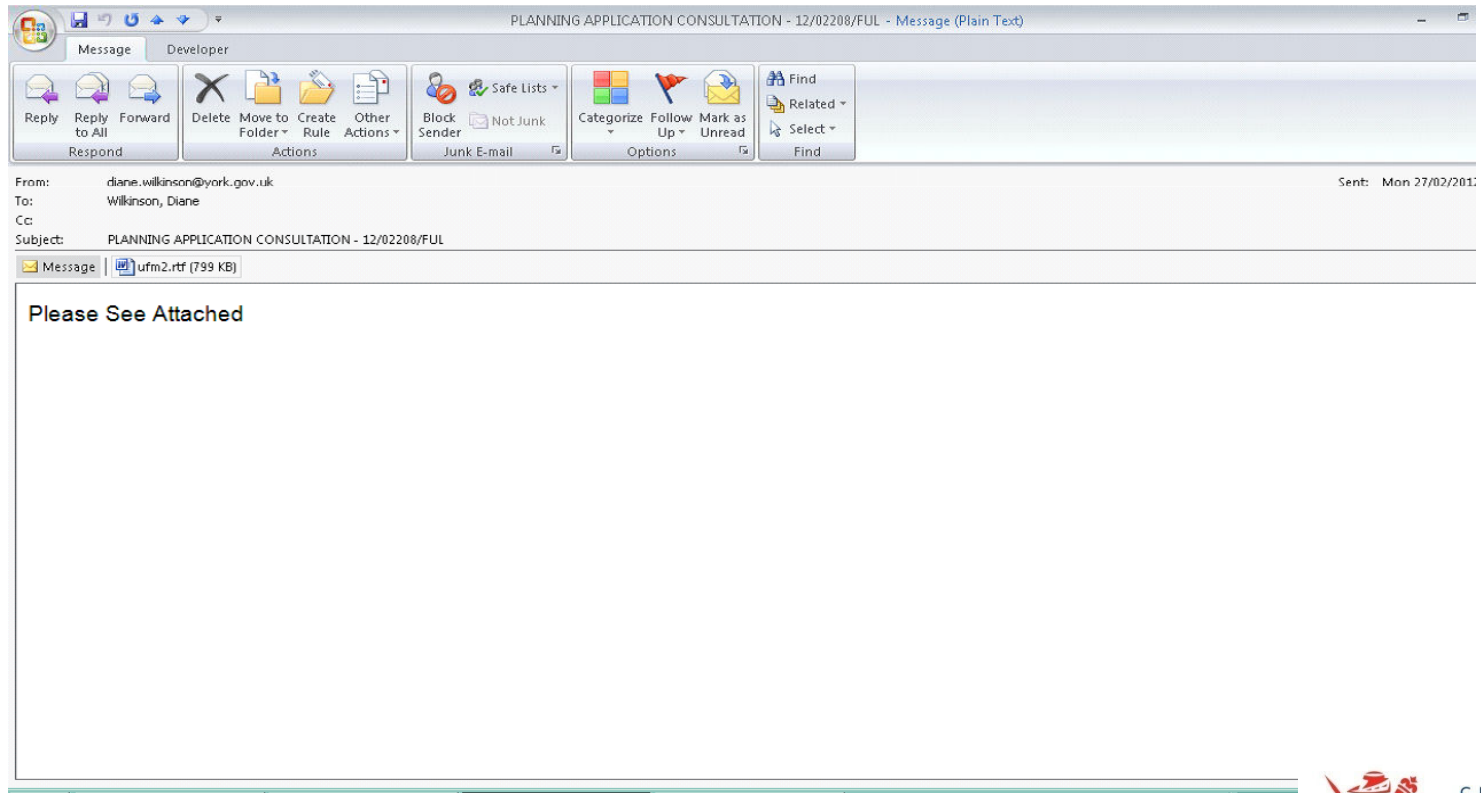
The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: [http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12\\_02208\\_FUL-556-P10B\\_-\\_PROPOSED\\_PLANS\\_SECTIONS\\_ELEVATIONS-1327143.pdf](http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12_02208_FUL-556-P10B_-_PROPOSED_PLANS_SECTIONS_ELEVATIONS-1327143.pdf). The toolbar includes buttons for Back, Forward, Stop, Home, Search, Favorites, and Print. The 'Save a Copy' button is circled in red, and a tooltip above it reads 'Saves a copy of the file'. The main content area displays a PDF document of architectural plans, including sections and elevations of a building. The status bar at the bottom shows '33.11 x 23.39 in' and '1 of 1'.

# Public Access: Download document

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF document from the City of York Council's planning access portal. The address bar shows the URL: [http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12\\_02208\\_FUL-556-P10B\\_-\\_PROPOSED\\_PLANS\\_SECTIONS\\_ELEVATIONS-1327143.pdf](http://planningaccess.york.gov.uk/online-applications/files/457A70D78322AC38F2D6A9508326B03E/pdf/12_02208_FUL-556-P10B_-_PROPOSED_PLANS_SECTIONS_ELEVATIONS-1327143.pdf). The browser's toolbar includes options for 'Save a Copy', 'Print', 'Email', and 'Search'. A 'Save a Copy...' dialog box is open, showing the file is being saved to 'Documents for 12-2208-FUL'. The file name is 'Proposed Plans and Elevations' and the save type is 'Adobe PDF Files (\*.pdf)'. The background document is a technical drawing of a building's floor plan and elevations, with various annotations and dimensions. The browser's status bar at the bottom shows 'Done' and the taskbar includes icons for 'Start', 'Inbox - Microsoft Outlook...', 'Uniform Spatial - capstve...', 'Document1 - Microsoft W...', '12/02208/FUL | Two stor...', and 'http://planningacces...'. The taskbar also shows the system clock as 'EN' and a star icon.

# Consultation format

- Email link to the public access page for the particular application



# Consultation format

- Attached letter contains link

ufm2 [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Design Layout

Print Layout Full Screen Reading Web Layout Outline Draft Document Views

Ruler Document Map Gridlines Thumbnails Message Bar Show/Hide

Zoom 100% One Page Two Pages Page Width Zoom

New Window Arrange All Split Window View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Window

Macros

Dear Sir/Madam

Application at: 47 East Mount Road York YO24 1BD  
Eastings: 459641 Northings: 451221  
For: Two storey extension to rear and enlargement of front lightwell  
By: Mr Bryan Smith  
Type of Application: Full Application

I would like to draw your attention to the above application.

If you have access to the internet details of the application can be viewed at [http://planning.york.gov.uk/PublicAccess/tdc/DcApplication/application\\_detailview.aspx?caseno=M5X06LSJ7R000](http://planning.york.gov.uk/PublicAccess/tdc/DcApplication/application_detailview.aspx?caseno=M5X06LSJ7R000)

I would be grateful for any comments that you may have on the proposal by 24 August 2012. If you have any queries on the application and supporting information, please do not hesitate to contact me.

Yours faithfully

Page: 1 of 1 Words: 133 English (U.K.)

# Scrutiny Task Group Meeting Electronic Consultation

## Questions



# Scrutiny Task Group Meeting Electronic Consultation

3<sup>rd</sup> August 2012

## Demonstration and Questions Session

**Mike Slater**

Assistant Director City and Environment

**Jonathan Carr**

Head of Development Management

## **Part One - Presentation from Mike Slater and Jonathan Carr on E-Planning facilities**

### General comments

1. At the moment CYC is running a dual system (paper and electronic) which is not particularly effective
2. It is hoped that in the future all three of the Planning Committee meetings will be held at the new West Offices building and that there will be the facility to project plans onto a screen during meetings

### Technical questions/comments

1. Question from Parish Council/Planning Panel: Regarding the link in the letter sent to consultees – would it not be simpler for Parish Councils to receive these documents as one document in PDF format? The link takes you to all of the individual documents which then have to be downloaded independently of each other
  - Also problems with circulating the link as it doesn't always work after it has been forwarded onResponse from officer: intention of the link is to enable consultees to have access to all documents in relation to a planning application  
Comment from Parish Council/Planning Panel: This could be sent as one single PDF
2. Comment from Parish Council/Planning Panel: If someone is registered on CYC's planning portal then any comment they leave can be found in the 'comments tab'; however, if comments are e-mailed directly to officers then these are uploaded and appear in the 'documents tab'. If all comments are e-mailed then there is no indication that consultees have actually been consulted.  
Response from officer: All have been consulted  
Comment from Parish Council/Planning Panel: This needs to be as simple as possible – at the moment it is too complex

3. Question from Parish Council/Planning Panel: What is the minimum technical specification one would need to satisfy a meeting of 20 people?  
Response from officer: Use of a laptop and projector. If the seating is arranged well could use a white wall or white board instead of as screen. However there is no set format
4. Question from Parish Council/Planning Panel: How can you compare one plan with another without bringing them up side by side?  
Response from officer: You can already do this  
Comment from Parish Council/Planning Panel: In some versions of Word, yes you can bring documents up side by side but you lose some of the details, especially if the larger plans are already scaled down. Hard to look at plans for larger schemes, need to be able to compare plans when revisions have been made so one can clearly see the changes.  
Response from officer: We recognise that there appear to be problems accessing larger plans electronically. To begin with we will only be issuing documentation for smaller schemes electronically. We will continue to issue paper copies for the larger schemes for the time being.
5. Comment from Parish Council/Planning Panel: Concerns about the accuracy of the website. There were five applications marked for one Parish Council that were in the Ward but not in the Parish.  
Response from officer: We need to look at this and ensure we are uploading the right information  
Comment from Parish Council/Planning Panel: There have been times when the refusal to grant planning permission notice has not been uploaded to the website.
6. Comment from Parish Council/Planning Panel: After a decision has been made on a planning application the website frequently indicates that there has been 'no comment' from the



Parish Council when there has been and the comment has been submitted on time.

Response from officer: The comments section is not visible after a decision has been taken. These are removed from public view but are viewable on request.

Comment from Parish Council/Planning Panel: some comments are seen as non-priority and never put on so the records are incomplete

Response from officer: If you can let us have specific instances where this has happened then we can look at this and make sure that the records are up to date and complete. However, as far as we are aware all comments are there. There was a problem earlier in the year with some documents being missing online

7. Comment from Parish Council/Planning Panel: The IDOX system allows registered users to track and save searches and an e-mail is sent to the user if any relevant application appears on the site. However the e-mails never seem to arrive and this facility doesn't appear to work

Response from officer: This has been logged and raised with IDOX and we are still talking about ways we can make this work.

8. Question from Parish Council/Planning Panel: How does this process start? How will you inform us when an application that is relevant to us has come in?

Response from officer: An e-mail will be sent to the chosen e-mail address of the Parish Council/Planning Panel.

Comment from Parish Council/Planning Panel: Ward Councillors are e-mailed a weekly list of applications and some Parish Councils/Planning Panels receive these as well

Response from officer: There is no reason why we cannot e-mail this out to any Parish Council Member/Planning Panel Member that wants to receive it

9. Question from Parish Council/Planning Panel: What happens if the Planning Panel Clerk does not have access to e-mail?  
Response from officer: They could give an e-mail address of another member of the Planning Panel. Making sure the Council has the right mail address is crucial
10. Question from Councillor Runciman: How do Planning Panels work?  
Response from Planning Panel Member(s):
- Planning Panel 1: All members of the Planning Panel meet together to discuss any applications for our area
  - Planning Panel 2: The Chairman decides what business to bring forward to the Panel and/or which to refer to a 'specialist' member of the Panel
  - Parish Council: Each seems to have their own method of operation
11. Question from Parish Council/Planning Panel: Do planning officers have access to full size drawings?  
Response from officer: We use larger screens to view the larger plans on
12. Comment from Parish Council/Planning Panel: At the moment paper plans are taken to site visits. Once we are only notified electronically then the onus will be on the Parish Council to print plans and take them to the site visit. They may not have printers that can cope with this.  
Response from officer: If Parish Council were to attend site visits then would need to print their own plans or take a laptop along to view them on.  
Initially the planning officers will take paper plans onsite for the actual planning committees but it is hoped to encourage the use of laptops/tablets to view plans on whilst at site visits – this is work in progress. The intention is that this will be a step by step process and CYC would not 'go paperless' overnight

Comment from Parish Council/Planning Panel: This would be more expensive for Parish Councils. Also on electronic drawings scaling and distances can be a problem

13. Comment from Parish Council/Planning Panel: Expresses worries about public access to planning documentation for those that are not computer literate.  
Question from Parish Council/Planning Panel: If a person does not have access to a computer will paper copies be available?  
Response from officer: In the new West Offices there will not be a paper copy at the front desk for members of the public to look at. However, they will be available online and a member of reception staff will be able to assist members of the public to view planning documentation online in West Offices
14. Comment from Parish Council/Planning Panel: The money saved on posting out paper documents to the Parish Councils could be reinvested to help buy computers/screens/projectors etc for Parish Councils and Planning Panels
15. Question from Parish Council/Planning Panel: Will developers have to submit documents in a certain way?  
Response from officer: We are currently talking to some of the regular developers/submitters of plans as to the requirements they will need to meet when submitting documentation. This will include them having to put in scale bars and dimensions on all drawings
16. Question from Councillor Wiseman: On the rare occasions when there are very contentious plans would there be a possibility that a Parish Council/Planning Panel could apply for printed plans to be produced?  
Response from officer: Yes, we would try to help and facilitate this but we are very much trying to move away from paper. Viewing large plans on screen can also be problematical for officers as well

Comment from Councillor Wiseman: Smaller villages/Parish Councils do not often have printers - could Parish Councils request printed plans at a cost?

Comment from Councillor Runciman: Very large applications are very difficult, if not impossible, to view electronically

17. Comment from Parish Council/Planning Panel: When plans are put on the website it would be useful to be able to download these all in one go rather than separately. It is difficult and time consuming to download them all separately and save each one individually.

Response from officer: Some Local Authorities (?) have software which converts all the documents into a single PDF but the IDOX system does not endorse/support this. There would be nothing to stop individual Parish Councils/Planning Panels using this software though

Comment from Parish Council/Planning Panel: You also would need to have access to the internet to do this

Comment from Haxby Town Council: We currently use this system to download documents. It is an 'unauthorised' piece of software but it is used to get all documents downloaded in one go (not necessarily by converting them into PDF format)

Comment from Parish Council/Planning Panel: Have contacted the developer of this software and you need internet access to use it

Response from officer: there is some disappointment in CYC that the IDOX system does not allow for this – it has been raised with them

Question from Councillor Runciman: Do the Local Council Association (LCA) have any guidance on this?

Response from LCA: Looking at ways Parish Councils can buy equipment at a sensible price and also looking at the national picture around this

**Task Group Discussion with Attendees on 3<sup>rd</sup> August 2012**

1. Question from Parish Council/Planning Panel: The new system will cost more, are you making a room available at the Guildhall for Planning Panels to use? Will any room do, as the meetings are quite long? Will the room need to have an internet connection? Can CYC lend us equipment every three weeks? What savings will it make?

Response from officer: There are significant postage costs associated with sending out planning documentation so there will be a large saving there. Unfortunately, no one solution or model will fit all, there will be different issues and challenges for the different Parish Councils and Planning Panels.

This is about a new way of working that is being driven nationally - the Local Authorities do not have a choice in this but we do need to make it work as smoothly as we can

Comment from Parish Council/Planning Panel: Our Planning Panel Chair collects all documentation directly from CYC so we do not create any postage costs for CYC

Comment from Councillor Runciman: Room hire could be easier once we move to West Offices. Would it be possible to use CYC equipment and rooms when we get there?

Response from officer: It should be easier at West Offices but we would need to check what times the building would be open in (think it will be 7am to 8pm but need to clarify)

2. Question from Councillor Watt: Not familiar with Planning Panels and where and how they meet

Response from Guildhall Planning Panel: We meet here at the Guildhall once every three weeks and are provided with a room and equipment

3. Comment from Parish Council/Planning Panel: Plea from smaller Parish Councils – as an example Acaster Malbis has about 10 applications a year (less than one a month) so we don't have premises or storage. Could you consider still consulting us by sending us paper copies please? This would

be far more economical for us than buying laptops and projectors.

Comment from Parish Council/Planning Panel (2): Similar in Copmanthorpe and Askham Richard. The Parish Council has a very small precept and it would not be cost effective to buy expensive equipment which then sat in a cupboard for most of the time.

Comment from Parish Council/Planning Panel (3): Hessay Parish Council do not receive many applications – the cost of purchasing the equipment for e-planning would outweigh the benefit

4. Comment from Parish Council/Planning Panel: Currently meet at Church Hall with no computer or internet provision. Could move to meet at the library but would need help from CYC as we would need to use the library out of hours

Response from Planning Panel (2): Don't have a great volume of business so don't meet often. Do a lot of business by e-mail. No facilities where we do meet.

5. Comment from Parish Council/Planning Panel: Micklegate Planning Panel collects all documentation directly from CYC so that they do not incur any postage costs. The Planning Panel are aware that CYC needs to save money. We meet in Clementhorpe Community Centre and there are no IT/computer facilities there.

Unlike Parish Councils Planning Panels do not have their own budgets to pay for room hire and/or equipment. Some Planning Panels already pay for room hire from their own pockets and use their own personal broadband to download documentation. Downloading large documents can take a significant amount of time - potential issues around how much time Planning Panels/Parish Councils are expected to give up to do this. Each Planning Panel Member looks at the applications individually and then we come together to discuss them as a Group - this is much easier to do with paper copies rather than doing electronically

Question from Councillor Runciman: How do you get on a Planning Panel?

Comment from Parish Council/Planning Panel: Through the Ward Committee – about once a year there is an item on a Ward Committee agenda.

Question from Councillor Runciman: Do you get access to the same training as Parish Councils?

Response from Planning Panel (1): Yes we do get notification of training and some Planning Panel members go and find it useful

Comment from Parish Council/Planning Panel: Also need to consider broadband download limits – if you exceed these then you get a hefty bill. In Guildhall Ward, for example, we get quite a lot of applications and there are many documents to download

6. Comment from Parish Council/Planning Panel: Concerned that there don't appear to be standard procedures for considering planning applications. There seem to be differences between Parish Councils and Planning Panels. Are there any specific requirements that need to be met at these meetings? Feel there is a need to be consistent, especially as York is split between Parish Council and Non-Parish council areas

Response from officer: We will talk to colleagues in the Council and confirm this

Comment from Councillor Runciman: This is something that the Task Group may need to look into further as part of this piece of work

7. Question from Parish Council/Planning Panel: Are applicants going to have to abide by the same format? Will the same format be used for both large and small applications:

Response from officer: Yes, effectively the same format will be used by all applicants and for all applications no matter what the size of the application. At the moment about 40% of all applications are received electronically.

8. Question from Parish Council/Planning Panel: Once an application has been submitted who will notify the Planning Panel or parish Council of the return dates for comments?  
Response from officer: You will be notified by e-mail and the letter that forms part of that e-mail will contain that information – the information will also be on the public access system
  
9. Comment from Parish Council/Planning Panel: Dringhouses Planning Panel plan to use the library to meet in and access documentation once the new system is introduced, however this will incur costs, especially for printing out documents. As has been mentioned before Planning Panels do not have a budget to cover this  
Comment from Councillor Runciman: The Task Group notes that unlike Parish Council, Planning Panels do not have a precept/budget
  
10. Comment from Parish Council/Planning Panel: When this was first mentioned it was presented as a cost saving. But it is not a saving for a Parish Council it is a cost increase. Without an increase in the Parish precept many Parish Councils would not be able to afford to buy equipment (which we had originally been told would be provided). We have already been asked by CYC to consider reducing our precepts rather than increasing them.  
Comment from Parish Council/Planning Panel: We could not consider putting up the Parish precept in the present economic climate
  
11. Comment from Parish Council/Planning Panel: Have we got any guidance on what the cost of a projector etc might be? The Task Group should look at this. CYC should at least part fund the costs of buying the equipment needed
  
12. Comment from Parish Council/Planning Panel: Heslington Parish Council is often asked to look at massive applications for the University with huge plans and extensive documentation.



For applications of this nature then we *must* have paper documents

Response from officer: If an applicant chooses to submit an application on line then we cannot ask them to also provide paper copies of plans and documentation

13. Comment from Parish Council/Planning Panel: Elvington Parish Council introduced E-Planning about 6 months ago and it works really well. It has not cost us anything to implement. We can view documentation in PDF format and side by side on a screen to compare amended plans

Comment from Parish Council/Planning Panel (2): many Parish Councils/Planning Panels do not have internet access at the places they meet in. There may be a necessity to look at alternative meeting places such as schools

Comment from Parish Council/Planning Panel (3): Only possible to view documentation side by side if you have the right version of windows (Windows 7)

Question from Parish Council/Planning Panel: How did you implement at zero cost?

Response: we already had the equipment

14. Comment from Parish Council/Planning Panel: We appear to be developing a system that is driving the process rather than supporting the process. As this is driven nationally how much of this is a done deal? If paper documents are more suitable for certain applications then we should be allowed to have these
15. Comment from Parish Council/Planning Panel: We would need a projector/overhead that increased the size of A4 plans so that we could see them in detail
16. Comment from Parish Council/Planning Panel: Traditionally we have kept a written record of all applications over the years. Now we are losing paper records we need to know that we will be able to go online and access complete records from

previous applications that we may need to refer to. There is no reason why these (or parts of these) should drop off due to FOI.  
Comment from Parish Council/Planning Panel: Problem is not being able to see revisions online as these are not always made publically available. Should be able to access website five years on and see a complete application. When comments are originally submitted it is known they are publically available - no reason why they should then disappear

Comment from Parish Council/Planning Panel: Parish Councils didn't always receive paper copies of revised documents anyway

Response from officer: Should be able to see revisions online – please report any further problems and we will look into this

Comment from Councillor Runciman: The Task Group may need to find out what we are required to do nationally and what we can do legally

17. Question from Parish Council/Planning Panel: Will printers be provided for 'hefty' documents such as sustainability documents and design and access statements that often accompany Listed Buildings Applications?

Response from officer: If individual Parish Councils and Planning Panels want to print off documentation then they would need to organise this themselves

18. Question from Councillor Semlyen: How are the fees for putting in applications decided? could these be raised and the extra monies put towards topping up the Parish Precepts

Response from officer: The fees are set nationally and we cannot ask for additions. The Secretary of State has indicated that he may raise fees by 15%

19. Comment from Parish Council/Planning Panel: The monies saved on postage could be given back to Parish Councils and Planning Panels to buy the equipment they will need

20. Question from Parish Council/Planning Panel: Does CYC charge for pre-planning advice? Could the money raised from this be given to the Parish Councils?  
Response from officer: The monies collected from pre-planning advice pay the salary of the officer who gives this advice, so it would be difficult to re-locate these monies and retain the pre-planning advice service
21. Comment from Parish Council/Planning Panel: Useful to have a minimum specification for laptops and screens etc. CYC could bulk buy the equipment and we can buy it back
22. Question from Parish Council/Planning Panel: Will any room do or will we need to hire a room with internet access?  
Response from officer: Internet access is useful but documents can be downloaded prior to a meeting and put on a memory stick  
Comment from Parish Council/Planning Panel: That would mean someone using their own broadband  
Response from officer: Libraries can be used to do this  
Comment from Parish Council/Planning Panel: Many Parish Councillors and Planning Panel Members also have full time jobs – this will take up a lot more of their time
23. Comment from Parish Council/Planning Panel: Problems with quality of some PDFs. Sometimes once printed off they are illegible  
Response from officer: If documentation illegible then we would send this back to the applicant and ask for an improved copy

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### Summary of Responses Received to the Consultation carried out in May 2012

Responses were received from 18 Parish Councils and 3 Planning Panels.

**1. What facilities/equipment is currently available to your organisation?**

- Laptop 6
- Projector 2
- Printer 10
- Other USB Drive, AutoCAD, Desktop

**2. Does the Venue that you currently use to hold Parish Meetings have:**

- Internet Access 5
- A screen or white wall for projection 7

**3. Where are meetings held?**

All are held in church/village/social halls apart from one in a private house

**4. What is the cost for room hire at your chosen venue?**

Free of charge 12

Between £10 - £20 per month 9

One Parish Council pays £1365 per annum for the venue they use

**5. On average, how many people attend the meetings?**

Range between 3 and 13

**6. How long do meetings generally last?**

Range between 30 minutes and 3 hours

**7. Do attendees look at plans prior to meetings**

- View plans before meeting (papers circulated) 13
- View plans at the meeting only 1
- No response 1

**8. How often are meetings held?**

Twice monthly	3
Monthly	14
Bi-Monthly	1
Variable/as required	3

**9. Do you have any concerns about working/receiving consultations electronically? If so please give details.**

- Would like to still receive paper copies of major applications
- Accuracy and accessibility of information displayed on the website
- Not all Parish Councillors have computers
- Printer available is A4 only – plans print off too small
- No finance to pay for equipment
- Some Parish Councillors are not technically minded
- Time taken to download and collate documents for viewing
- CYC Committee would still want to view paper plans

**10. What do you feel the Council could do to help with the transition to electronic working:**

- Funding of the viewing equipment (laptop, projector, printer)
- Demonstration of how to use equipment/meeting particularly with Planning Panels to discuss

- Allowed to have paper copies of larger applications, paid for if necessary
- Accurate and timely uploading of documents to the website
- Continue to supply hard copies

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## Ward Committee Planning Panels

### 'Terms of Reference'

#### 1. General Aims

- 1.1 To scrutinise planning applications on behalf of local residents and to make appropriate comments and recommendations to the planning authority.
- 1.2 To work in partnership with the local Ward Committee.
- 1.3 To report activities of the Planning Panel to the local Ward Committee on at least two occasions each year.

#### 2. Membership

- 2.1 Planning panel members should be residents of, or work in, the ward. However, in recognition of the valued experience and contribution made by the more long standing planning panel members that do not currently meet this criteria, an exception will be made until they choose to stand down. Any new members **MUST** be resident of, or work in, the ward.
- 2.2 Planning panel members are confirmed at their local ward committee meeting.
- 2.3 Planning panel members are selected for a period of 12 months and existing members can re-stand for each 12 month period.
- 2.4 The neighbourhood management officer will record membership details in ward committee minutes following the selection of the planning panel. The planning panel clerk should notify the neighbourhood management officer of any potential new members during the following 12 months, at least one week prior to the next ward committee meeting. Selection of new members should then take place at the next ward committee meeting.
- 2.5 Nominations for selection to the panel are to be submitted to the panel clerk at least one week prior to the ward committee. Nominations will be invited through ward newsletters annually. It is desirable that planning panel

membership will include residents from across the ward to represent a cross section of views.

2.6 There are no fixed limits on the numbers of members a panel can have. However, experience has shown that effective meetings are achieved with around 8 residents, so details of 12 residents may be a good number to keep, assuming not all will be able to attend each time.

### **3. Planning Panel Clerk/Secretary – ‘Job Description’**

3.1 The planning panel clerk should be a resident of, or work in, the ward. However, in recognition of the valued experience and contribution made by the more long standing planning panel clerks that do not currently meet this criteria, an exception will be made until they choose to stand down. Any new clerks **MUST** be resident of, or work in, the ward.

3.2 The planning panel clerk is selected by the planning panel members and is the point of contact for the members of the panel and officers of the planning department. This will involve:

3.2.1 Receiving notification of planning applications, which may include plans, maps, drawings etc., these will be sent by the planning officer.

3.2.2 Arranging planning panel meetings, as required, which may involve hiring a meeting room.

3.2.3 Consulting with the ward committee prior to all special public meetings.

3.2.4 Sending the views and comments of the panel to the planning department.

3.2.5 Receiving feedback on the success / failure of each planning application and reporting back to planning panel members.

3.2.6 Arranging to report back to the ward committee on a twice per year basis.

3.2.7 Submitting claims for reasonable out of pocket expenses (incurred as a result of participation on the panel) for the planning panel clerk or on behalf of panel members to the City of York Council. Receipts need to be submitted as evidence of expenditure.

3.2.8 The planning panel clerk may also need to obtain further information from planning officers.

#### **4. Expenses procedure**

4.1 The ward committee may allocate an annual expenses budget for each planning panel running from 1<sup>st</sup> April to 31<sup>st</sup> March each financial year. Expenses claims should not exceed this budget.

4.2 Expenses are paid for reasonable and legitimate expenses incurred by planning panel members in the course of their work for the planning panel. The basic principle is that members should not be out of pocket as a result of their participation in the planning panel.

4.3 Claims forms should be completed by the claimant and handed to the clerk who will then pass on to: Administration Officer, City of York Council Neighbourhood Management Unit, 9 St Leonard's Place, York YO1 7ET, to process payment.

#### **5. CYC Contact**

5.1 Queries related to Ward Committee Planning Panels should be directed to:

Senior Neighbourhood Management Officer  
City of York Council  
Neighbourhood Management Unit  
9 St Leonard's Place  
YORK  
YO1 7ET

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## Summary of Planning Panels Survey

Eight Planning Panel Clerks responded to the questions set out below:

### 1. How many Panel Members do you have?

- Range is from 1 to 10

### 2. Are Panel members usually elected annually?

- 5 said yes
- 1 said their positions are confirmed as are newcomers
- 2 said No

### 3. Do all or some Panel members live in the Ward?

- 7 said yes
- 1 responded yes but with one exception

### 4. Have you been given a copy of the Terms of Reference?

- 5 said no
- 3 said yes

### 5. Do you get your expenses paid e.g. for postage?

- 4 said no
- No, not required
- No unaware of possibility
- 1 said they had no expenses
- 1 said yes, however they were not required as the Panel's consultation response is via e-mail

### 6. Do you claim an honorarium recognising the time you spend?

- 4 said no
- No, I have never attempted to claim but my understanding is that the honorarium was abolished as it did not meet minimum wage regulations
- No, it was mentioned 2 years ago. Did not happen
- No, wasn't aware of the possibility

- Clerk has never received honorarium or claimed expenses. Money is not what it's about, but small honorarium might make one feel appreciated

**7. Have you been offered training in understanding and commenting on applications**

- 6 said yes
- 1 said no
- Clerk is an architectural CAD technologist

**8. Have all your Panel members undertaken such training**

- 3 said no
- 1 said yes
- 1 said several but not all
- 1 said no, only a couple
- 1 said most
- 1 said no. No notification of sessions this year

**9. Have any of your Panel members expressed a need for such training, as yet unmet?**

- 4 said no
- 1 said not applicable
- 1 said yes
- 1 said Panel members are made aware of training opportunities as they arise
- 1 said we expressed a need for training regarding dealing with Change of Use applications from dwellings to HMOs, this request has never been acknowledged or addressed

**10. Do you meet on a regular basis, if so how often?**

- 2 said monthly
- 1 said when required
- 1 said usually once a month
- 1 said no
- 1 said every 3 weeks
- 1 said they meet 1 evening for a couple of hours every 3 weeks

- 1 said see question below
- 11. Or do you meet as demand requires, if so, on average how many times a year**
- 1 said eight times a year
  - 1 said yes
  - 2 said see above
  - 1 said see above answer but dependent on quantity of applications we need to discuss then more/less frequently as required
  - 1 said meet 10 or 11 times a year but not in December and sometimes a gap of 5 weeks
  - 1 said meet on demand, average is 4 to 5 times a year
- 12. Are all decisions taken by the whole Panel or does the Clerk make decisions alone on some 'basic' applications (perhaps because of length of meeting considerations?)**
- 3 said made by the whole Panel
  - 1 said all decisions are made by the whole Panel. If split opinions then a vote is cast and majority defines the response. If equal split then consultation returned with unable to come to a decision (this very rarely happens)
  - 1 said no to part one of the questions and yes to part b
  - 1 said members are made aware of all applications and most are discussed
  - 1 said the Clerk consults by e-mail frequently for comments
- 13. Where do you hold your meetings?**
- 2 said in their own homes
  - 1 said usually in a Panel Member's house but sometimes in a pub
  - 1 said at the Guildhall
  - 1 said at Clementhorpe Community Centre
  - 1 said at Tang Hall Library
  - 1 said at Dringhouses Church Hall
  - 1 said at Fothergill Homes

**14. Who meets the cost of the meeting room?**

- 4 said venues were free
- 1 said the Clerk
- 1 said Internal Council cost
- 1 said CYC

**15. Does anyone take minutes or notes of discussions about any or all applications?**

- 4 said no
- 1 said a full record of decision/recommendation on every application is kept.
- 1 said minutes are not taken, however occasional notes and reminders may be made
- 1 said, other than the comments to the Local Planning Authority, no
- 1 said yes

**16. Are these recorded on the back of the feedback sheet, or in some other way?**

- 1 said yes
- 2 said notes on rear of sheet
- 1 said not applicable
- 1 said sent to the Council via e-mail
- 1 said consultations are returned via e-mail, therefore an electronic copy is stored. The Panel also have a database listing the applications discussed, return comments and final decisions for the application made by the Council for our information which we refer to less often recently as we now view the majority of applications on-line on the planning portal which provides all the history of applications for the site in question or surrounding applications using the search command
- 1 said yes and noted on papers kept on file
- 1 said, not generally and if by e-mail



- 17. Do you simply record your agreement or otherwise to an application, using the choice selection on the front of the feedback sheet?**
- 4 said yes
  - 2 said we make comments as and when appropriate, usually on a fair number of applications
  - 1 said consultations are returned via e-mail using the feedback sheet as a base
  - 1 said for some applications
- 18. Do you ever make lengthy comments on the feedback sheet other than minuting your discussion?**
- 1 said yes as required
  - 3 said not usually
  - 1 said no
  - 1 said we sometimes make lengthy comments, but as indicated our agreed feedback effectively forms the minutes
  - 1 said, yes sometimes the response can include references to other applications, other comments or references to planning policies
- 19. When you suggest refusal of an application, do you keep a copy in case of appeal?**
- 3 said yes
  - 1 said keep a copy of the e-mail
  - 1 said sometimes
  - 1 said all electronic via planning portal and e-mail
  - 1 said have in the past
  - 1 said not at present
- 20. Have you ever requested to your Ward Council Members that an application decision be called in?**
- 4 said no
  - 2 said yes
  - 1 said not during my tenure
  - 1 said we invite our Ward Councillors to every Planning Panel meeting; occasionally they attend when they have no prior

engagement. Generally if the Panels response to applications is controversial and we feel we need to bring it to the Councillors attention then we will copy our consultation response via e-mail to the Ward Councillor

**21. Have you ever attended a public Council planning meeting on any particular application?**

- 2 said yes
- 4 said no
- 1 said not recently

**22. Do you report your activities to the Ward Committee when it meets?**

- 1 said sometimes
- 1 said no
- 1 said no one interested
- 2 said yes, on an annual basis
- 1 said yes
- 1 said we have decided to do so to raise awareness
- 1 said, verbally when asked

**23. What is the name of the City of York Council officer to whom Panel Members' contact details are supplied?**

- 1 said not known
- 1 said no details are supplied
- 1 said Matthew Ward
- 1 said previously we sent correspondence to Caroline Perry who has now left the Council
- 1 said Councillor Hodgson
- 1 said the Ward officer
- 1 said the neighbourhood Services Unit

**24. Can you make site visit arrangements and if so how**

- 2 said yes
- 2 said no
- 2 said with Councillors

- 1 said site visits could be made
- 1 said informal walkabout

**25. Have you ever held a public meeting on an application?**

- 6 said no
- 1 said yes
- once recently, on a major application

**26. Do you publicise the dates of all your meetings?**

- 6 said no
- 1 said only to members at present
- 1 additional comment saying that the Panel usually have a section in the Ward paper informing residents of our existence, contact details and the meeting details inviting them to join us.

**27. Do you take space in your Ward newsletter to report on your work?**

- 7 said no
- 1 said take space in Ward paper as above, but not to report on work

**28. Is your meeting location open to the public?**

- 4 said no
- 4 said yes

**29. If you have meetings advertised and open to the public are the venues fully accessible?**

- 2 said yes
- 1 said no
- 1 said yes, but no hearing loop

**30. Do Panel Members declare interests in applications?**

- 3 said yes
- 1 said no formal process
- 2 said never needed to
- 1 said would do so

**31. If interests are declared, how is this dealt with?**

- 2 said 'maintains silence'
- 2 said leave the room

**32. Is a declared interest recorded on the feedback sheet?**

- 4 said no

**33. Have you ever met the Planning officers?**

- 3 said no
- 2 said yes
- 1 said not formally
- 1 said at site meetings
- 1 said at a Ward meeting

**34. Would you welcome an open meeting to meet these officers?**

- 5 said yes
- 1 said possibly

**35. If Planning Panels meetings are held in future in the new West Offices (which would seem to allow shared use of e-planning equipment, screens etc) would it be feasible for your Panel to meet there?**

- 1 said I can read drawings at home on the computer
- 2 said yes
- 1 said this would be feasible, however the majority of the Panel would object due to distance of travel
- 2 said it would not be convenient and they would prefer to meet in a location closer to them
- 1 said maybe



## Economic and City Development Overview and Scrutiny Committee

20 November 2012

### Report of the Director of City & Environmental Services

#### 2012/13 Finance and Performance Monitor 2 Report

##### Summary

1. This report provides details of the 2012/13 latest position for both finance and performance in City & Environmental Services (excluding Highways, Waste and Fleet), Economic Development and Housing Services.

##### Analysis

##### Finance – forecast outturn overview General Fund

2. The current financial position within the City & Environmental Services Directorate (excluding Highways, Waste & Fleet) shows a projected underspend of £411k on a total net budget of £3,961k, an improvement of £608k on the Monitor 1 overspend of £197k. Economic Development has a budget of £1,301k and is expected to underspend by £4k. The Housing General Fund has a budget of £-302k and is expected to overspend by £439k. Service Plan Variations by service plan are shown below:

	Net Budget £'000	Projected Outturn £'000	Variance £'000
<b>City &amp; Environmental Services</b>			
Strategic Planning & Transport	2,798	2,544	-254
City Development & Sustainability	469	562	+93
Director's Group	694	694	0
Mitigation		-250	-250
<b>Total</b>	<b>3,961</b>	<b>3,550</b>	<b>-411</b>

<b>Economic Development</b>	1,301	1,297	-4
<b>Housing Services (Gen Fund)</b>	-302	137	+439

Note: '+' indicates an increase in expenditure or shortfall in income  
 '-' indicates a reduction in expenditure or increase in income

3. Details of the main variations by service plan are detailed in the following paragraphs.

#### Strategic Planning and Transport (£-254k)

4. Car Parking income is forecast to be £165k below budget which is made up of £8k short stay, £129k standard stay, £34k on-street and £6k surplus on Respark and season tickets. The shortfall is partly a result of bad weather during the summer, the continued effect of the economic downturn and the temporary closure of Haymarket car park due to archaeological works.
5. There is expected to be £125k saving from concessionary fares, reduced use of taxi cards, bus services and Dial & Ride, an underspend of £49k on employee costs within School Crossing Patrols and Network Management where a number of posts are unfilled, and £25k miscellaneous underspends. A further saving of £220k has been made on the bus service review to offset overspend elsewhere within the council.

#### Planning and Sustainable Development (£+93k)

6. The economic downturn has continued to have a significant impact income within the Planning Service. Income from building control is projected to be £210k below budget but offset by £110k staff savings. Income from local searches is expected to be £80k below budget due to low activity in the housing market, also offset by £37k staff savings. Underspends on supplies & services are expected to result in additional savings of £50k.

#### Director's Group (£ nil)

7. Expenditure is expected to be contained within budget across the Director's group.

Mitigation (£-250k)

8. The council's contribution to highways works outside the Minster can be funded from the capital programme budget, resulting in the release of £-250k from an earmarked reserve.

Economic Development (£-4k)

9. There is forecast to be £-4k additional income from Newgate and speciality markets following the demolition of Parliament Street toilets.

Housing Services (£+439k)

10. The review of the Housing Services General Fund budgets indicates at monitor 2 that the service will be £439k over budget. This is due to the building maintenance account being unable to meet its budgeted surplus of £164k and an allocation of cross directorate savings of £285k that is the housing and community safety share of cross-directorate savings, offset by £10k miscellaneous savings. The Community and Neighbourhoods Management Team are considering mitigation plans that will bring expenditure into line with budget.

Finance Housing Revenue Account (HRA) - Non General Fund account

11. The current working balance on the HRA is £9,885k and the estimated variance against this is an underspend of £195k, which is due to number of variations across the service, including a number of staff vacancies and increased income from Registered Social Landlords.
12. Following the HRA Self Financing Review, in March 2012 Cabinet agreed a 5 year financial plan. Work is ongoing to develop the full HRA Business Plan which will set out details of priorities for the future, including opportunities for using a HRA development fund to support delivery of new council housing.
13. Options that are being considered as part of the Get York Building programme range from commissioning and building new council homes, to utilisation of the HRA to establish joint ventures / Special Purpose Vehicles to work in partnership with private developers to bring forward development of new affordable homes.

Performance – Monitor 2 Overview

Priority: Get York moving

Key Performance Headlines

14. The council has made the strategic decision to join the West Yorkshire Transport Fund with a view to developing a local transport body with West Yorkshire to ensure strategic connectivity for the city. A positive meeting of authorities on the East Coast Mainline has also been held to look at options for the future of this rail link and discuss collaboration.
15. As part of the bid to bring the Tour de France to Yorkshire, the city is also leading on work to enable access to bikes and bike rental options across the region
16. Positive progress is being made on the Access York programme with contractor procurement having begun and a tender issue expected in early September 2012. This follows the agreement of the highway layouts in April and means the project is on target to commence construction in February 2013.
17. The implementation of 20 mph speed limit in the South Bank area has been completed. Two major roads in the area are also piloting the 20mph limit and this will be regularly monitored.
18. The council's i-Travel York programme was launched in mid September. £4.65m of funding from the Department for Transport is being used to fund the scheme which will enable infrastructure enhancements, improvements to existing transport services and information in the city.
19. Consultation is also underway with businesses on the potential development of a Freight transshipment consolidation centre that would reduce the number of large delivery vehicles in the city centre and footstreets area, as a means of reducing congestion and improving air quality and the retail environment. So far, over 130 businesses in the city centre have been surveyed in addition to workshops with both universities and the hospital into their delivery situations. Full analysis of the results is expected in November.

Priority: Protect the environment

Key Performance Headlines



20. There is a £10m total pot available to the authorities named for early Green Deal deployment pilots. Funding allocation is likely to be around £125K although yet to be confirmed - under the Leeds City Region Low Carbon Pioneer Programme, the council and the Yorkshire Energy Partnership (YEP), have been successful in a bid for money to pilot the installation of interest free loans to pay for solid wall insulation in hard to treat areas of the city.
21. An overarching low emission strategy has been developed and agreed, which will drive further reductions in emissions of local and global air pollutants, mainly by promoting and incentivising the use of low emission and alternatively-fuelled vehicles. This is essential to meet legal obligations in relation to health based national air quality objectives and delivery of carbon reduction targets.
22. The Yorkshire Energy Partnership continue to deliver energy efficiency and renewable energy advice to homeowners and landlords in the City including the area based scheme (373 loft and 195 cavity wall insulations) and the Wrapping up York scheme (707 loft and 403 cavity wall insulations). Advice has also been given to 4031 households.
23. A 'Low Carbon Investment Pipeline' has been created for York that will help set out York's potential for projects that now need further feasibility studies and to attract investment and / or funding to accelerate. This will also form part of a Leeds City Region (LCR) Low Carbon Investment Pipeline and link to the new LCR Investment Plan.
24. New figures for CO<sub>2</sub> show the impact of the bad winter in 2010 across York with a similar impact across the rest of the country. Domestic, Industry and Commercial CO<sub>2</sub> all went up in 2010 increasing overall CO<sub>2</sub> by 6% with Industry going up 9.1% and domestic up 8.5%. Estimates (based on DECC estimate of 8% reduction in energy consumption between 2010 and 2011) show a more positive picture for 2011, with emissions falling again.
25. Phase 2 the Green Audits is ongoing, identifying suitable carbon management improvement projects. Recent audits have been undertaken in 10 schools. A full report and results with improvement projects will be available in November.
26. The implementation of the Public Realm Strategy is moving forward with Stakeholder consultation and workshop in October and public

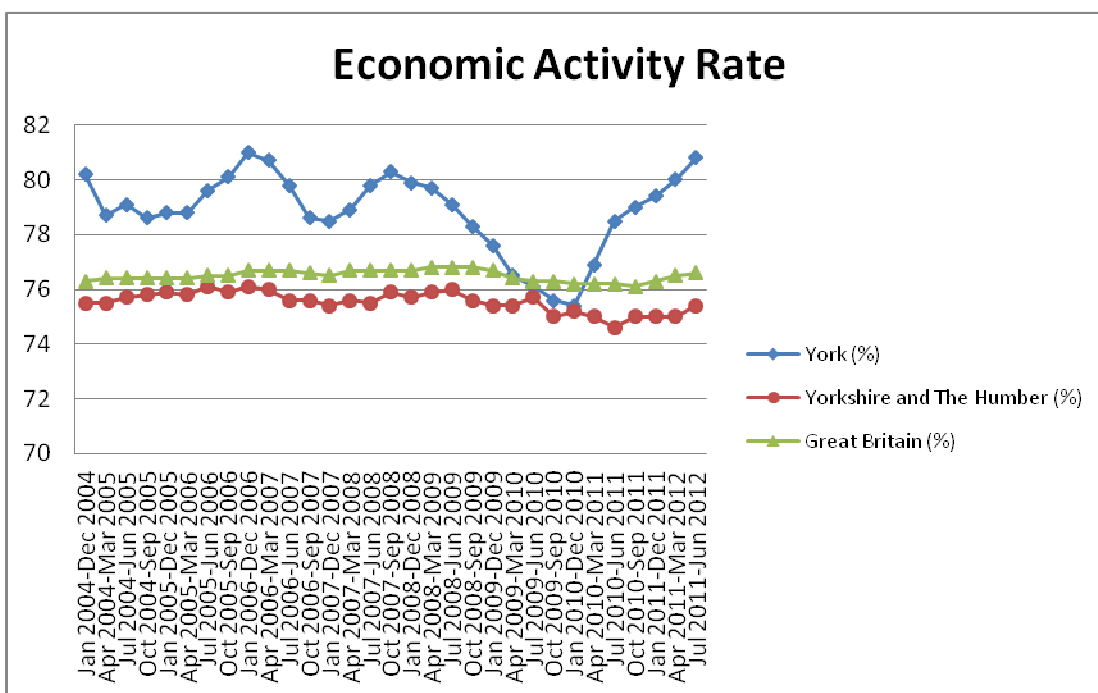
consultation due in November. The finalisation of Heritage Strategy to drive implementation for conservation and heritage education has slipped to March 2013 after initial planning stages being held in September with an agreed consultation strategy due the end of October. The results from the Big York Survey showed 81% of respondents thinking York is doing well with conserving York’s heritage.

Priority: Create jobs and grow the economy

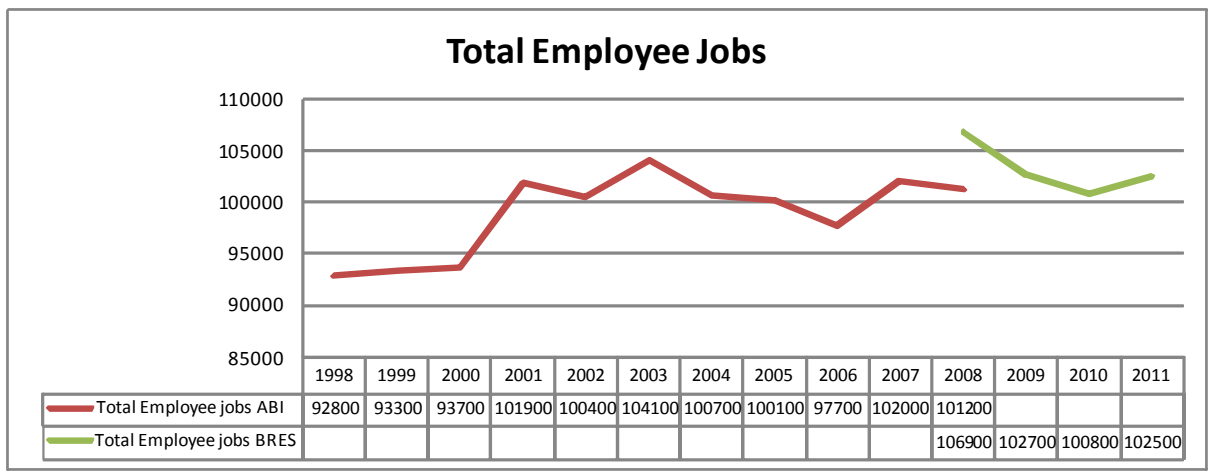
Key Performance Headlines

- York has attracted around 800 new jobs to the city this year
- Workforce skills are ranked 3<sup>rd</sup> best out of 64 cities
- Job Seeker numbers are still well below regional and national averages

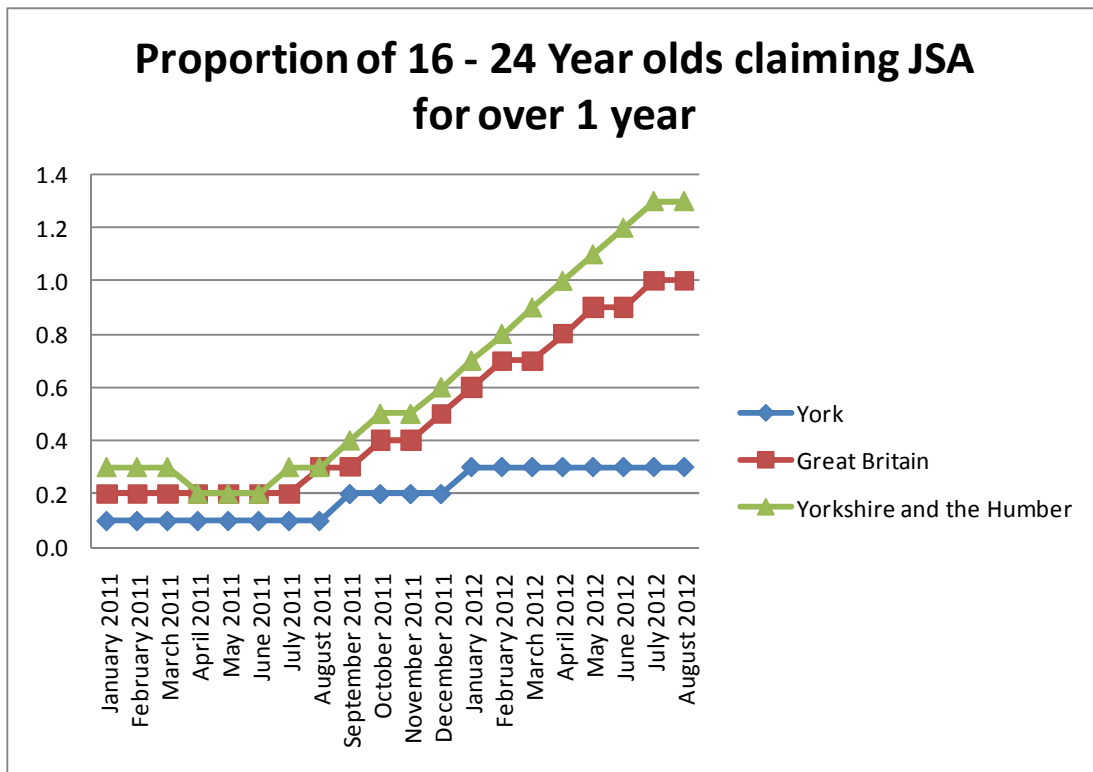
25. This is a priority for the council and is core to ensuring the sustained prosperity of the city and the financial security of the authority. The National economic picture is still a fragile one, with the International Monetary Fund cutting the UK growth forecasts for the near future. However, even with a relatively bleak national backdrop, York’s economy continues to perform extremely well against the regional and national picture, showing further signs of stabilisation. The city’s economic activity rate illustrates the overall economic picture for the city, performing well in comparison to the regional and national picture.



- 26. The recent release of the 2011 Business Register and Employment Survey (BRES) is also showing positive signs for York. The city has seen an increase in employee jobs since 2010, an improvement on the ratio between public and private sector employment.
- 27. The BRES data is also indicating an improved picture in the city centre with an increase in total city centre employee jobs and an 8% increase in retail jobs since 2010.



- 28. The 2011 and 2012 increase in long term youth unemployment (16-24 year-olds) has also now levelled off locally and has remained stable for the last eight months at 0.3% – a level well below the national & regional figures (currently 1.0% and 1.3%) both of which are still currently displaying an upward trend (the regional figure has almost doubled and the national figure has increased by two thirds in the same eight-month period).



29. The York Economic Strategy is finalised and a delivery plan is now being taken forward to achieve its objectives. These include the creation of City Team York, an enhanced business support offer, including the launch of the York Means Business web portal, Growth Accelerator (a high growth business support programme) through Science City and access to high-speed broadband.
30. Through its Economic Strategy, the council has developed its Inward Invest approach further in the last quarter, with enhancements to York's offer as a business location. The council and wider partners have played a strategic role in attracting a high value Insurance company (HISCOX) to York, on a city centre development site, bringing at least 300 jobs. This will add at least £25 million GVA per annum to York's economy to 2026.
31. The additional investment by Access Intelligence in its creation of a technical centre of excellence in York demonstrates investor confidence in the city as a business destination.
32. York continues to be an active partner in the Leeds City Region and the Association of West Yorkshire Authorities (AWYA), ensuring the city has influence in the economic future of the region.
33. Nineteen new affordable homes have been built and let at Archers Close but the target of 126 affordable homes by the end of the financial year looks unlikely to be delivered with 102 expected at

present. This is due to delays to the delivery of the Hungate Development

34. However, to increase house building the Get York Building programme has been initiated and a working group established. 'Housing Week' will run in w/c 5th of November during which the Strategic Housing Forum will be launched to provide increased focus on this area.
35. York continues to be a national leader in education provision with recent figures showing positive news that the 'attainment gap' at both Key Stage 2 and Key Stage 4 is narrowing, meaning that children who are potentially more vulnerable to low achievement are attaining results closer to the average for the city.
36. However, the city still needs to continue to drive the creation of higher skilled, higher value jobs. Qualification data has shown a further improvement in the proportion of York's population qualified to level 4 and above and a reduction in those with no qualifications. With economic projections showing challenging conditions for the future, enhanced inward investment of higher value jobs and businesses and delivery of transformational planning projects will help to rebalance those projections.
37. In employment terms, the York economy continues to perform well. We are currently ranked 3rd (out of 64 cities) for change in unemployment since 2008 and latest figures show that York's unemployment rate is 2.4% in August (JSA claimants) whilst national & regional rates are at much higher levels (3.8% and 4.7% respectively). This represents a continuation of the trend over the last two years of York positively increasing the gap between our local unemployment rate and the regional/national rate. York's percentage of its population on Job Seekers Allowance is now stabilising, much like the national picture.
38. The city centre economy, whilst showing some signs of the recession, is performing well in comparison with the national picture. The percentage of vacant shops in the city centre is decreasing. The shift seen over Q2 is small, but it is a month-on-month reduction over the four months to October and is indicating the start of a gradual reduction in empty shops. The percentage of vacant city centre shops now stands at 6.53%, a figure not seen since April 2008. The percentage of vacant shops at the top of the economic cycle in the city centre sat between 5-6%.

39. The newly created City Team will be working with the Council in shaping the spend of £3.3 Million from the Economic Infrastructure Fund to deliver Re-Invigorate York, a project aimed at enhancing the public realm and improving the business and leisure environment in the city centre, thus strengthening York's offer as a business, tourism and leisure location. This illustrates York's drive for excellence as the city was recently voted the 3<sup>rd</sup> best UK City by the Guardian Travel Awards 2012.

Priority: Build Strong Communities

Housing

40. Welfare reforms will have an impact on performance measures within Communities and Neighbourhoods, for example the housing waiting lists, debt and homelessness. The waiting list for social housing is increasing in line with national trends, as is the number of people presenting themselves as homeless, both of which are putting pressure on these services. Nationally there has been a significant increase in homelessness and numbers in temporary accommodation. This increase has been mirrored in York but has been less significant. The number of households in temporary accommodation at 30 June was 99, a slight increase from the position at the end of March 2012, this is comparable to the level for much of 11-12. However the number of these households with dependent children has decreased in the same period, although the small numbers involved introduce inherent variability. To further improve how we address homelessness in the city a refresh of the Homeless Strategy is underway and will be presented to Cabinet March 2013.
41. Housing and Housing Benefit Staff have been shortlisted for the Guardian Public Services Award 2012 for their work on the impacts of Welfare Reform changes to CYC residents.
42. Rent arrears: Current tenant rent arrears as a % of annual rent due is not achieving its target of 1.28% - performance is 2.12% (to Aug 12) but has improved from the position last year, which is a significant achievement in the current economic climate. Housing are working with partners and providing outreach sessions to tackle arrears and improve debt advice.

**Council Plan 2011 - 2015**

43. The information and issues included in this report demonstrate progress on achieving the priorities set out in the Council Plan

### **Implications**

44. There are no financial, human resources, equalities, legal, crime & disorder, information technology, property or other implications associated with this report.

### **Risk Management**

45. The report provides Members with updates on finance and service performance and therefore there are no significant risks in the content of the report.

### **Recommendations**

46. As this report is for information only, there are no recommendations.

Reason: To update the scrutiny committee of the latest finance and performance position.

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**Specialist Implications Officer(s)** None

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

**All**

√

### **Background Working Papers**

**Second Performance and Financial Monitor for 2012/13 , Cabinet 6<sup>th</sup> November 2012**

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**Economic & City Development Overview & Scrutiny Committee****20<sup>th</sup> November 2012**

Report of the Assistant Director Governance &amp; ICT

**Update on Implementation of Recommendations arising from the Newgate Market Scrutiny Review****Summary**

- 1 This report provides Members with a progress update on the implementation of recommendations arising from the Newgate Market Scrutiny Review as requested by the Committee on 24th January 2012 (Annex A refers).

**Background**

- 2 The Newgate Market Scrutiny Review took place between December 2009 and December 2010, with an aim to investigate possible ways of improving the existing market and its surroundings in Newgate.
- 3 Since then, a number of the Committee's recommendations have been, or are in the process of being, implemented. These have included recycling initiatives being introduced, a cardboard bailer and new mini-compactor installed to reduce market waste, a weekly 'deep clean' and maintenance programme over a series of Mondays throughout the summer (when the Newgate Monday Market was transferred to Parliament Street) and the further exploration of periodic evening markets – due to commence in spring 2013.
- 4 One of the Committee's recommendations was that there should be a programme of reinvestment in the marketplace.
- 5 In this respect, an EIF bid has been put together and submitted to Cabinet for consideration on 6<sup>th</sup> November 2012. This can be accessed via the following link and Item 19 refers:

<http://democracy.york.gov.uk/ieListDocuments.aspx?CId=733&MId=6878&Ver=4>

The purpose of the proposed investment is to reinvigorate the markets as a platform for enterprise and opportunity, creating a destination market with a clear brand and the potential to increase footfall and spend.

## **Progress**

- 6 The following projects/progress have been undertaken since the last scrutiny report:

*Markets operation – improvements since the January report.*

- 7 The revised cleansing campaign gains momentum with over 300 bales of cardboard, weighing approximately 300kg each, being recycled rather than going to landfill (approx. a tonne per week on average – and increasing).
- 8 The introduction of a new mini-compact has seen a reduction in street-sited bins (from Silver Street) and the daily movement of vehicles in the market area as the number of collections of waste has more than halved.
- 9 The Monday market was relocated to Parliament Street from April to early September. This innovation led to three positives:
- i) an alternative retail offer to York shoppers of a good and varied new-look-weekly open market.
  - ii) an opportunity for the traders concerned to raise their own profile, gain new custom, and remind former customers of their existence.
  - iii) enable a 20 week maintenance programme in Newgate each Monday that included the changing of over 30 stall covers, jet washing, gutter cleaning, paving works and the re-painting of the stalls' framework.
- 10 There have been a number of success stories regarding new start-ups with small trade associations taking 'blocks' of stalls and individual entrepreneurs having new business opportunities due to a close working relationship between market officers and the Future Prospects team.

- 11 Officers have been working with a new trader-group – *Artmix* – with regard to the introduction of a series of evening markets selling foods and crafts starting next spring. It is hoped this initiative will play a key part in bolstering York’s evening economy drive.
- 12 Some ‘dead’ stalls have removed and replaced with new cycle racks (accommodating up to 40 bikes) which then not only relieves the pressure for cycle parking in nearby Parliament Street but also brings further custom to the marketplace.
- 13 York market was a participant in the national *Love Your Local Market* campaign that was coordinated by NABMA (*National Association of British Market Authorities*) to raise awareness of markets in light of the Mary Portas report to Government.
- 14 NABMA chose York as the venue to host its AGM and referred to York’s markets operation as an example of ‘best practice’ to delegates.
- 15 Market officers have continued to work with adjoining property owners to try and further engage their businesses with that of the marketplace. The professionally decked, outdoor, covered eating area to the rear of a Shambles established Italian restaurant has helped reinvigorate the lower end of the market.
- 16 A new set of market rules & regulations are being finalised (last reviewed over 12 years ago)
- 17 Market officers have brought the markets right up to date by entering into the ‘social network’ world with a ‘twitter’page (york-markets2012, or @markets12) and a ‘facebook’ page, linked to the City Centre Office account (York City Centre & Markets Team) – each already has countless ‘followers’.
- 18 A ‘Market Shoppers’ brochure is due to be distributed in early 2013. This highly colourful, A5 sized, glossy guide is free-of-charge in its production as it is funded through advertising.
- 19 Occupancy rates have been healthy throughout the summer, averaging over 75% throughout the week (considered high for a 7-day per week market). Likewise income targets, to date, are being achieved.
- 20 Officers have been working with an organisation called “Chain Break” who re-train prisoners and give them work experience with opportunities for ex-offenders to work on the market. This initiative is already

underway at York with two individuals selling rugs and hampers respectively.

*Portas Programme – York's bid*

- 21 The city's bid to the Portas Pilot programme in December of 2011 sought funding to support the creation of an enterprise scheme through the Newgate market.
- 22 The proposal was to create an assisted start-up facility to enable entrepreneurs of the future to test their product in a low-risk, high aim, controlled environment – i.e. the market stall. This would be supported by a series of steps taken to ensure that the businesses that are created by this venture are expandable, sustainable and are given every chance to provide the entrepreneur with a future income, leading to the creation of new jobs and a potential move onto the high street.
- 23 The intention was to create a pipeline from market stall start, to flexible commercial premises opportunity, to something more permanent – working with landlords to free up untapped potential commercial premises as possible. Business support would be coordinated through the Council's Economic Development Team, working with the Markets Team, to ensure opportunities for developing and strengthening the business concept for new entrepreneurs.
- 24 Although the bid was unsuccessful, the work done to develop the proposal has now fed into the more recent emerging proposal for an EIF bid to invest in the markets.
- 25 Reinvigorating the market infrastructure – an EIF bid
- 26 Officers are working with stakeholders to prepare a bid to Economic Infrastructure Fund for funding to reinvigorate Newgate Market. The project will re-imagine the layout of the market and refresh the fabric of the space and stalls to create a more welcoming and higher quality offer.
- 27 The intention with the project is to create a destination market, whilst maintaining the offer for residents looking for quality, cost-effective, and fresh produce.
- 28 The bid has received in principle sign off from the Programme Management Board for Creating Jobs, Growing the Economy, which reviews all EIF business cases before going to Cabinet. The bid will then go to Cabinet on 6 November 2012.

## **Consultation**

- 29 Preliminary consultation on the bid proposals have been undertaken with the recently formed *City Team* and with council's Information Caravan which was sited in Parliament Street for a week in October to gauge the initial views of shoppers and traders alike. Further, more detailed, group session 'question & answer' workshops were held from 12<sup>th</sup> – 16<sup>th</sup> November between Newgate traders, relevant officers and the Cabinet Member whose portfolio includes the council's markets operation.
- 30 Back in September, the Cabinet Member and relevant officers visited number of other local authority markets in the Yorkshire region in order to gather firsthand information and seek out good practice regarding open markets' stall design, layouts, infrastructure and surfacing.

## **Options**

- 31 With regard to the earlier recommendations identified in Annex A, and in light of the EIF bid, Members may wish to:
- 32 Formally sign off the Newgate Market Scrutiny Review of December 2009 to December 2010.
- 33 Request further updates to clarify any outstanding recommendations previously made by this committee, together with progress on the improvements being made in Newgate Market, should the Economic Investment Fund Bid be successful.

## **Analysis**

- 34 The Newgate Market Scrutiny Review was completed in December 2010. The Committee have since considered and signed off a number of recommendations where implementation has been completed and have received subsequent updates on any outstanding issues. The last update was presented to Members back in January 2012 and is summarised in Annex A.
- 35 The markets offer a major opportunity for creating a high profile destination for visitors and an opportunity for enterprise.

- 36 The potential for stimulating enterprise through the markets is clear as has been proven by such high profile companies as *Marks & Spencer*, who started on a market stall in Leeds, *Red or Dead*, and our own *Sarah Coggles* – now an internationally trading brand based in London. More importantly, the concept isn't limited to retail, given the city's wide base of sectors, including the potential for service sector businesses to start in the market.
- 37 The emerging project which is now being progressed as an EIF bid will present solutions to two fundamental challenges facing York and its economy – a shifting economy within the city centre and a lower than average rate of enterprise.

### **Council Plan 2011 - 2015**

- 38 Two of the key priorities of the Council Plan 2011 – 2015 are '*to create jobs and grow the economy*' and '*to protect the environment*'. This Committee's ultimate recommendations clearly address these particular priorities and are reflected in the EIF bid.
- 39 Create Jobs, Grow the Economy – the emerging project for reinvigorating the market and the improvements made since the last scrutiny review will generate greater footfall and turnover in the markets, thus creating further opportunities for market traders. By creating a higher quality market, the EIF project being developed would attract even more footfall and provide the opportunity to create jobs through the market
- 40 Protect the environment – by improving the market's performance, the improvements proposed and already undertaken enhance the market which itself is part of York's unique historical city centre environs.

### **Implications**

- 41 In the context of this report, being purely a progress report, there are no known Financial, Human Resources, Equalities, Legal, ITT or other implications associated with the recommendations in this report.

### **Risk Management**

- 42 In compliance with the Council's Risk Management Strategy, there are no known risks associated with this report.

**Recommendations**

- 43 Members are asked to note the contents of the report and ultimately sign off the Newgate Market Scrutiny Review undertaken between December 2009 and December 2010.

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**Report Approved**  *Tick* 05.12.2012

**Report Approved**  *tick* 05.12.2012

**Wards Affected:**



**For further information please contact the author of the report**

**Background Papers:**

**Annexes**

**Annex A – Previous update on the Recommendations Arising from the Newgate Market Scrutiny Review – January 2012**



Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
<b>Economic &amp; City Development OSC - Newgate Market Review</b>	1 To improve the general cleanliness of the market. This can be achieved in the short term by:			
	i Early implementation of the Service Level Agreement (SLA) with a review after 3 months	Request that CANS officers include a review of the SLA agreement to consider cleanliness and to report to the Executive Member on review after 3 months	Staff rota amendments and new cardboard recycling initiatives introduced March 2011. Resulted in reduced landfill waste (and waste receptacles needed at market). Noticeable improvements in standards of cleansing on Market.	The new rotas are working and standards have improved. A mini cardboard baler and compactor have been installed for market waste, with the cardboard reducing waste going to landfill.

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	ii Closing the market one day per quarter for deep cleansing (the first instance to be before Easter 2011)	Agree to examine if the outcome of (i) in terms of measurements of cleanliness indicates that this action is necessary	Deep clean undertaken in March. Limited, though noticeable, success. Next one scheduled for August.	August clean again noticeable but limited success due to time restraints. Next one scheduled for February.
	And in the medium term by:			
	iii Exploring the possibilities of storing waste underground - possibly in St Sampson's Square or by exploring other suitable options	Request that officers review other suitable locations for storing waste	CANS considering exploring this further and feel it could fit in with a recycling exercise currently being looked into.	This will need to be considered as part of any changes to the market

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	<p>2 To improve the public realm. This can be achieved in the short term by:</p>			

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	<p>i</p> <p>Working with landlords and lessees of buildings surrounding the market to improve their general appearance</p>	<p>Agree</p>	<p>Buildings owned by CYC - we regularly inspect to ensure the tenants are complying with the covenants in the leases concerning repair/decoration. Where CYC responsible under the lease we do not have a sufficient budget to do more than the minimum - could make a bid for capital resources for next year? Can't comment on those buildings not owned by the Council</p>	<p>Property Services - we have looked at the external painting of parts of Shambles and have ordered repainting of parts</p>

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	ii Trailing 'sculpted style' stalls along Jubbergate with a view to implementing this throughout the market	Notes the estimated costs which would require a growth bid to be proposed in the budget rounds	Renaissance team investigating partnership opportunities with York St John University to design/trial 4 such stalls in Jubbergate. Costs estimated at circa £5k per unit (£20k in all). See attachment for possible design concept.	Opportunities with York St John never materialised. Instead, Science City have been contacted by Renaissance Team re submitting the idea for funding through the Creative Council's programme. This is supported by NESTA (National Endowment for Science, Technology and the Arts) and is potentially a way into the funding.
	And in the medium term by:			

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	iii Looking at ways of preventing unauthorised parking in Silver Street & the market	Agree	Network Management advise the Footstreets Review will aim to address this issue.	Local' (informal)short term measures put in place in September which proved fairly succesful. More formal measure being introduced in spring through the Traffic Order whereby a permit will be required for access.
	iv Providing additional market stalls along Silver Street	Request officers examine business case for the provision of additional market stalls	Additional stalls, albeit seasonal, have been introduced along Silver Street, including food outlets with adjacent seating. Noticeable increase in footfall along this access route.	Ongoing / work-in-progress

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	v Improving the lighting in the area	Request that officers review lighting of the market area to assess deficiencies to be met from existing budgets	Lighting engineers advise that in principle this is fine but that any projects would be dependant on stall locations (if altered from existing layout), their size and permanance. Also, any equipment proposed would need largely to fit in correctly with the whole design and ethos of the market. Costings have yet to be explored.	No further update

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	<p>3 To begin to improve the early evening economy. In the short term this can be achieved by undertaking a trial of a fixed closing time of 5pm for the market. It would also require all market traders to agree to trade until 5pm. The closing time to be reviewed in accordance with any other trading initiatives in the city centre.</p>	<p>Agree, subject to agreement with market traders</p>	<p>No real 'buy in' as yet from the traders (i.e. in a voluntary capacity). If footstreet hours themselves were to be amended in the near future then the traders would conform to that time as effectively being their closure time, be it 4.30 or 5.00pm.</p>	<p>Trialled over Christmas period (in particular during St Nicks Fayre). Mixed reactions from traders. May need to await amendments to footstreet hours which would 'dictate' their arrival times.</p>



Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	4 In the short term to improve and make more attractive all entrances to the market. This can be achieved by:			
	i Looking at the positioning of stalls	Agree	Markets Management addressing this where practical and possible.	Ongoing
	ii Improving the lighting in the area	Request that officers review lighting of the market area to assess deficiencies to be met from existing budgets	see 2(v) above	see 2(v) above

Board & Topic		Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	iii	Improving general cleanliness	See notes for Recommendation 1	See 1 (I), (ii) above	See 1 (1). (ii) above
	iv	Making the Snickleways leading from the Shambles more inviting and recognisable as permissible routes to Newgate Market	For areas that are in Council ownership - could be considered within existing budgets for property. Otherwise as per recommendation 2(i)	Property comment - existing budgets could not fund this work as they are already overstretched. A bid fo Capital Resources from the Council's overall budget should be considered. Note - previous bids for capital funds for work to a variety of properties failed!	No further update

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	<p>5 In the short term to encourage more open access from The Shambles and other properties that back onto the market. To encourage pavement cafes and 'walk through' premises where possible</p>	<p>Agree</p>	<p>One Italian restaurant so far has been working with markets management to introduce a pavement café, with alcohol licence, in an area made clear for him (by removing 4 stalls) to the rear of his property. Due to open summer 2011.</p>	<p>Outdoor cafe opened summer 2011. Owner invested heavily in raised flooring, seating and 'cover'. Well received by customers (and nearby market traders).</p>
	<p>6 To improve the market stalls; this can be achieved in the short term by:</p>			

Board & Topic		Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	i	Replacing the existing canopies on the market stalls at an approximate cost of £200 per canopy		Work ongoing (several canopies replaced already). Insufficient budget for all 90 stalls to be completed in 2011/12	Gradual canopy replacement continues subject to funds.
	ii	To reduce the number of stalls in the market to enable freer footfall	Agree if this can be met at no additional cost with additional stalls on Silver Street	4 stall already removed (see 5 above) with potential for further removal	No further removals at this stage
		And in the medium term by:			

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	iii Exploring the type of stall that would be most suitable to the marketplace	Request that officers maintain information on options available to future budget decisions on the market	Officers currently exploring the various options and costings of new 'fixed' stalls, removeable 'pop-up' gazebo style stalls, and more artistic design type stalls (as per 2ii above)	No major update at this stage
	7 In the medium to long term to look at using the rear of the market for a new store for the market equipment	Note to be subject to budget process	A bid for Capital Resources from the Council's overall budget to address this was unsuccessful. Central Building in Parliament Street continues to be used for storage in the meantime.	Budget now approved for the new store, and demolition of "Splash Palace" Planning application submitted.

Board & Topic	Recommendation of the Scrutiny Committee	Executive Recommendation of 18th January 2011	Update on Recommendations as of July 2011	Update on Recommendations as of January 2012
	<p>8 That a programme of reinvestment in the marketplace should be undertaken. To this end it is recommended that there is a 5% reinvestment of income generated by the market per annum</p>	<p>Officers be requested to prepare a business case for investment in the market</p>	<p>Finance Officer Comment - As long as the market meets its budgetary target it would be possible to reinvest surplus income into the market. However there could be no guarantee of funds being available which would make planned investment difficult. The only way of providing certainty of funding would be by identifying additional funds through the budget process.</p>	<p>Additional income forecast for this financial year has gone forward as mitigation against other overspends and for next year as a budget saving. The likelihood of any funds being made available for reinvestment appear remote in the short to medium term.</p>



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20 November 2012

## **Economic and City Development Overview and Scrutiny Committee**

Report of the Chief Executive

### **Progress Report – Local Enterprise Partnerships**

#### **Summary**

1. This report provides an update on progress with the two Local Enterprise Partnerships (LEPs) that York belongs to: Leeds City Region and York/ North Yorkshire/ East Riding. It also outlines policy developments which are emerging which might affect the future focus and operations of LEPs.

#### **Background**

2. There are two interesting developments which could potentially impact on LEPs. The House of Commons Business, Innovation and Skills Committee is carrying out a short inquiry into LEPs. The Committee has completed its collection of evidence although at this stage it is difficult to extract key issues from the evidence. Generally there is a view that local private sector leadership has been beneficial, LEPs have successfully honed their agendas and priorities to local circumstances and the 39 LEPs vary significantly in size and scope. The inquiry has highlighted a range of interesting and worthwhile economic projects and initiatives but there is an emerging view that more could be done to share best practice across all LEPs. LEP accountability to local communities is seen as being acceptable through civic leaders and engagement with their business community.
3. Lord Heseltine was invited by the Prime Minister in spring of this year to report on how wealth and growth might be more effectively created in the UK. His recent October report, No Stone Unturned in Pursuit of Growth,

makes 89 recommendations which aim to inject stability into the economy, create the conditions for growth and maximise the performance of the UK economy. Generally the report makes the case for continuing the rebalance of responsibility for economic development with further enhancement at a local level. Generally Heseltine is supportive of the role of LEPs and the greater influence of private sector leaders in developing economic development/ regeneration priorities.

4. The following LEP specific recommendations are included:
  - LEPs should develop their own tailored economic plans;
  - From 2015/16 LEPs should compete for a share of a single national unringfenced pot to support growth over a 5 year period. Under the current spending plans this would account for £49bn of central public spending on skills, local infrastructure, employment support, housing, business support and innovation.
  - LEPs should as a priority review their own existing boundaries as a priority, and no area should be in more than one LEP; and,
  - The Chambers of commerce should have an enhanced role building a stronger relationship between business and LEPs in their area.
5. There are a wide range of other, less LEP specific recommendations, including:
  - The Government should produce an overarching and long term National Growth Strategy and a new National growth Council established chaired by the Prime Minister;
  - An Industry Council should be established for each formal partnership between government and sectors;
  - The Government should commit to the long term stability of the core funding of science and research, at a level which keeps pace with the UK's international competitors;
  - Greater use should be made of Local Development Orders and Special Development Orders to make the planning system more responsive and efficient;



- The Government should take the lead in seeking solutions that would enable pension funds to invest in UK infrastructure assets;
  - All board of governors in secondary schools should include two influential employers;
  - All two tier authorities should pursue a path towards unitary status.
6. If there are any developments on the BIS Select Committee or the Government's formal or informal response to the Heseltine review, then a verbal update will be provided at the Economic and City Development Overview and Scrutiny Committee.
  7. **Progress.** Generally progress has not been fast with either LEP.
  8. **York, North Yorkshire and East Riding LEP.** The July Committee considered the progress of the LEP with its review of strategy. The City of York Council highlighted a number of areas which it considered should be reflected in the revised strategy including better information on achievements, better recognition of York's role as a sub regional growth hub and a greater emphasis on international markets. We are awaiting the publication of the final LEP plan and hope to provide an update at the meeting.
  9. **Leeds City Region LEP.** The report to the July meeting received details of the Leeds City Region deal. As part of a landmark deal with government the Leeds City Region (LCR) has agreed new powers to invest in growth, transport, skills and infrastructure. In response to acquiring new powers the City Region agreed to put in place new governance arrangements and introduce a "Combined Authority" (a Combined Authority has been put in place for the Manchester City Region). A Combined Authority is a legal entity and is overseen by relevant legislation.
  10. Details of how the LCR Combined Authority would work are to be developed over the next 6 months through a formal review process. However it is now clear that not all local authority members of the City Region would wish to join the Combined Authority. The geography also creates a particular challenge for York should the Council wish to be part of the Combined Authority. A Combined Authority should ideally be

composed of adjacent local authorities with “contiguous boundaries”. It appears unlikely that North Yorkshire County Council will join the Combined Authority and thus leave a 4 mile “gap” between the York boundary and the West Yorkshire authorities. Discussions are currently underway with government officials to assess whether there is an opportunity for York to be a member and/ or participate in the Combined Authority. Without York there is a risk that the Combined Authority will not represent the wider city region but be a West Yorkshire focussed Combined Authority.

### **Consultation**

11. No specific consultation has taken place on the contents of this report, which reflects the on-going involvement of the Leader, Members of the Cabinet, Chief Executive and senior officers in LEP Board and other meetings.

### **Options**

12. Options are not relevant to this report.

### **Analysis**

13. Not relevant.

### **Council Plan**

14. The work of the LEPs should prove valuable in supporting the Council Plan priorities of creating jobs and growing the economy and also get York moving priorities

### **Implications (Financial/ Human Resources/ Equalities/ Legal/ Crime and Disorder/ Information Technology)**

15. The legal issues associated with a Combined Authority are highlighted above.

### **Risk Management**

15. Not relevant.

## Recommendations

16. The Committee is asked to note the content of this progress report.

Reason: To keep the Committee up to date with the work of the LEPS

## Contact Details

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**Report  
Approved**

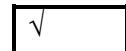


**Date** 02.11.2012

**Specialist Implications Officer(s)** Not relevant

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers:**

None.

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CIRCULATED AT MEETING

**Appendix 1****LEEDS CITY REGION CITY DEAL EXECUTIVE SUMMARY**

The Leeds City Region Deal is focused on a localised approach to tackling Leeds City Region's NEET (young people Not in Education, Employment or Training) issue; transport; new financing models; and export promotion. It also covers progress on planning and building a low carbon infrastructure.

As part of the Deal, the city region has demonstrated that it will put in place a strong, stable and effective governance structure, with a commitment to establish a West Yorkshire (Leeds, Bradford, Calderdale, Wakefield and Kirklees) Combined Authority. The West Yorkshire Combined Authority could expand to cover other parts of the LEP area.

The Leeds City Region deal covers the following areas of activity:

- 1) **Skills and Worklessness:** Leeds City Region will offer a **Guarantee to the Young**, supporting its long term ambition to be 'NEET free'. New initiatives will include a 14-24 Academy and Apprenticeship Hubs. As part of the Deal, Leeds City Region will also take on a leadership role on skills more generally in order to align the skills investments of Government, employers and individuals with the real growth sectors in the Leeds City Region economy.
- 2) **Transport:** Leeds City Region will establish a £1bn West Yorkshire-Plus Transport Fund overseen by the new Combined Authority. The Fund will be financed by a levy that the Combined Authority will place on individual councils and a 10 year transport funding allocation from the post 2014 local Major Transport Scheme Budget. Leeds City Region is also working on a joint proposal with other northern cities for devolution of the Northern Rail franchise.
- 3) **Investment:** Leeds City Region will create an Investment Fund backed by £200m of pooled local resources. This will be matched by a single capital pot from central government.
- 4) **Trade and Inward Investment:** Leeds City Region and UKTI will commit to a joint City Region Trade and Investment Plan with the objective of transforming the City Region's performance. Delivery will be overseen by a new joint Board and backed by enhanced delivery capacity drawing on resources from both UKTI (commensurate with LCR's economic importance) and the City Region.
- 5) **Business friendly planning:** Leeds City Region is committed to delivering an effective and business friendly planning system that promotes and accelerates development and growth, whilst safeguarding the valuable assets that make the city region special.
- 6) **Low Carbon:** Leeds City Region will deliver the Low Carbon Pioneers programme in collaboration with DECC, and a range of other steps to deliver a low carbon built environment.

**Our signing of this document confirms our joint commitment to ensure full implementation of the Leeds City Region deal, consistent with the attached detailed implementation plan. To ensure implementation and demonstrate success, we will jointly track progress against milestones and outcomes.**

**Rt Hon Nick Clegg MP**  
Deputy Prime Minister

**Rt Hon Greg Clark MP**  
Minister for Cities

**Tom Riordan**  
Chief Executive of Leeds City Council

**Cllr Peter Box**  
Chair of the Leeds City Region  
Leaders Board

**Neil McLean**  
Chair of Leeds City Region  
Local Enterprise Partnership

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# ENTERPRISE PARTNERSHIP

York / North Yorkshire / East Riding

Business  
Inspired  
Growth

## LEP Plan 2012 -13

**Vision:** Grow businesses faster

**Mission:** To make the most of our unique position as a public private partnership to help businesses that want to grow, to achieve their ambitions and create good quality sustainable jobs

### Our values:

Focus on our strategic priorities and do a few things well.

Be innovative & enterprising, welcoming new ideas, recognising opportunities and making the most of them

Build & enable business support solutions which are sustainable long term

Influence behaviour by building better relationships.

Challenge what we've done to improve future activity

Take ownership of our work, celebrating success & not making excuses

Measurable Objectives

Objectives:	Priority Activities:	2012-13 Measures of success:
Support and encourage small businesses to grow	Promote growth opportunities and build business confidence	1-1 support available for all businesses within 30 minutes drive
	Facilitate easy access to good quality business support	1000 Businesses accessing support
	Ensure that businesses have the right skills & abilities to grow	Proportion of businesses using next gen broadband  In Year 2 when the 1-1 support is in place we will measure Jobs created
Provide support for major business growth opportunities	Ensure that benefits for the local economy are maximised from the proposed new potash mine	Major investments to commit to expenditure targets within a 50 mile radius of the mine
	Work with Local Authority partners to deliver Inward Investment Opportunities	Open up 12 hectares of land to attract investment
	Establish an Agri/Food/Biomass innovation centre that will attract new investment and jobs into the area	Jobs created through inward investment  Develop an Agri/Food/Biomass investment plan
Be recognised as a strong voice for local business at a local and central government level	Ensure Rural, Coastal & City of York are at the forefront of new growth opportunities	Construct & lobby for a deal for our businesses with government
	Secure appropriate funding to deliver our strategic objectives	Lobby government on key issues: Rural Connectivity Future EU Funding Rural Growth
	Be effective in communication	Clear collaborations with neighbouring LEP's



Delivery Milestones

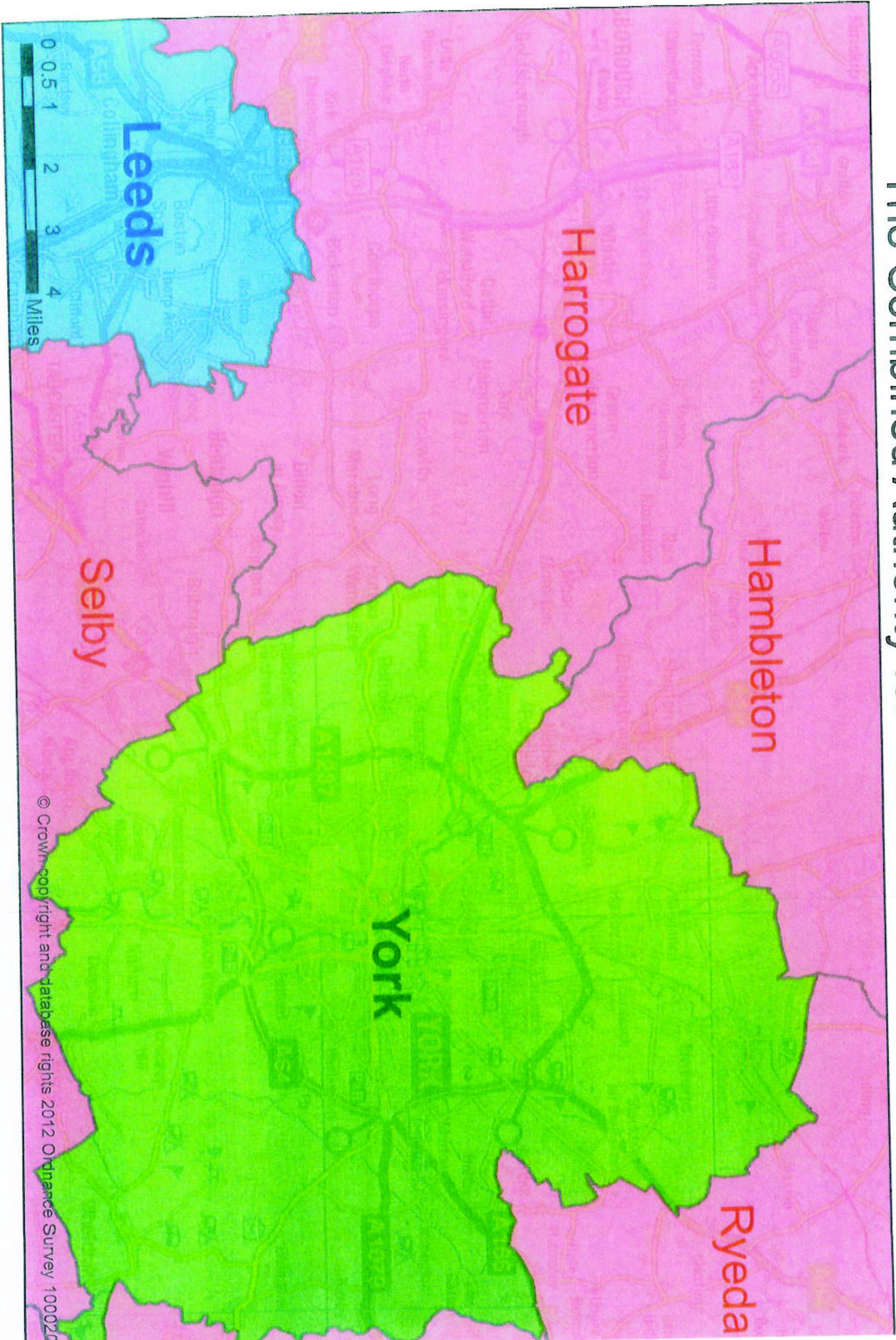
Objectives:	Priority Activities:	2012-13 Measures of success:	2012-13 Deliverables
Support and encourage small businesses to grow	<p>Promote growth opportunities and build business confidence</p> <p>Facilitate easy access to good quality business support</p> <p>Ensure that businesses have the right skills &amp; abilities to grow.</p>	<p>1-1 support available for all businesses within 30 minutes drive</p> <p>1000 Businesses accessing support</p> <p>Proportion of businesses using next gen broadband (measure to be confirmed)</p> <p>In Year 2 when the 1-1 support is in place we will measure Jobs created</p>	<p><b>Growth Opportunities</b></p> <ol style="list-style-type: none"> <li>1. Business Confidence - Positive about business campaign and business excellence awards</li> <li>2. Events Calendar - Improved &amp; Promoted</li> </ol> <p><b>Business support</b></p> <ol style="list-style-type: none"> <li>1. Mentoring Platform - 50 mentors &amp; 50 mentees</li> <li>2. Broadband - Business engagement programme launched</li> <li>3. Private Sector Offers - 4 private sector offers developed</li> <li>4. Institute Offers - Events rolled out &amp; xx businesses attending</li> <li>5. Enterprise Hubs - Identification of hubs &amp; financial support required, creation of the hub network</li> <li>6. Planning Toolkit - Developed and rolled out across area.</li> </ol> <p><b>Skills/abilities for growth</b></p> <ol style="list-style-type: none"> <li>1. Business Planning toolkit developed</li> <li>2. Tourism Innovation Think Tank developed with BIS &amp; Visit England</li> <li>3. Food Producers Peer Learning Suppers held.</li> <li>4. Leadership &amp; Management Programme developed</li> </ol>

Objectives:	Priority Activities:	2012-13 Measures of success:	2012-13 Deliverables
<p>Provide support for major business growth opportunities</p>	<p>Ensure that benefits for the local economy are maximised from the proposed new potash mine</p> <p>Work with Local Authority partners to deliver Inward Investment Opportunities</p> <p>Establish an Agri/Food/Biomass Innovation centre that will attract new investment and jobs into the area</p>	<p>Major investments to commit to expenditure within a 50 mile radius of the mine</p> <p>Open up 12 hectares of land to attract investment</p> <p>Jobs created through inward investment</p> <p>Develop an Agri/Food/Biomass investment plan</p>	<p>1. Establish a comprehensive portfolio of potential supply chain businesses from within 50 miles of the potash mine, working with the Humber and Tees Valley LEAs (end 2012)</p> <p>2. Commit York Potash to achieve the target.(2013)</p> <p>3. Work closely with York Potash to assist in achieving the target for the local economy (2013-15)</p> <p>4. Enable the development of Whitby Business Park (2013)</p> <p>1. Establish a comprehensive plan that identifies future infrastructure requirements</p> <p>2. Provide robust economic evidence to support inward investment propositions</p> <p>3. Develop a targeted approach, with LA partners, that focuses inward investment opportunities on specific sectors and/or companies</p> <p>1. Establish future plans for FERA (2012)</p> <p>2. Research other models and potential opportunities (end 2012)</p> <p>3. Develop investment plan for Agri/Food/Biomass innovation (mid 2013)</p> <p>4. Begin implementation (end 2013)</p>

Objectives:	Priority Activities:	2012-13 Measures of success:	2012-13 Deliverables
	<p>Ensure Rural, Coastal &amp; City of York are at the forefront of new growth opportunities</p>	<p>Construct &amp; lobby for a deal for our businesses with government</p> <p>Lobby government on key issues: Rural Connectivity Future EU Funding Rural Growth</p> <p>Communications Targets</p>	<p>1 Construct &amp; lobby for a deal for our businesses with government</p> <p>2. key issues lobbied</p> <p>a)Rural Broadband b)4G c)Future European Funding d)Rural Growth</p>
<p>To be recognised as a strong voice for local business at a local and central government level</p>	<p>Secure appropriate funding to deliver our strategic objectives</p>		<p>1.Growing Places investments identified</p> <p>2.Funding sources maximises to support implementation of the plan</p> <p>3.Develop collaborative programmes with Humber, Leeds City Region &amp; Tees Valley LEP to deliver efficiencies</p>
	<p>Be effective in communication</p>		<p>1. Speaking at local business events</p> <p>2. Establish regular 'message/asks' to Govt</p> <p>3. Press coverage</p>



# Leeds City Region The Combined Authority for West Yorkshire with York



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**Economic and City Development Overview and Scrutiny Committee****20<sup>th</sup> November 2012**

Report of the Assistant Director Governance and ICT

**Update Report – Youth Unemployment Scrutiny Review Task Group****Summary**

1. This report provides a brief overview of the work that has been undertaken by the Youth Unemployment Task Group. Members are asked to note and comment upon the report.

**Background**

2. At a meeting of the Economic and City Development Overview and Scrutiny Committee held on 27<sup>th</sup> March 2012 it was agreed that, in the 2012/13 municipal year, they would carry out a review around Youth Unemployment. They considered this topic further at a meeting held on 20<sup>th</sup> June 2012 and after consideration of a paper covering the following;
  - key statistics and trends
  - Initiatives and agencies supporting young people into jobs and opportunities
  - Support for 16 to 18 year olds
  - Possible focuses for the Scrutiny Committee to consider

agreed that the work should be carried out by a small Task Group comprised of three Members of the Committee working to the following remit:

**Aim**

3. 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
- iii. To investigate whether there are any gaps and/or overlaps in provision and if so make recommendations to address them.

### **Consultation**

4. To date the Task Group have met with Jobcentre Plus and two providers of the Work Programme (Prospect Training and Pertemps). They have also spoken with some of Pertemps clients. In addition to this the Task Group have worked closely with key Council officers and posted a question on the GeniUS website. – *‘How Can City of York Council help young people to get work?’* – to date there have been 3 responses and these will be considered by the Task Group and included within their draft final report.

### **Information Received to Date**

5. The Task Group have met on several occasions and have received and considered a wealth of information. They met for the time on 18<sup>th</sup> July 2012 with the Youth Support Service Manager and the Learning City York Partnership Manager. At this meeting they further discussed the information that had been presented to the Economic and City Development Overview and Scrutiny Committee at their June 2012 meeting. They also discussed a paper that had been presented to the YorOK Board in January 2012 entitled ‘Apprenticeship Developments in York and Programmes Supporting Young People 16-24 into Work’. Key themes discussed at that meeting were, very briefly:
  - The Local Authority’s statutory responsibility to secure education and training for young people aged 16 to 18
  - Statistics/trends around the length of time young people in York had been unemployed
  - A mismatch of opportunities to wishes (the jobs available were not necessarily the ones that young people were looking for)
  - Welfare Reforms and the Work Programme
  - Challenges and barriers to young people gaining employment



6. The Task Group then met again on 21<sup>st</sup> August 2012, in advance of visiting Jobcentre Plus (JCP) to look at information on how JCP referred claimants to the Work Programme and to think about what kinds of questions they might like to ask them.
7. On 19<sup>th</sup> September two members of the Task group and the Scrutiny Officer visited JCP and discussed some of the key facts and figures around youth unemployment, some of the barriers to gaining employment, the Enterprise Allowance Scheme (set up to provide flexible support to help people become self-employed), how to improve partnership working, jobs in the care sector and ideas for raising awareness of success stories.
8. On Thursday 20<sup>th</sup> September the Task Group visited Pertemps one of the organisations who were contracted to deliver the Work Programme. The Task Group sat in on a CV workshop that was being held and in the break had the opportunity to chat to some of the young people who were attending.
9. On Friday 21<sup>st</sup> September one member of the Task Group and the Scrutiny Officer visited Prospect Training; the other organisation contracted to deliver the Work Programme and had some very positive discussion around some of the barriers and challenges faced by young people looking for employment and what Prospect Training were doing to help. There was also a discussion around the Wage Incentive Scheme and the kind of work that younger people wanted and were suited to.
10. In addition to this on 9<sup>th</sup> October 2012 some Members of the Task Group and the Learning City York Partnership Manager attended a partnership meeting entitled 'Connecting People to Jobs and Opportunities'.
11. The Task Group have also received information on the Council's Apprenticeship Scheme and work experience placements.
12. Finally the Task Group met again on 22<sup>nd</sup> October where they discussed some themes for recommendations arising from the review. Whilst specific wording for the recommendations has not been agreed and there are still further discussions to be had the likely themes for the recommendations are:
  - A challenge to ourselves to set a target with partners to reduce longer term unemployment in the 18 to 24 year old age bracket
  - Job fairs
  - Sector specific workshops
  - Networking

- Marketing campaign for success stories
- Promoting the range of support available to employers
- Apprenticeships and work experience
- Transport (ways of overcoming this being a barrier to gaining employment)

13. All of the above will be set out with much more detailed explanation in the draft final report due to come to the December meeting of this Committee.

### **Options**

14. There are no specific options associated with the recommendations within this report.

### **Analysis**

15. Full analysis will be included in the draft final report. At this point in the review Members are asked to note this brief update report and the progress made on this review, including the likely themes for the recommendations arising. These themes have been identified by the Task Group after consideration of all evidence and discussions to date. The Task Group are due to meet again later in November to work further on the specifics of the recommendations and any implications that may arise from them.

### **Council Plan 2011-15**

16. 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**

17. There are no known implications associated with the recommendations within this report. Implications may arise as the recommendations are drawn up and these will be addressed within the draft final report.

### **Risk Management**

18. There are no risks associated with the recommendations in this report. However risks may arise once the exact recommendations are known and these will be addressed within the draft final report.

### **Recommendations**

19. Members are asked to note and comment on this report.

Reason: To progress this scrutiny review.

### **Contact Details**

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Scrutiny Officer  
Scrutiny Services  
Tel: 01904 551714

**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director Governance and ICT

**Report  
Approved**

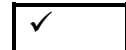


**Date** 09.11.2012

**Specialist Implications Officer(s)** None

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers:** None

**Annexes:** None

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

Meeting Date	Work Programme
20 <sup>th</sup> November 2012	<ol style="list-style-type: none"> <li>1. Attendance of the Cabinet Member for Health, Housing &amp; Adult Social Services (Housing aspect of her portfolio)</li> <li>2. Final Report of the E-Planning Facilities Scrutiny Review</li> <li>3. Second Quarter CYC Finance &amp; Performance Monitoring Report</li> <li>4. Update on the implementation of the recommendations arising from the Newgate Market Scrutiny Review</li> <li>5. Update on Local Enterprise Partnerships (LEPS)</li> <li>6. Interim Report – Youth Unemployment Scrutiny Review</li> <li>7. Workplan for 2012-13</li> </ol>
17 <sup>th</sup> December	<ol style="list-style-type: none"> <li>1. Attendance of the Cabinet Member for Transport, Planning &amp; Sustainability</li> <li>2. Update Report on the Reducing the Carbon Footprint in the Privately Rented Sector Scrutiny Review</li> <li>3. Final Report - Youth Unemployment Scrutiny Review</li> <li>4. Report – Out of Hours Childcare: Impact and Barriers to Working with Lack of Childcare or Independent Care</li> <li>5. Scoping Report – Accessing European Regional Development Funding</li> </ol>
29 <sup>th</sup> January 2013	<ol style="list-style-type: none"> <li>1. Overview/6 Monthly Update Report – Renewable Energy Generation within the City of York</li> <li>2. Update on the implementation of recommendations arising from the Water End Councillor Call for Action</li> <li>3. Update on Local Enterprise Partnerships (LEPS)</li> <li>6. Scoping Report – How can Local Shopping Centres Contribute to the Wider Economic Well-Being of their Community</li> <li>4. Scoping Report – Housing Stock – How it is Meeting the Changing Needs of a Growing Population</li> <li>5. Workplan 2012-13</li> </ol>

26 <sup>th</sup> March 2013	<ol style="list-style-type: none"> <li>1. Third Quarter CYC Finance &amp; Performance Monitoring Report</li> <li>2. Update on Local Enterprise Partnerships (LEPS)</li> <li>3. Six Monthly Update Report on Major Developments within the City of York Council</li> <li>4. Six Monthly Update Report on Major Transport Initiatives</li> <li>5. Workplan for 2012-13</li> </ol>
30 <sup>th</sup> April 2013	<ol style="list-style-type: none"> <li>1. Second Scrutiny Review Final Report (topic to be agreed)</li> <li>2. Workplan for 2012-13</li> </ol>

For municipal year 2012/13

1. Overview/Progress Report – Green Travel Plans (Businesses)