



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

**To:** Councillors Reid (Chair), Fitzpatrick (Vice-Chair), Barnes, Brooks, Potter, Taylor and Scott  
Mrs Barber (Co-opted Statutory Member) and  
Mr Pennington (Co-opted Statutory Member)

**Date:** Wednesday, 20 November 2013

**Time:** 5.30pm

**Venue:** The George Hudson Board Room (F045) - 1st Floor  
West Offices, York

**AGENDA**

**1. Declarations of Interest**

At this point, Members are asked to declare:

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

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

**2. Minutes**

(Pages 3 - 8)

To approve and sign the minutes of the meeting held on 18 September 2013.

### **3. Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak on an item on the agenda or an issue within the committee's remit can do so.

Anyone who wishes to register or who requires further information is requested to contact the Democracy Officer for this meeting, details of whom are listed at the foot of this agenda.

The deadline for registering to speak is 5.00pm the working day before the meeting, in this case **5.00pm on Tuesday 19 November 2013**.

### **4. York Museums Trust Partnership Delivery (Pages 9 - 20) Plan: Bi-annual Performance Update 2013/14**

This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan.

### **5. 2013/14 Second Quarter Financial Monitoring (Pages 21 - 26) Report**

This report analyses the latest performance for 2013/14 and forecasts the financial outturn position by reference to the service plan and budgets for all of the relevant services falling under the responsibility of the Director of Communities & Neighbourhoods and the Director of Children's Services, Education & Skills.

### **6. Improving Evening Cultural Offer Review - (Pages 27 - 42) Scoping Report**

This report presents information in support of a proposed night time economy related scrutiny review, and asks members to agree a suitable review remit.

### **7. School Meals Scrutiny Review - Interim Report (Pages 43 - 84)**

This report presents an interim update on the work on the agreed scrutiny review of school meals, being undertaken by a Task Group from this Committee.

### **8. Workplan (Pages 85 - 86)**

Members are asked to consider the Committee's workplan for the 2013-14 municipal year.

## **9. Urgent Business**

Any other business which the Chair considers urgent.

### Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email [catherine.clarke@york.gov.uk](mailto:catherine.clarke@york.gov.uk) and [louise.cook@york.gov.uk](mailto:louise.cook@york.gov.uk)

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

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

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

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interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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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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City of York Council

Committee Minutes

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Meeting	Learning & Culture Overview & Scrutiny Committee
Date	18 September 2013
Present	Councillors Reid (Chair), Fitzpatrick (Vice-Chair), Brooks, Potter, Taylor, Scott and Hodgson (as a Substitute for Cllr Barnes), Mrs R Barber (co-opted Statutory Member) and Mr Andrew Pennington (co-opted statutory member)
Apologies	Councillor Barnes

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## 16. DECLARATIONS OF INTEREST

At this point in the meeting, Members were asked to declare any personal interests not included in the register of interests, any prejudicial interests or disclosable interests which they might have in respect of the business on the agenda or any other general interests they might have within the remit of the Committee other than those listed on the agenda. No interests were declared.

## 17. MINUTES

Resolved: That the minutes of the meetings of the Learning and Culture Overview and Scrutiny Committee held on 12 June and 17 July 2013 and the minutes of the final meeting of the Careers Education, Information, Advice and Guidance (CEIAG) Task Group held on 3 September 2013 be approved and signed by the chair as correct records.

## 18. PUBLIC PARTICIPATION

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

**19. SCHOOL IMPROVEMENT AND OFSTED UPDATE**

Members received a presentation which provided them with an update on School Improvement and Ofsted results. Members welcomed Maxine Squire to her first meeting of the committee in her role as Interim Assistant Director (Education and Skills).

She reported that, against a background of a more challenging framework, over the last two years York had seen an increase in the proportion of schools being judged as good or better. Members were able to compare York to its statistical neighbours, schools in the Yorkshire and Humber region and nationally as of June 2013 and were provided with the 2013 results across all key stage areas. They were told what had been done to achieve these results and the next steps which would be taken in order to achieve their ambition to have 90% of schools categorised as good or better within two years. They were advised that this would be supported by the refreshed council plan recognising the ambition for Education and Children's Services, the completed peer review of Children's Services, the two-year School Improvement Plan (with the York Education Partnership) and targeted investment.

Members acknowledged that while the results showed a very strong Ofsted attainment profile in terms of secondary schools, which at 80% in the good or better categories was well above regional and national average, this profile was reversed when you looked at primary schools with only 74% of schools classed as good or better. The Principal Advisor assured Members that they were working in a targeted way to ensure primaries not yet classed as good achieved this level within two years. She explained that due to the relatively small number of schools in York, the percentage of schools falling below good may appear high, but in fact this only actually accounted for two schools. She assured Members that they were working actively with school leaders to achieve improvements in these two schools.

She drew Members attention to the Key Stage 4 results and advised them that it was the first time that York had been top of the region at this level. Members were advised that there were also some improvements in outcomes at Key Stage 2.

Resolved: That the presentation be noted.



Reason: In order that the Committee is kept up to date on Ofsted results of schools in York.

**20. KEEPING FAMILIES TOGETHER - SAFELY REDUCING YORK'S LOOKED AFTER CHILDREN POPULATION**

Members considered a report which detailed the trends in the number of children and young people looked after by the City of York. It examined the reasons for a significant and sustained growth in this population over a number of years and described the progress of a programme of work launched in 2012 to safely reduce these numbers. The report put forward some specific proposals for further work to ensure that all children and young people's services were focussed on those children who would be most likely to enter public care if alternative help and support was not provided.

The Assistant Director, Children's Specialist Services, and the Head of Services Resources provided additional information in response to issues raised by Members during discussion of the report.

Resolved: That the report and further work described in annex 1 be noted.

Reason: In order that Members are aware of the proposed work will ensure that there are robust early support arrangements for those children and young people most at risk of becoming looked after.

**21. 2013/14 FIRST QUARTER FINANCIAL MONITORING REPORT**

Members considered the 2013-14 First Quarter Financial Monitoring Report which provided an analysis of the latest performance for 2013-14 and forecasted the financial outturn position by reference to the service plan and budgets for all of the relevant services falling under the responsibility of the Director of Communities and Neighbourhoods and the Director of Children's Services, Education and Skills.

Resolved: That the report be noted.

Reason: To update the committee on the latest financial and performance position for 2013-14.

**22. ATTENDANCE OF CHAIR OF YORK @ LARGE**

The Chair of York@Large attended the meeting and provided an update on York@Large and how it worked with the Council and other partners to deliver joint services.

Members expressed concerns about the decrease in footfall figures in the city. The Chair of York@Large acknowledged the situation and advised the committee that they were looking at making a joint bid to the Arts Council and Visit England based on trying to find ways to increase the number of visitor spending with cultural tourism in mind. He stated that the ongoing bid was already informing the work being undertaken by Visit York in conjunction with City of York Council towards a Tourism Strategy for York. Members were advised that the interim Tourism Strategy was already in the public domain, and although Visit York normally reported to the Economic and City Development Overview and Scrutiny Committee, there was no reason why Members of this committee should not view it. The Chair of York@Large stated that they had highlighted the need to include a contemporary offer against the background of a historic city, in addition to the heritage offer and noted the benefit to York@Large of the Tourism Strategy including a cultural input. The Chair asked that a link to the interim Tourism Strategy be emailed to committee members.<sup>1</sup>

The Chair of York@Large advised that they had had discussions with economic development with regard to improving the impact of creative industries and businesses setting up in the city with the hope of creating a hub of likeminded companies.

Resolved: That the update from York@Large be noted.

Reason: In order that Members are kept informed on work undertaken by the Council's strategic partners.

Action Required

1. Head of Culture, Tourism & City Centre to liaise with Chair of York@Large to provide information to Members GC

**23. CEAIG (CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE) REVIEW - DRAFT FINAL REPORT**

Members considered the draft final report of the Careers Education, Information, Advice and Guidance (CEIAG) Scrutiny Review. The report presented the findings from the recently completed CEIAG Task Group Scrutiny Review and the recommendations arising and asked the Learning and Culture Overview and Scrutiny Committee to agree any changes required to the report before its presentation to Cabinet in November 2013.

Members had been provided with a revised draft final report following publication of the agenda and prior to the meeting. This included some minor changes to the wording of the report as suggested by the Youth Support Services Manager. Members were advised that the changes did not materially affect the findings or recommendations and had been made with the agreement of the Task Group Chair.

The Youth Support Services Manager advised Members that research by Barnados and Ofsted which had recently been published drew similar conclusions regarding careers education, advice and guidance as the CEIAG Task Group had.

Resolved: That the draft recommendations shown in paragraphs 79-81 of the report be agreed.

Reason: To ensure compliance with scrutiny procedures, protocols and the committee's annual work plan.

**24. WORKPLAN INCLUDING A VERBAL UPDATE ON THE ONGOING REVIEW OF SCHOOL MEALS**

Members considered the Committee's work plan for the 2013-14 municipal year.

It was agreed that an update on the ongoing School Meals Scrutiny Review would be forwarded to Members by email due to time constraints.

Resolved: That the work plan be noted.

Reason: To keep the Committee's work plan updated.

Councillor Reid, Chair

[The meeting started at 6.15 pm and finished at 8.10 pm].



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## Learning and Culture Overview and Scrutiny Committee

20 November 2013

Report of the Assistant Director (Communities, Culture & Public Realm)

### **York Museums Trust Partnership Delivery Plan: Bi-annual Performance Update 2013/14**

#### **Summary**

1. This report updates members on the current progress of the York Museums Trust (YMT) towards meeting the targets agreed in the Partnership Delivery Plan.

#### **Background**

2. YMT was set up as an independent trust in order to achieve a business turnaround of the museums and art gallery and to enhance the cultural provision within the city. It successfully addressed its initial targets which were concerned principally with: stabilising visitor numbers, delivering new income streams, creating new exhibitions and interpretative services, creating an education strategy, increasing use and involvement by residents, and cataloguing of the collection.
3. The current Partnership Delivery Plan (PDP) approved by the Cabinet member in March 2013 outlined the key targets and objectives which the Council requires YMT to work towards over the period 2013-18:
  - To protect and conserve the collections, gardens and buildings
  - To promote access to the city's collections, gardens and buildings appropriate to the 21<sup>st</sup> century
  - To attract more visitors to all the YMT sites, increasing visitor numbers from 660,000 to 900,000 by 2018, thus contributing to the local and regional economy
  - To create learning opportunities and improve skills for all and develop innovative programmes springing from the collections, gardens and buildings

- To network and collaborate with partners and contribute to the development of the economic and cultural life of the city and the region and support York's world class cultural offer
  - To raise substantial funds to realise these aims through the development of sustainable income streams and relationships with Grants and Trusts
4. The specific activities and outcomes are summarised under five main headings:
- Income improvement – to further develop YMT financial sustainability
  - Capital Project – to ensure the delivery of key capital improvements to the YMT estate
  - Public programmes – to promote the collections, buildings and gardens ensuring visitors and residents have leisure and learning opportunities
  - Working in partnership – to delineate the specific areas where YMT support our corporate priorities
  - Governance – to ensure the continued security of the collections and the appropriate governance of the business.
5. The report from YMT (Annex 1) sets out how they have been addressing these issues in the period to September 2013, and also gives an outline of what they will be developing moving forward.

### **Options**

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

### **Corporate Objectives**

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

### **Implications**

8. **Finance:** The Council makes an annual grant to YMT. From April, 2013 the grant was £ £1,207k, a reduction of £300k compared to the previous year. The grant will reduce by a further £100k in 2014/15.

9. The report has no implications relating to: Human Resources, Equalities, Legal, Crime and Disorder, Information Technology, Property.

**Risk Management**

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

**Recommendations**

11. That members comment upon the performance of the York Museums Trust.

Reason: To fulfil the Council's role under the partnership delivery plan.

**Contact Details**

**Authors:**

Charlie Croft  
Assistant Director  
(Communities, Culture and  
Public Realm)

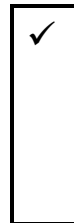
Ext. 3371

Janet Barnes  
Chief Executive  
York Museums Trust

**Chief Officer Responsible for the report:**

Charlie Croft  
Assistant Director (Communities,  
Culture and Public Realm)

**Report  
Approved**



**Date** 7.11.13.

**Wards Affected:**

**All**



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

**Annex 1:** York Museums Trust Performance report to September 2013.

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## York Museums Trust Performance Report: April – September 2013

### Executive Summary

Our biggest current project continues to be the York Art Gallery Development. The gallery closed to the public on 31 December 2012 for the enabling works and we have now agreed the main works contract. The work began on 11 November and the contractors are Simpsons of York. We are still planning to reopen spring 2015 with 60% more exhibition space, improved visitor facilities and the new Centre of Ceramic Arts (CoCA). We have now raised £7,260,000 of the £8,000,000 needed so still have a way to go. We have applied to various trust and foundations and are awaiting the outcome of these.

We have been closely involved in the proposed redevelopment of Exhibition Square as part of the Reinvigorate York scheme and we look forward to a fresh looking public space by the time of the gallery's reopening. The gallery development, the Exhibition Square refresh and the York Theatre Royal development will help create a new dynamic area of the city for residents and visitors.

Work also continues on our major development at York Castle Museum and we have heard that our second round application to the Heritage Lottery Fund for £1.1m was successful. This will see a refurbished Debtors Prison creating new exhibition spaces, better learning spaces and for the first time a visitor lift. The first exhibition to be held in these new spaces will be **1914: When the World Changed Forever**, a major changing exhibition on the social impact of World War One. This work will begin in November and will be open to the public in June 2014. The museum will remain open to visitors during the project.

The reconstructed head of Richard III went on display in the Yorkshire Museum's medieval gallery at the centre of a special exhibition **Richard III: King & County** on 19 July. This proved to be extremely popular and since the head moved to Northampton we have displayed the York House Book, on loan from York City Archives, that details the kings relationship with the city.

We were delighted in September when the Museum Gardens were awarded a gold medal by Yorkshire in Bloom, a deserved 'well done' to our dedicated gardens team. We are currently planning to expand the gardens to the rear of York Art Gallery where we hope to establish three new gardens. We have consulted widely on these plans, including with schoolchildren and we were delighted when Yorventure awarded us £100,000 towards one of these gardens, an Edible Woodland.

Whilst York Art Gallery is closed we have continued to display as much of the collection elsewhere as possible. Our regional touring exhibition ***Masterstrokes: Great Paintings from York Art Gallery*** has now been on display in Lincoln and Preston and will shortly open in Huddersfield before moving on to Scarborough, Barnsley and Harrogate. 700 pieces from the Ismay ceramic collection are currently on display at the Hepworth as part of an installation by artist Matthew Darbyshire. Eight ceramics by William Staite Murray are included in a new exhibition, ***Art and Life: Ben Nicholson, Winifred Nicholson, Christopher Wood, Alfred Wallis and William Staite Murray 1920-1931***. The exhibition at Leeds Art Gallery is open until 12 January and then tours to Kettle's Yard, Cambridge and Dulwich Picture Gallery. We also continue to have a select few work on display at Fairfax House and also the National Gallery and at Tate Britain.

We have moved some central services staff to office space on the Shambles and we have also moved staff from York Castle Museum to our stores on James Street in advance of the HLF project. Guides and other key staff will have use of portakabins on the site so they have easy access to the museum.

As part of our Forward Plan 2012-18 we decided to boost the digital side of our work. Much work has been done and we were delighted that our bid to the Wikimedia Foundation for funding of a Wikipedian in residence was approved. This will give us a part-time post for three months to help us to become a Wikipedia-friendly organisation, boost the profile of the Trust and its collections on Wikipedia and Wikimedia Commons.

Our regional role continues with the Museums Development Team working well with smaller and medium sized accredited museums across Yorkshire and Humberside. Since April 60 Museum organisations have received direct advice or support from the team, 75% of all eligible museums. This summer also saw the third ***Art in Yorkshire*** project led by YMT that involves over 20 partners across the region. This will continue for a fourth year and we are also leading on a similar partnership for a regional initiative on Yorkshire exhibitions to mark the centenary of WWI, ***1914 in Yorkshire***.

In January we will be concentrating on the second round of funding for both the Arts Council Major Partner Museum funding and ACE funding for our regional museum development work. Both of these sources of funding, currently £3.4m and £800,000 respectively, have represented a big step up for YMT that we have responded very well too. We recently received a very complimentary letter from ACE reviewing our progress so far.

Staff Numbers at the end of September were: 77 full time, 40 part time, 49 casual totalling 166.

## Analysis of Performance

### a) Stabilising visitor figures

We had a much better summer than last year, with the Yorkshire Museum doing very well, helped by the reconstructed head of Richard III and also because for the first time this museum was included in our television advertising. Our 'two museums for £10' offer continues to be very popular too.

Total Visitors: 6 months from April to September  
2013  
(excluding conference visitors)

	Actual	Last year	% Change
Castle Museum	163,933	167,643	-2%
York St Mary's	24,170	31,996	-24%
Yorkshire Museum	70,793	53,482	+32%
<b>Grand Total</b>	<b>258,896</b>	<b>253,121</b>	<b>+2%</b>

### b) Delivering new income streams

YMT's Trading Subsidiary Company continues to show a strong performance and so far this year retail, catering and venue hire delivered a profit of £172,000 largely because of our very successful wedding venue, the Hospitium. This income feeds back in to support the Charity under a tax-free Gift Aid arrangement.

To coincide with the Richard III exhibition we also had made replicas of a medieval boar badge associated with the king that we recently acquired. We produced these in pewter, silver and a one off gold version. These have proved to be very popular and we may do similar unique retail offers in the future based on the collections.

We have also continued to think about a YMT Membership scheme and have had a meeting with a consultant which has helped our approach, as well as having a meeting with our Trustees so that the shape of the scheme can begin to be formulated. We will shortly appoint a membership manager who will lead on the instigation of this.

Over the reporting period we have also been successful in securing funds for the following:

York Art Gallery Development

- The Holbeck Charitable Trust, £100,000

New edible woodland garden

- Yorventure, £100,000

Wikipedian in residence

- Wikimedia UK, £5,522

### c) New exhibitions and interpretative service

Due to the closure of York Art Gallery, York St Mary's has become York Art Gallery's new contemporary art space. Following on from the ***Aesthetica Art Prize Exhibition*** and ***The Matter of Life and Death*** we have had a selection of work by the international artist Bruce Nauman on show, as part of the Tate's ARTIST ROOMS. This features iconic pieces in sculpture, neon and video.

At the Yorkshire Museum, following an exhibition of York based artist Mark Heard's work, historian Francis Pryor opened ***After the Ice*** that investigates Yorkshire's prehistory including famous items found at Star Carr. We also have on display ***Tempset Anderson: Volcano Chaser***, a centenary exhibition looking at the life and work of this York worthy.

In the Museum Gardens pruning was carried out on shrubs by the riverside to let in more light and various Roses and Clematis have been planted next to Yew and Holly trees with the intention of having them climb up those evergreens and provide a splash of colour. New plants in the Observatory and Riverside beds have established well and there have been many positive comments from local visitors and tourists. The first Spring Flower Count carried out on 1 March found 62 different species in flower. This will be repeated every year on the same date and will provide a useful record for the garden. The recent opening of the Starr Inn the City adds an extra attraction to the gardens and promises to bring more people to them.

### d) Create an education strategy

Headline educational figures for the period are as follows:

	YCM		YM		Total*	
	2012	2013	2012	2013	2012	2013
Children from York schools	1,230	<b>1,235</b>	709	<b>1,172</b>	2,288	<b>2,427</b>
Children from non-York schools	9,533	<b>10,180</b>	2,751	<b>3,128</b>	13,416	<b>13,355</b>
HE and FE student visits	567	<b>909</b>	234	<b>273</b>	<b>832</b>	<b>1,182</b>

(\*total include some figures from York St Mary's and York Art Gallery)

### Formal Learning

Numbers for school visits are mostly up in comparison with the same period last year. This is in part due to the extra attendance at the reworked and refreshed Yorkshire Museum workshops.

Highlights through the period have included 45 Year 9 pupils at Burnholme School taking part in a special arts day inspired by the gallery collections; University of York students working on an audience development plan regarding changing use of the Cradle to Grave gallery; working with York St John University undergraduate students on foreign language guides for visiting groups and tourists; and Cosmodome outreach sessions that attracted over 200 children and young people at NYBEP's Big Bang event in June.

### Informal Learning

'Catnapped!' was a huge success this summer at the Castle Museum. Approximately 25,000 people took part in the activity, which involved investigating suspects and looking for clues around the Female Prison and Kirkgate to discover who stole the Lord Mayor's Cat.

Working with the Joseph Rowntree Foundation six sessions were run with a group of dementia patients from York to make a film on living with dementia, inspired by the museum. The project will also inform us on how we can make the museum a more dementia friendly place.

Wild Wednesdays were back this year; they ran every Wednesday in August in the Museum Gardens, with activities relating to the collections and themed around the seasons. They were attended by around 6,000 children. This resulted in improved visitor numbers at the museum itself.

A special leaflet detailing the new programme of offers for Under 5's was produced with brand new events including Kitchen Club, Storytelling and Singing sessions being advertised.

### **Family Learning**

Family Saturdays were held at the Yorkshire Museum and at York St Mary's. These were a partnership project with University of York's Centre for Lifelong Learning, which aims to promote science learning and encourage parents to engage with their children.

Artist run drop-in workshops for families were held for three days at York St Mary's, inspired by the Julian Stair exhibition.

### **Adult Learning**

Highlights have included: in partnership with CYC York Learning, a weekend of life drawing, that took place at the Yorkshire Museum in May, attended by 11 people; The Ekphrasis partnership with the Centre for Lifelong Learning at the University of York continues with a session on Kirkgate looking at objects and using experience as inspiration to create a piece of writing; a special curator session on Keeping Healthy in Victorian England; YMT Book Club continues with 'And Our Faces, My Heart, Brief as Photos' by John Berger and 'Drawing Fire' by Private Len Smith being discussed.

### **Territories**

The Explore Award project with young gypsy travellers at Lakeside Primary School reached its conclusion in July. Four of the children involved completed all the components of the Award and received participatory certificates. Their portfolios have been sent for moderation.

Art workshops for couples where one has dementia, which we have been running at Burnholme School, have proven very successful. They fit well with the City of York Council's aspiration for York to become a dementia friendly city, and we hope to continue offering supportive, practical, creative workshops for this growing community in the future.

### ***e) Increase use and involvement by residents***

We currently have 335 active volunteers on our books as at the end of September, totalling 6,139 contributed hours across all of the sites over the reporting period.

We now have Historic Library Steward volunteers in the Yorkshire Museum library 4 days a week, including weekends which are our busiest days. The team is now 20 strong and they continue to attract much admiration from visitors.

Raindale Mill is still gathering a small team of committed volunteers who open the space on a regular basis to visitors and the mill is working at least twice a week. During May and June, the Mill opened to nearly 3,000 visitors.

A host of volunteers have had a fabulous time helping the history team to decant 17,000 objects from the Debtors Prison to James St stores. This rare opportunity to work so closely with both the team and the objects on such a large scale has been really appreciated by volunteers and the history team have certainly appreciated the extra hands.

We had excellent coverage at the Observatory and in some weeks managed to open almost every day.

A small geocache was placed in the garden at the start of the summer to assess interest and feasibility. It has proved very popular and the gardens team are working with the digital team to extend this into a full-blown geocache trail through the garden.

#### **f) *Achieve high visitor satisfaction***

Visitor surveys carried out in summer 2013 by Spirul Research showed that at:

York Castle Museum:

- 97% of visitors were either satisfied or very satisfied with their visit
- 99% would recommend the museum to others
- 94% would visit again

At Yorkshire Museum:

- 96% of visitors were either satisfied or very satisfied with their visit
- 98% would recommend the museum to others
- 91% would visit again

#### **g) *Ensure the cataloguing of the collection***

Planning and moving objects for 1914 has been the main focus of the history team's work. Objects have been boxed, moved and updated on Adlib. Over all approximately 17,000 objects have been moved. This has involved creating 900 new boxes, as well as moving many larger objects which cannot be boxed. The existing documentation was poor in many areas and the team tackled this by auditing everything that was to be moved.

Rationalising the bulk archaeology collections (ceramic building materials, animal bone and architectural fragments) at YMT's store at Birch Park has begun. All Roman and Anglo-Saxon material have now been brought together

and rationalised; material has also been identified for transfer to Riccall or deep storage at Birch Park by clamping (shallow burying in the soil and grassed over).

Time was also spent over the summer months moving and auditing our human remains collection, and re-housing our archaeological paper archive to create a more usable, accessible resource for staff and researchers.

A copy of YMT's collections database is now online. The software is being tested and the first digital representations of our collections data will be publicly accessible soon.

Acquisitions have included a 1853 pattern Enfield musket rifle; WW1 Rum Jar; a 1980's mobile phone and camera; WW1 handkerchiefs; a work *Ego Geometria Sum IV: Boat, aged 2 years* by artist Helen Chadwick; *Winged form* by Victor Priem; a selection of seven small pots by Beryl Sutcliffe; dolls belonging to Madeline Blaess, a York resident in the early 20th Century; a Carols on Kirkgate Record; the archive of Craven's the York based sweet manufacturer; and the second gold torc.

Loans over the period have included a medieval human skull loaned to York Archaeological Trust as part of a new exhibition examining diseases in medieval York; the marble head of Constantine returned to York from its exhibitions in Milan and Rome; five Anglo-Scandinavian grave slabs were lent to York Archaeological Trust for display at 10 Coppergate for their summer exhibition, 'Heroes'; and the ceramic pieces to the Hepworth and Leeds.

Janet Barnes, Chief Executive  
York Museums Trust, November 2013





## Learning & Culture Overview & Scrutiny Committee

20 November 2013

Report of the Director of Children's Services, Education & Skills and the Director of Communities & Neighbourhoods

### 2013/14 Second Quarter Financial Monitoring Report

#### Summary

- 1 This report analyses the latest performance for 2013/14 and forecasts the financial outturn position by reference to the service plan and budgets for all of the relevant services falling under the responsibility of the Director of Communities & Neighbourhoods and the Director of Children's Services, Education & Skills.

#### Financial Analysis

- 2 The services that relate to the Learning & Culture Overview and Scrutiny committee cross two Directorates (Communities and Neighbourhoods and Children's Services, Education & Skills). A summary of the service plan variations is shown at table 1 below.

**Table 1 – Learning & Culture Financial Projections Summary  
2013/14 - Monitor 4 (Q2) September**

	2013/14 Budget £000	Projected Outturn Variation	
		£000	%
<b>CANS Directorate (Extract)</b>			
Arts & Heritage	2,533	+40	+1.6%
Learning Services	56	+22	+39.3%
Libraries & Archives	2,172	+143	+6.6%
Sport & Active Leisure (Facilities)	543	-28	-5.2%
<b>CANS Directorate (Extract)</b>	<b>5,304</b>	<b>+177</b>	<b>+3.3%</b>
<b>CSES Directorate</b>			
Children's Specialist Services	21,655	+1,484	+6.9%
Education & Skills	6,199	-436	-7.0%
School & Children's Strategy & Planning	6,722	-133	-2.0%

School Funding & Assets	106,653	0	0.0%
Directorate of CSES General	(6,804)	+97	+1.4%
Children's Services Core Funding	(114,900)	-120	-0.1%
DSG Balance Carried Forward	(400)	+66	+16.5%
<b>CSES Directorate</b>	<b>19,125</b>	<b>+958</b>	<b>+5.0%</b>
<b>Total Learning &amp; Culture</b>	<b>24,429</b>	<b>+1,135</b>	<b>+4.6%</b>

- 3 The Communities & Neighbourhoods Directorate is reporting a forecast overspend of £177k. This relates mainly to one off redundancy costs of £183k which are partly offset by savings, mainly in relation to Yearsley pool operating costs.
- 4 The Children's Services, Education & Skills Directorate is reporting net financial pressures of £958k, mainly due to unachieved savings. This is an improvement of £180k compared to the figures reported at quarter 1.
- 5 Despite a reduction in the number of Looked After Children and a reduction in expenditure of almost £1m compared to 2012/13, the underlying budget pressure from previous years and unachieved budget savings of £700k result in this forecast overspend.
- 6 The Council's Keeping Families Together initiative is continuing to deliver an overall reduction in the number of children in public care. This initiative seeks to safely support more children at home in the care of their parents or extended family members. It also helps those children who are already looked after to move more quickly on to alternative permanent care. To support these arrangements, the Council has developed a 'new deal' for local foster carers to ensure that there is a sufficient supply of high quality local placements available for those children who do need to become looked after.
- 7 The above arrangements have delivered a sustained month on month reduction in the overall number of children who are looked after. Looked After Children numbers have reduced from 243 at the 1st April to 223 at the 20th October. The availability of high quality local placements allows young people to be placed close to home and their local schools. These local placements avoids the need for high cost independent placements often far from York.
- 8 Although the numbers of looked after children has decreased significantly, from a high point of 256 in 2012, we have yet to see a corresponding reduction in costs. This is partly explained by legacy costs including Special Guardianship, Adoption and Residence Order allowances. In addition some of the looked after children with the most

complex needs continue to need highly specialised care which accounts for a significant portion of ongoing care costs.

- 9 Despite a significant reduction in expenditure in 2013/14, compared to 2012/13, this budget remains under considerable pressure. The Council is reviewing the most expensive out of City placements to ensure the best value for money is achieved without compromise to quality of care. Further reductions in cost are anticipated as the overall looked after population continues to reduce.
- 10 The Children's Services Management Team are committed to exploring all options for containing expenditure within their budget for 2013/14, and are therefore proposing the following to further mitigate the current overspend projection:
  - Reviewing the most expensive out of city placements to ensure the best value for money is achieved without compromise to quality of care. Further reductions in cost are anticipated as the overall looked after population continues to reduce.
  - Review all 2014/15 savings proposals with a view to stretching and implementing as many as possible earlier in the 2013/14 financial year.
  - Continue to hold recruitment to vacant posts wherever possible and safe to do so.
- 11 Within the Dedicated Schools Grant (DSG) funded budgets a small net underspend of £66k is currently projected. This is mainly as a result of the new statutory requirement for 2 year old nursery budget being phased in from September 2013 and lower prudential borrowing repayment costs, offset by some significant increased costs due to the level of payments required to providers for post 16 high needs pupils under the new DfE funding system introduced from August 2013. Any DSG surplus has to be carried forward to the 2014/15 financial year and cannot directly be used to offset the other directorate overspends.

## **Performance Analysis**

### Create Jobs & Grow the Economy

#### *Educational Attainment*

- 12 York's schools have a significant role to play in preparing our young people for work and providing an environment where they can excel and achieve their full potential. Educational attainment results show significant and tangible improvement over the previous year putting York

in a strong position regionally and nationally. Overall York's children are achieving good and improving results but there remains work to do in some of York's schools.

- 13 York has achieved its best GCSE results with 67% of pupils achieving 5+A\*-C including English and mathematics. This places York as one of the top (16th out of 152) Local Authorities in England and demonstrates high quality teaching in York schools. In primary schools, the assessment process changed in 2013 and, based on a new set of performance indicators, York results for the most part are inline or above national figures. Progress results in Maths are an area of focus in the coming year.
- 14 Currently, 80% of York secondary schools are rated good or outstanding by Ofsted, well above the national picture. At primary level, 73% of schools are now rated good or outstanding compared to a national figure of 78%. Improvement plans are in place at a number of schools with the aim of supporting them to achieve a 'good' rating at their next inspection.

### Build Strong Communities

#### *Health & Wellbeing*

- 15 Schools have recently been assessed under the Healthy Schools programme, and the results have shown that every school in York is complying with the programme covering, healthy eating, physical activity and emotional health and wellbeing. Conversely, results from the national child measurement programme for childhood obesity shows the percentage of reception children recorded as being obese has increased marginally to 8.53% from 7.5%. The percentage of children in year 6 recorded as being obese has also increased to 16.13% from 14.7%. New initiatives are currently being considered to assess what further options families have to help reduce the number of overweight children in York.
- 16 Teenage Pregnancy conception data received in February 2013, referring to 2011 data, indicates a continuing decline in teenage conceptions in the city, the 2011 rate being 25.3 per thousand females aged 15-17. This is currently below both the England and Regional rates. This continues to be a focus for the Council.

### **Corporate Priorities**

- 17 The information included in this report demonstrates progress on achieving the council's corporate priorities for 2011-2015 and in particular; priority 1 'Create jobs and grow the economy'; priority 3 'Build strong communities'; 4 'Protect Vulnerable People'.

## **Implications**

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

## **Risk Management**

- 19 Children's Social Services budgets are under significant pressure. On going work within the directorate may identify some efficiency savings in services that could be used to offset these cost pressures before the end of the financial year. It will also be important to understand the level of investment needed to hit performance targets and meet rising demand for key statutory services. Managing within the approved budget for 2013/14 is therefore going to be extremely difficult and the management team will continue to review expenditure across the directorate.

## **Recommendations**

- 20 As this report is for information only there are no specific recommendations.

Reason: To update the committee on the latest financial and performance position for 2013/14.

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**Report**  **Date** 8 November 2013  
**Approved**

**Specialist Implications Officer(s)** None

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

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

**Background Papers**

Second finance and performance monitor for 2013/14, Cabinet 5 November 2013



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**Learning & Culture Overview & Scrutiny  
Committee****20 November 2013****Improving Evening Cultural Offer Review – Scoping Report****Purpose of Report**

1. This report presents information in support of a proposed night time economy related scrutiny review, and asks members to agree a suitable review remit.

**Background**

2. In early June 2013 this committee received a number of introductory briefings on possible scrutiny topics for this municipal year. This included a briefing report on “improving the quality of the heritage and arts offer in the city provided by the Head of Culture, Tourism and City Centre. It suggested the proposed topic would support the Council’s aim to continue working with its partners to ensure the city attracts more cultural tourists by supporting improvements in the quality of the heritage and arts offer in the city.
3. The committee were informed that given the Council’s budget restrictions any improvements to the heritage and arts offer in the city would have to be delivered in partnership with other creative and cultural organisations across the city. They also learnt that the Council was already working actively with its partners to flesh out a new high level tourism strategy for the city, which included the creation of a cultural tourism programme. And, that an application for the necessary funding for the programme was in the process of being drawn up for submission to Visit England/Arts Council England in July 2013.
4. The committee therefore agreed to postpone their consideration of the suggested scrutiny topic until the second half of the municipal year when the outcome of the funding application would be known.
5. Subsequently, at a meeting of the Corporate and Scrutiny Management Committee (CSMC) on 24 June 2013, members agreed a corporate scrutiny theme for this municipal year around the city’s night-time

economy, noting its connection to a number of the Council's current key priorities in its Council Plan 2011-2015.

6. CSMC agreed it would be possible for each overview & scrutiny committee to identify an appropriate night time economy related topic which would support their individual terms of reference. They tasked each committee with completing its night time economy review in time for the presentation of their review final report to the meeting of CSMC in March 2014. In turn, CSMC agreed they would collate the findings and recommendations arising from each review and present them to Cabinet by the end of the municipal year.
7. In July 2013 this Committee agreed the proposed topic on improving the quality of the heritage and arts offer in the city would be appropriate as their contribution to the night time economy themed corporate review. They agreed to focus the review on improving the evening cultural offer in an effort to encourage more visitors to stay over night in the city. Introductory information in support of that review is detailed below.

### **Tourism in York**

8. York was one of the first inland English cities to embrace tourism as a response to the decline of its traditional industries. From the outset it saw its assets as being the built heritage of the city. In 1968 York became a Conservation Area, recognising the value of the built environment to its visitor economy. In 2007 York was awarded the title of European Tourism City of the Year by European Cities Marketing and it has repeatedly won awards as a favoured destination for visitors. Although the focus has remained on heritage, the city has consistently sought to introduce innovative ways for the tourist to engage, for example through an emphasis on live steam at the National Railway Museum and presenting the history of Viking York through the revolutionary ride at the Jorvik Centre. Despite its compactness York is ranked 6th amongst English towns and cities for all trip purposes by domestic visitors, ahead of much larger business centres such as Leeds, Liverpool and Newcastle and well ahead of other heritage towns and cities (Visit England 2011).
9. Trends in tourism in York have been tracked through an Annual Visitor Survey since 1995. The latest summary (2011/12) shows that York has a relatively high proportion of repeat visitors (78%) and a wide range of age groups. York appears to have particularly strong appeal to family parties (37%) and about one in four visitor parties included children (27%). The largest proportion of visitors to York is visiting from within



Yorkshire (24%) but there are significant numbers from the North West (10%), East Midlands (6%) and North East (6%). York has a strong appeal for international visitors at 17%, which is higher than the Yorkshire average (12%). Key overseas markets include the USA, Australia, China, Ireland, Canada, Germany, the Netherlands, France, Norway and Spain.

10. While progress has been made over the past two decades, so that tourism is now a highly significant element of York's economy at about 14% of gross value added (GVA) and 21% of employment, some indicators suggest that income from tourism may have reached its zenith and that it could decline while numbers continue to increase, becoming less sustainable and valuable to visitor and resident alike. International comparative research demonstrates that the development of a visitor economy which exhibits the same sort of structure as York will eventually slow down, and this point could well have been reached in the past few years.
11. Therefore it is the view of Visit York that to realise its ambitions, the city must now choose whether to carry on doing more of the same, which will mean competing for a declining share of the market, or innovating and making better use of its principal assets.
12. To get the tourism offer right York must tackle three challenges: what the city has to offer, the manner in which it is offered and the support provided by its transport, communication and accommodation infrastructure.
13. External perceptions also need to be addressed. By comparison with other cities, York could make itself more welcoming, both by improving communication with visitors, and by encouraging more engagement with the city's residents and employees.
14. Most significantly, visitors report that York does less than it could to show off its strengths in the cultural and creative sector. Despite the national coverage of successful events like the Hockney exhibition at York Art Gallery in 2011, or the York 2012 Mystery Plays, this does not persist in the media or carry over into wider perception of what the city is about. While visitors are pleased to discover the energy in cultural and creative organisations this is currently poorly integrated into the welcome afforded to visitors, especially if they are in the city for the first time.

15. Definition of Cultural Tourists

Cultural tourists are often described as falling into one of three groups - 'casual, accidental, or purposive'. The York Annual Visitor Survey suggests that 17% can be described as purposive cultural tourists who come to York specifically because of its cultural offer.

16. Beyond the 17% who specifically mention cultural activities there are many more in the casual and accidental categories who, given some practical interventions, would not only engage with culture on their current visit, they would become regular, loyal visitors to York, expecting to experience outstanding contemporary culture in unique, historic surroundings. They may start out as leisure or business visitors, and be in York for a celebration or a conference, but their casual encounter may prompt a future visit with a cultural experience in mind.

17. There has been an upward trend in average length of stay to about three nights but this needs supporting by a more diverse and better connected range of activities of higher quality once the major attractions close for the day. The plan is to arrive at a 'sweet spot' where a greater proportion of high-spending international and domestic visitors stay for three nights or more to take in a mix of contemporary culture and heritage based activities as well as the perennial favourite of strolling the streets of the city and, of course, eating and drinking well.

18. York Consortium

A Consortium evolved from the city's cultural partnership forum, York @ Large has come together to address the issues detailed above. The Consortium is made up of the following members:

- Visit York
- York Museums Trust
- English Heritage Yorkshire and the Humber
- National Railway Museum
- York Minster
- The National Centre for Early Music
- Screen Yorkshire
- Aesthetica Magazine
- One & Other Magazine
- University of York
- Science City York
- Pilot Theatre York
- The Rowntree Society
- Riding Lights Theatre Co.
- York @ Large
- York Archaeological Trust
- York St John University
- National Trust Yorkshire
- York Civic Trust
- York Theatre Royal
- City of York Council

19. The sole focus of the Consortium is the successful delivery of its 'Refresh York' project. A smaller group of members will act as an executive group (or Secretariat) at least for the duration of the project. These are York Theatre Royal, Visit York, York @ Large, City of York Council and a Creative Producer (employed by York Theatre Royal). The Secretariat will meet monthly and the Consortium four times each year. Consortium members have agreed to commit both their administrative and creative resources to realising the project. Each member is responsible for reviewing their activities as part of the project and reporting back to the Consortium through the Creative Producer, whose role is to manage Refresh York as a whole.
20. In July 2013, the Consortium submitted an application for Visit England/Arts Council funding for their 'Refresh York' project, in the amount of £331,500. If the application proves successful (result should be known by November 2013) the project will run from March 2014 to February 2017.
21. As part of its project the York Consortium intends to widely promote York Red Letter Nights as a cultural package and will use them to embed improved communication within and across the sector. The programme will consist of thirty commissioned events taking place at regular intervals around the year. The Creative Producer's primary responsibility will be to work with Consortium members to devise, manage and deliver the programme.
22. The criteria for each commissioned event will support the overall programme aims, which are to:
  - rebalance 'heritage York' to include 'creative York'
  - improve the coordination and coherence of York's 'cultural offer'
  - offer 'family friendly' activity in the right time and the right place
  - show off the 'hidden potential' of contemporary culture
  - be 'welcoming' for visitors.
23. Impact on other sectors  
The programme arises from a conviction built up over a long process of discussion and consultation that, if leadership ambition and deftness in approach is shown, the external perception of York will shift.
24. But it is not just about cultural organisations taking the lead. The evidence from discussions, and from other initiatives in the USA and elsewhere, gives confidence that when the programme takes place,

retailers will swiftly respond by arranging for later closing times and hoteliers will take the increased number of family stays into account when remodelling their accommodation. Through Visit York these sectors will be kept fully informed and involved at all times.

25. Transport is also a factor that continues to be mentioned as a challenge for York. Experience during the Mystery Plays demonstrates that the city's Park and Ride service is prepared to change to allow for later departures from the city after evening events. Conversations about these and other infrastructure changes with public sector and commercial partners will be made easier because we will be planning further ahead and sharing our objectives to grow the visitor economy.
26. As the three year programme unfolds the Consortium will change as new members join and older ones retire. The process of partnership development will improve collaboration between current members, while a 'studio-workshop' strand run in conjunction with a Higher Education partner will enable what is learnt to be passed on to others.
27. York's New Tourism Strategy  
An Interim Document produced in partnership between the Council and Visit York in summer 2013 sets out the principal themes arising from a broad consultation process (see Annex A). The overall aim is to double the value of tourism to York over the next ten years, representing £1bn of economic activity and a further 2000 jobs. This proposal represents a major element of this re-visioning of York as a visitor destination, capitalising on the authenticity, originality and vibrancy to be found in the city's contemporary cultural sector.
28. In addition City of York Council has been working with partners to devise a new mechanism for the delivery of tourism services, support for the arts and cultural sector, and for creative industries development, across the city, which gained Cabinet support on 6 November 2013. This will enable much closer cooperation between the sectors since support for businesses will be under one roof. This new entity is expected to be established in 2014.
29. York Consortium have agreed a number of objectives that will contribute to the aims of York's new Tourism Strategy, and these will be monitored and evaluated using existing or easily devised measures. The aim of the objectives will be to increase:

- The proportion of cultural tourists from the current level to 25% by 2017, as measured by the Annual Visitor Survey, with associated increases in per capita expenditure.
  - The GVA attributable to tourism, as measured by the Regional Econometric Model, by an amount greater than the predicted trend, which is currently 2.5% per annum over the period.
30. The new Tourism Strategy will be developed in full over the period January – March 2014, and this committee will have an opportunity to contribute to its development.

### **Improving Evening Cultural Offer Scrutiny Review**

31. In light of all the ongoing developments detailed above, it is important to identify the right focus for any cultural related scrutiny review in order not to duplicate any work ongoing by CYC and/or its partners.
32. In identifying what scrutiny review topic might positively support the work of others the following factors were considered:
- a) Statistics show York appears to have a particularly strong appeal to family parties (37%) and about one in four visitor parties include children (27%).
  - b) A fresh approach to presenting culture would attract younger visitors who currently complain of ‘nothing to do after 5pm’ (whilst it is not easy to generalise about the age groups predominating amongst cultural tourists in York there is evidence of this view)
  - c) Only about 4% of staying visitors mention a specific festival or event, suggesting that there is room to extend the offer to encourage more overnight stays.
  - d) One of the suggested actions identified within York’s Tourism Strategy Interim Document shown at Annex A is to ‘Grow the evening offer, e.g. initiate a ‘First Fridays’ concept as the initial step in encouraging new entertainment choices’
  - e) York Consortium’s planned ‘Red Letter Nights’ project will aim to improve the coordination and coherence of York’s ‘cultural offer’ and offer ‘family friendly’ activity in the right time and the right place
33. If the facts suggest that York has a strong appeal to families and with the above factors in mind, it is suggested that the scrutiny review focus on how best to achieve:

- i. An extension to the tourist family day focussing on the period between 5 - 8pm.
- ii. Encourage families to stay overnight in the city rather than starting the journey home at teatime.

### **Proposed Timetable & Review Remit**

34. Based on the suggested review topic above, a proposed remit for the review is detailed below for the Committee's consideration:

#### Aim:

To identify an improved cultural offer up to 8pm in order to extend the tourist family day and encourage a greater number of families to stay overnight in the city.

#### Objectives:

- i) Identify best practice internationally and nationally
- ii) Identify barriers to increasing the availability of York's existing family based cultural and entertainment offer
- iii) Identify other new family orientated cultural and entertainment activities and investigate the possibility of their introduction in York
- iv) Investigate with hoteliers the opportunities for increasing the number of family one-night stays
- v) In support of the work of the York Consortium, identify what existing and new family orientated activities might contribute to their proposed 'Red Letter Night' packages

### **Options**

35. Having considered the information provided above, Members may choose to:
- i) Carry out the review as a full committee or set up a Task Group
  - ii) Revise the suggested review remit above
  - iii) Identify tasks/consultation to be undertaken as part of the work on this review
  - iv) Agree a timeframe for completion of the review
36. The work on this review needs to be concluded and the draft final report signed off by this committee by the end of March 2014, so that it can be presented to a meeting of CSMC on 7 April 2014. In order to meet this deadline, it is suggested that a Task Group be set up to carry out the

work on the review outside of the formal scheduled meetings of the full committee.

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

37. The proposed review supports the 'create jobs and grow the economy' priority within the Council Plan 2011-15, in that a successful York will have an enhanced reputation as a respected European and international city, with a visitor economy recognised for its high quality, bringing financial benefits to the city and its residents.

### **Implications & Risk Management**

38. The draft remit shown at paragraph 34 above has been proposed in an effort to avoid duplication of the ongoing work being carried out by others as detailed in the report. The proposed remit will also help mitigate the risk of tourism in York becoming less sustainable and valuable to visitors and residents, as detailed in paragraphs 10 & 11.

### **Recommendations**

39. Having considered that information within this report, the Committee are recommended to:
- Agree a remit & timeframe for the review
  - Set up a Task Group to carry out the review on behalf of the Committee

Reason: To ensure compliance with scrutiny procedures and protocols, and support the Committee's workplan.

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**Report Approved**



**Date** 8 November 2013

**Specialist Implications Officer(s)** N/A

**Wards Affected:**

All

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

**Background Papers: N/A**

**Annexes:**

**Annex A – York’s Tourism Strategy: Interim Document**





# York's Tourism Strategy

## Interim Document

### **York - Compelling, Exceptional World City**

Tourism is one of York's most successful and important industries. The competition however is fierce and there is no room for complacency.

In recognition of this, City of York Council and Visit York are working together to produce a new business strategy for tourism to drive the city forward.

We are very grateful to those of you who have given your time to contribute to the consultation. This document provides an update on the progress we are making towards the strategy and sets out the direction of travel. You have told us that putting York at the heart of everything we do is key to achieving your ambitions. The approach is outlined in the following pages.

**Over the summer we will be engaging with you as we start to produce detailed action plans for the strategy. Please continue to send us feedback on your views via: [tourismstrategyfeedback@visityork.org](mailto:tourismstrategyfeedback@visityork.org).**

## After extensive consultation with York's businesses, key tourism partners, the travel trade and customers, we believe that the strategy must be built on three core principles:

### 1. York is the Brand

Our strength is that the 'York' brand name and brand values have high level recognition within the UK and internationally. So put York at the heart of what you do and the rest will follow.

### 2. Grow the Sector

Helping to make York a top five UK city economy and a top 10 European city, delivering GVA (gross value added) and high quality jobs.

### 3. Business Proposition and Perspective

Led by strong sustainable businesses, success will be measured in terms of business growth.

### What's our aim?

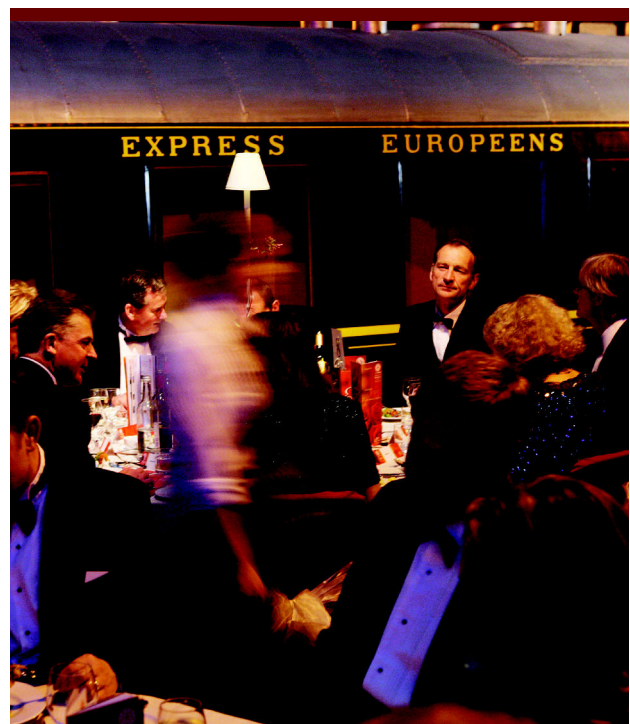
Our aim is ambitious but realistic. Starting from our current baseline and working through co-ordinated sector action plans, we believe we can deliver **a doubling of the value of tourism to the economy**. This means a £1billion industry creating an additional 2,000 high quality jobs.

### How will we do this?

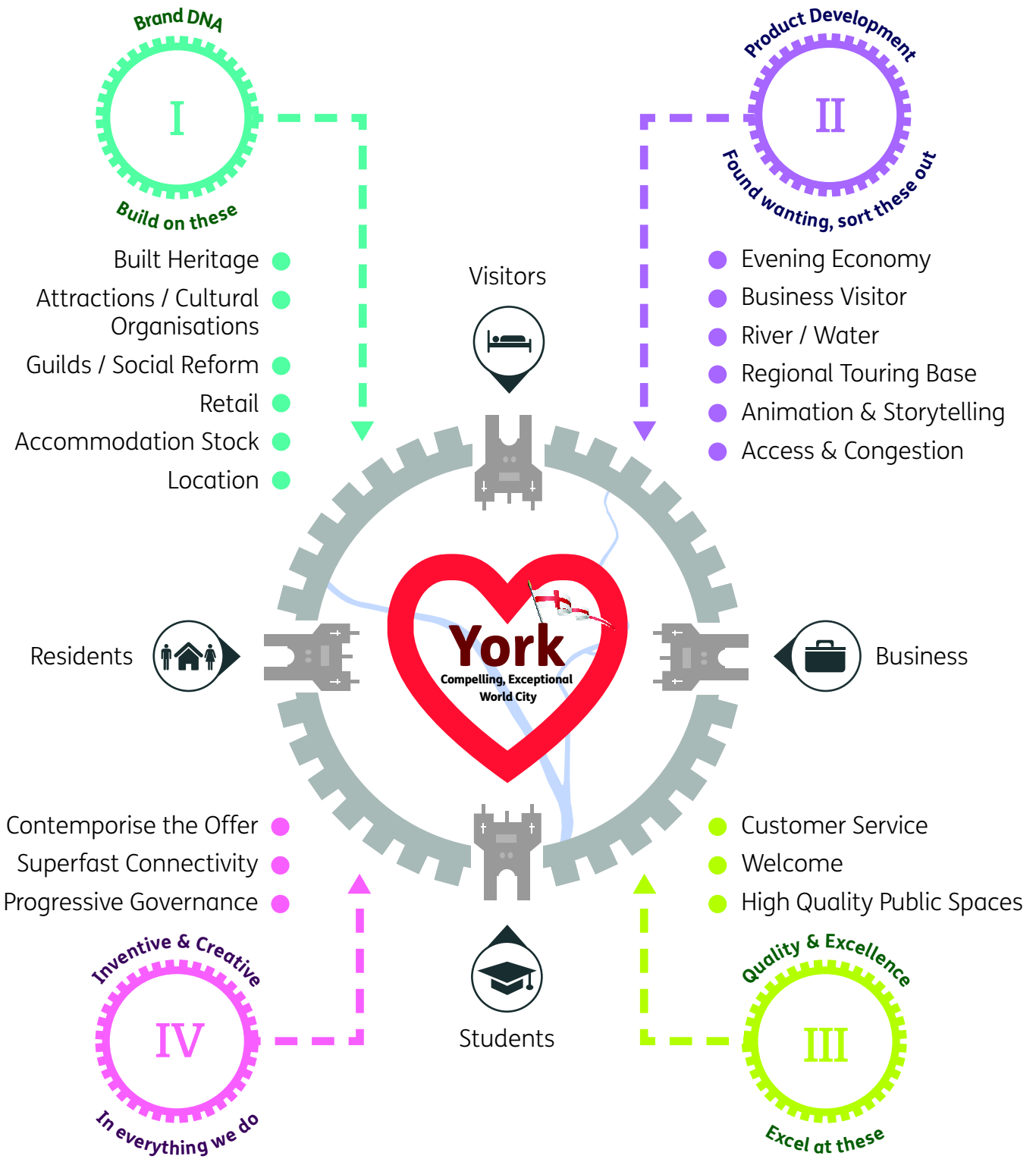
It's all about customers and there will be different approaches for each market segment.


We will:

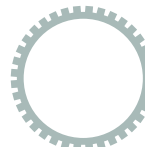
- ▶ Tackle seasonality
- ▶ Encourage more business visitors for conferences and meetings
- ▶ Extend length of stay – both business and leisure customers
- ▶ Increase spend of domestic day and staying visitors
- ▶ Increase overseas leisure and business visitors



# The Approach



 **Start with the Heart.** Make York the heart of your organisation and the rest will follow.

 Encircled by our customers, champions, supporters

## Some of your suggested actions

### Brand DNA

#### Build on these

- ▶ Re-focus on aspects of the visitor offer that can be promoted as new visitor attractions in their own right such as the city walls and street markets
- ▶ Make known York's distinctive character:
  - ▶ 2,000 years of history
  - ▶ World class attractions
  - ▶ Eclectic mix of independent retail and high street brands (fully integrating retail into the tourism offer)
  - ▶ Vibrant festival programme
  - ▶ Sustainable walking and cycle friendly city
- ▶ Exploit York's unique mix of modern day and historic entrepreneurship and radical reforming traditions (e.g. the York Guilds, the Quakers, the Joseph Rowntree legacy)

### Product Development

#### Found wanting, sort these out

- ▶ Grow the evening offer, for example, initiate a 'First Fridays' concept as the initial step in encouraging new entertainment choices

- ▶ Unleash the potential of York's contemporary offer – harnessing the innovation of our SMEs to make York the 'beating heart of the region'
- ▶ Prioritise the business tourism sector to position York as a world class destination, generating more conference and meetings bookings
- ▶ Address the January to Easter low point with new products such as a winter festival
- ▶ As a major driver of repeat business, focus on high impact events with a national / international profile that will create a quality, year round calendar
- ▶ Develop York's rivers for leisure and navigation, for example, Park and Sail, river trails, new access to the river and improved gardens
- ▶ Remove barriers to access by getting Park & Ride services running later with overnight parking, introduce pay on exit car parks and digital car park space information
- ▶ Position York as the key gateway and touring base for Yorkshire making it a one-stop shop of connections and easily accessible from the rest of the UK and Europe



## Quality and Excellence

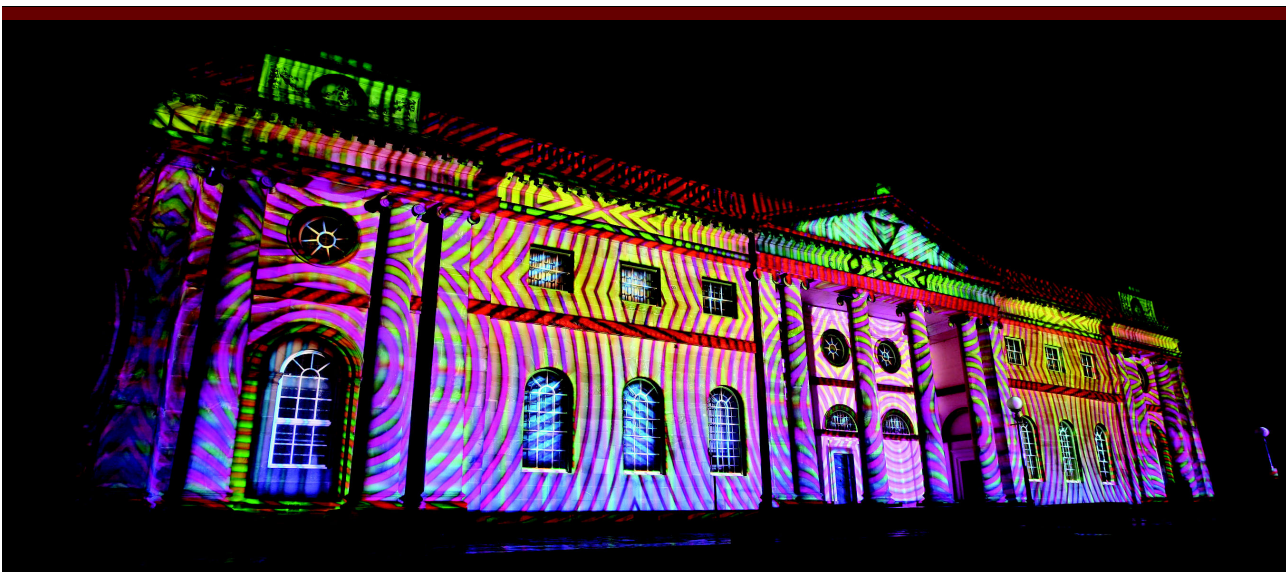
### Excel at these

- ▶ Actively manage the visitor destination by bringing together the city centre, public realm improvements, investment in toilets, public art, lighting and way-finding
- ▶ Encourage 100% of York's tourism businesses to sign up to Smarter York to ensure the best quality public spaces. For example pavements outside premises are kept clean
- ▶ Create a 'York Welcome' with all businesses going out of their way to deliver exceptional customer service. By taking the lead from London 2012 we should recruit our own *York Makers* and offer the highest quality training for businesses

## Inventive and Creative

### In everything we do

- ▶ Be at the forefront with technology, especially mobile, social media, mapping, apping and geocaching - augmenting reality to bring the city to life and making the most of our superfast connections
- ▶ Challenge and support businesses to develop high quality products and attractions that establish York's cultural offer as truly international
- ▶ Develop new ways of ensuring visitors make the most of what's on in the city, for example, using digital screen technology and a re-packaged York Pass
- ▶ Develop creative marketing campaigns for consumers and groups



# York's Tourism Strategy

## Next Steps

To deliver the ambitions set out in this document, we must explore new ways of working together, underpinned by the following:



**Your input would be very welcome.**  
**Please email your views to:**  
**[tourismstrategyfeedback@visityork.org](mailto:tourismstrategyfeedback@visityork.org)**

Jane,  
Lady Gibson

Chairman,  
Visit York



City of York  
Cllr. Sonja Crisp

Cabinet Member for Leisure,  
Culture and Tourism



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**Learning & Culture Overview & Scrutiny Committee****20 November 2013****School Meals Scrutiny Review - Interim Report****Purpose of Report**

1. This report presents an interim update on the work on the agreed scrutiny review of school meals, being undertaken by a Task Group from this Committee.

**Review Background**

2. At a meeting in June 2013, this Committee considered an introductory briefing provided by the Head of School Services & Directorate Support on the take up of school meals in general, and the take up of free school meals (FSM). The committee agreed the topic was suitable for scrutiny review and requested a scoping report for their July 2013 meeting.
3. In July 2013, the Committee received an introductory paper on the current provision of school meals and FSM in York, and considered a proposed timetable for carrying out the review. Based on the information provided, the Committee agreed the review remit detailed below, and set up a Task Group to carry out the review on their behalf.

**Review Remit**

4. Aim: To improve the take-up of school meals and free school meals
5. Objectives:
  - To explore reasons for the relatively small increase in take-up of school meals across all York schools.
  - To investigate why some parents/carers who are entitled, do not register and claim for free school meals and consider how the Local Authority working with partners can encourage them to do so.

- To investigate the reasons why significant numbers of entitled pupils whose parents/carers **have** registered and claimed, do not take up the offer of a free school meal.
- To look at the effectiveness of cashless payment systems for school meals and their impact on school meal take-up.

### **Review Terminology:**

6. Entitled to FSM – Pupils are entitled to receive a FSM if they live in households claiming qualifying benefits
7. Registered and claiming FSM – This relates to those who meet the entitlement criteria and register with the LA to claim FSM. This is what is reported by the School Census and described in publications as ‘known to be eligible for and claiming FSM’
8. Taking FSM – This relates to how many of the pupils registered to claim FSM actually take the meal on any given day.
9. Pupil Premium – Additional Government funding of £653 per pupil per year for every pupil registered for free school meals

### **Consultation & Timetable for Review**

10. In August 2013 the Task Group agreed a timetable for the review detailing the work they would carry out and the consultation they would undertake - see Annex A.
11. In September 2013, the Task Group met with representatives of the Youth Council to gather their views on school meals – see paragraphs 37-41 below. They also carried out a number of school visits in support of their work on this review – see paragraphs 57-58 below.

### **Information Gathered to Date**

12. School meal take up across all York schools (approx 34% of all pupils) has remained fairly static over the last few years with only a small percentage increase since ISS (Education) became the main school meal provider. There are variations to this picture in individual schools.

### **School Meals – Cost of Current Provision**



13. Of the 64 schools in York, 44 are in the Local Authority's school meals contract with ISS (Education). The Local Authority manages the ISS contract on behalf of those schools and was obliged to delegate the 17p subsidy for each meal provided to schools from September 2013. Whilst the LA encourages schools to keep their selling price as low as possible, schools are now free to choose whether to subsidise the selling price or pass the cost on to parents. The recommended current primary school meal price is £2.25, and the average cost for a secondary school meal is £2.40.
14. York's Local Authority contract with ISS was intended to ensure that the amount each school charges is not based on the size of each school or number of meals taken there. Each primary or secondary meal costs the same price across the authority. However, whilst this provides fairness, it is recognised that this does mean that the larger schools are likely to be subsidising the high number of York's smaller primary schools and York's special school, as those schools would find it extremely difficult to be able to provide freshly prepared school meals if the city-wide contract was not in place. From November 2013, because of the subsidy delegation and more schools expressing an interest in taking on-line payments, schools will be banking the school meals income and will be recharged for all meals taken at their school. Previously, only some primaries paid for their pupils' unpaid debts, i.e. having tried everything to collect payment for all school meals, primaries eventually wrote off unpaid debts. This meant that the council paid them by default.
15. Compared to neighbouring Local Authority (LA) areas the price of a school meal in York is high. The type of contracts in place in other LA areas and what they include dictate their cost. Variations in provision can include:
  - Staff costs: for example, staff who transfer to a catering contractor under TUPE on local authority terms and conditions, as was the case in York, means that employer costs for pension contributions and sick pay will be substantially more than for those recruited by the contractor. These costs reduce through staff turnover over the duration of the contract.
  - Whether all meals are freshly prepared on site from mostly raw ingredients. In York, all meals are freshly prepared in school except for two small schools which have dining centres served with freshly cooked meals daily taxied from nearby primary schools. No meals

are periodically delivered frozen or chilled to be reheated as happens in some other authorities' small schools.

- What the contractor/provider is responsible for: contractor responsibilities also vary greatly seemingly with no two local authority models the same. For example, staffing, equipment repair, equipment replacement and annual gas appliance and PAT testing are all built into the York contract as contractor responsibilities. Whereas other contractors have none of these costly responsibilities and these lie with the local authority or schools.
- Level of subsidy from the local authority and/or schools, directly or by providing 'hidden' services. As the table below shows, York's 17p gap in selling price and contract prices is relatively modest compared to elsewhere:

Comparison of York's subsidies per meal with regional neighbours	Primary Paid	Primary FSM	Secondary
York	£0.17	£0.17	£0.17
Local Authority 1	£0.35	£0.60	£0.67
Local Authority 2	£0.70	£0.70	No subsidy
Local Authority 3	£1.81	£1.81	tbc

16. Without these subsidies, selling prices in LAs 2 and 3 would be much more than York's selling price and subsidy. LA1 would be between York's selling price and subsidised price.
17. There are 18 York schools currently not in the ISS contract. Three of those schools - Burnholme Community College, Ralph Butterfield Primary and Robert Wilkinson Primary, have brought their school meal service in-house by employing their own staff. Ralph Butterfield and Robert Wilkinson primary schools both charge £2.20 for a meal. Burnholme Community College's pricing structure follows the authority's notional allowance of £2.40 for a free secondary school meal.
18. The other 15 schools have their meals provided by either North Yorkshire County Caterers (previous provider of LA contract), or by one of two private catering contractors (Dolce or Chartwells) – see table below:

<b>Primary</b>	<b>Catering Provider</b>	<b>Selling price</b>
Haxby Road Primary	Dolce	£2.20
Hob Moor Oaks	Chartwells (PFI)	£2.15
Hob Moor Primary	Chartwells (PFI)	£2.15
Huntington Primary	Dolce	£2.20
New Earswick Primary	NYCC	£2.20
Ralph Butterfield Primary	In-house	£2.20
Robert Wilkinson Primary	In-house	£2.20
St Barnabas' CE Primary	Chartwells (PFI)	£2.15
St Oswald's CE Primary	Chartwells (PFI)	£2.15
Westfield Primary	NYCC	£2.25
Yearsley Grove Primary	NYCC	£2.25
<b>Secondary</b>	<b>Catering Provider</b>	<b>FSM allowance</b>
Archbishop Holgate's CE	NYCC	£2.35
Burnholme Community College	In-house	£2.30
Fulford	NYCC	£2.30
Huntington	NYCC	£2.35
Joseph Rowntree	Chartwells	£2.40
Manor	NYCC	£2.35
York High	NYCC	£2.30

19. Selling prices across the primary schools listed above are similar to what those schools in the LA contract charge (£2.25 with a 17p subsidy paid to the contractor):
- Chartwells: £2.15 primary schools only (to July 2013, the PFI contractor received a smaller subsidy of £0.08 from the LA to reflect less sub-contractor responsibility for equipment and facilities). Sewells advise they have recently re-tendered on the basis of no subsidy and therefore the selling and contract prices are the same at £2.15.
  - Dolce: £2.20
  - North Yorkshire County Caterers: £2.20 - £2.25 (set by each school)
20. Inevitably financial reasons are a contributing factor to why the larger secondary schools choose to contract others to provide their school meals i.e. they benefit financially from not being in the LA contract as any profit made goes directly back to the school to cover the costs of their school meals provision rather than supporting other smaller schools, as is the case with York's LA contract (as detailed in paragraph 14 above). If schools do not charge VAT to pupils for their meals then local

authorities and schools are not allowed to spend any surplus on anything other than the costs associated with providing school meals.

21. In August 2013 the Task Group met with representatives from ISS (Education) the Local Authority's school meal provider. They provided detailed information on their contract and highlighted the challenges they had faced since taking up the contract three years before i.e.:
  - Ensuring Health & Safety environment was appropriate in each school i.e. food preparation and presentation areas
  - Catering Staff Training
  - Improving relationship and partnership working with each school
22. Take-up of School Meals

Take-up of school meals across York Schools varies with some schools not in the ISS contract having a significantly better take-up particularly in the larger secondary schools e.g. Fulford and Manor, compared to those schools in the LA contract. However there are also other schools not in the LA contract whose take-up is lower than the LA average. For those York Schools with a Breakfast Club, there was no evidence to suggest an impact on whether pupils chose to take a meal at lunchtime or not.
23. The Task Group considered detailed data on the take-up of school meals and take-up of FSM for all York's primary and secondary schools, going back to Autumn 2009, one year before ISS took over the contract in 2010. Information on the current take-up of school meals and FSM is shown at Annex B.
24. In August 2013 the Task Group met with ISS to discuss what they perceive to be the barriers to increasing take-up. They acknowledged the small percentage increase in take-up they had achieved since taking on the contract (resulting in the current 34% take-up), was not the 40% they had been aiming for, and confirmed that the amount of take up directly affects their selling price.
25. In their view, in some York schools there is a need for a cultural change and improved engagement with some Head Teachers to improve approach and ethos, and a more inclusive attitude from schools towards their catering team. They also acknowledged that the culture in York is more pack-up based at lunch time. Anecdotal evidence is that families tend to eat together in the evening and prefer children to take a packed lunch. Whereas they referred to another large LA with high take up which has several secondary schools that serve rural communities, and

reported that a majority of their pupils who are from a farming background expect a hot meal at lunch time.

26. Acknowledging that the quality, type and variety of food being served, and the preference for a packed lunch affects the level of take-up, ISS highlighted some of the ways they had tried to encourage greater take-up and provided example menus and information on the varied promotions they run to try to increase take-up, including themed days, inviting parents and grandparents and taster sessions. ISS produces a calendar of promotions which they circulate around schools, and schools can choose which promotions to take part in.
27. Some of York's larger primary schools offer sandwiches, but take-up is variable. In addition, all primary schools now provide jacket potatoes as an alternative to the standard school meal. However there are some reservations about the provision of jacket potatoes in regard to nutritional standards compliance (see paragraph below and paragraph 47).
28. Nutritional Standards  
Many parents mistakenly imagine that a packed lunch is the healthiest option. ISS confirmed it is far easier to get the necessary nutrients into a cooked meal – even one of mediocre quality. A recent Government initiative led to the creation of a school food plan designed to support Head teachers to deliver healthy nutritional food that pupils want to eat – for detailed information see: <http://www.schoolfoodplan.com/contact/>
29. Free School Meals  
Pupils are entitled to receive free school meals if they live in households claiming qualifying benefits. At the start of the review, there were 2503 pupils in York schools whose parents/carers had registered and were claiming free school meals. 919 of these pupils attend secondary school whilst 1584 attend primary school.
30. Schools receive additional funding of £653 per pupil per year as a pupil premium from the Government, for every pupil registered for free school meals. Since the introduction of this pupil premium, some York schools have engaged with parents/carers to encourage more of those who are entitled, to claim.
31. A national Department for Education report (Data source: DWP December 2011) indicated that a further 400 pupils in York might be entitled to free school meals but their parents **had not** registered and claimed for the benefit. This not only means that those pupils are missing

out on a free meal but York schools are not receiving the additional funding per pupil as detailed above.

32. The Local Authority's School Services Team confirmed they also had data that suggested a further 400 pupils per day whose parents/carers **had** registered and claimed for free school meals were not taking up the offer of their free meal.
33. FSM Application Process  
The School Services Team is responsible for the administration of the free school meals process. Over the last three years significant changes have taken place to reduce the administrative bureaucracy associated with this process in an attempt to encourage all those eligible to apply, by reviewing the application process both in terms of the initial application and renewing a pupil's free school meal claim. The criteria for being eligible are based on eligibility for certain income-related benefits but not in receipt of any Working Tax Credit. This has not been affected by the introduction of Universal Credit.
34. Encouraging more applications from those families that are eligible has been the main focus of the team. Working in conjunction with schools has also been a priority particularly when for schools additional funding is available to the school, through the pupil premium funding for those pupils on free school meals. Improvements have included:
  - One application per family
  - One educational benefit form (free school meals, uniform grants and transport)
  - Automatic renewals – Applying only once
  - Application linked to school admission request
35. Although in-terms of reducing bureaucracy (2500 less application forms) the changes have been successful, there is still a gap between those parents/carers who are eligible and those parents/carers who apply. Since the latest data was received indicating that approximately 400 pupils in York whose parents were in receipt of benefits entitling their children to a free school meal had not applied, more work has been done to try and close this gap. In addition, contact has been made with those LA's where take-up is significantly higher than in York, and the clear messages coming back were:
  - Closer liaison between education and benefits teams including the local Job Centre plus staff.

- Increasing options for application process including on-line applications
- Real time review of eligibility rather than annual review

36. CYC Colleagues across the schools services, benefits and the improvement teams met to consider possibilities of increasing the number of those eligible parents/carers applying. A number of options were considered and the following progress made:

- Being able to have identified all those families and their children who are eligible;
- All those families contacted before the start of term;
- An on-line application process has been identified which would allow parents/carers to apply and receive an instant decision as to whether they are eligible or not for free school meals;
- Changes have been made to the IT benefits system which will allow them to inform parents/carers immediately when they are in receipt of the appropriate qualifying benefit that their child(ren) will be eligible for free school meals. Benefits staff can then encourage or assist them in completing the application process.

37. Cashless Payment Systems

A number of schools within York, particularly in secondary schools have introduced cashless payment systems. Cashless systems allow parents to pay for school meals as well as other school costs (uniform, photograph, trips) on-line without pupils having to bring cash into schools. Other benefits for schools include a reduction in administration and less cash handling. These systems allow all pupils to be dealt with in the same way which helps to reduce the perceived stigma of receiving free school meals. However, the cost of installing and running these systems is expensive (£20-£25k to buy and approximately £3k a year to maintain), which deters some schools from purchasing them.

38. Meeting with Youth Council Representatives

In September 2013 two members of the Youth Council (both pupils at Fulford School) met with the Task Group to give their views on school meals. They confirmed that one of them regularly took up the hot food option while the other bought sandwiches. They both agreed that prices at Fulford were very reasonable - £1.80 for a hot meal and a hot pudding, but gave evidence that friends at other schools were paying £2.20 for "just a small plate of food".

39. They confirmed that Fulford School had in place a cashless payment system to which every pupil was registered. In regard to the 'stigma' attached to free schools meals they clarified that unless people physically looked at the screen there was no way of knowing how meals were financed. Other benefits to their cashless system included parents being able to log on to the system to check what their children had bought.
40. The Head of School Services confirmed that at some York primary schools had a cashless system which enabled parents and pupils to pick their meals at home and pre-book them online.
41. In regard to the health and nutrition of schools meals, the Youth Council representatives view was that while healthy and nutritious meals were available, there was no incentive to choose the healthier options because they were always more expensive. Both raised the issue of freshness, explaining that meals such as tray-bakes, pizza and pasta were made days in advance and while they were fine at the beginning of the week, towards the end of the week they were less fresh and less appealing. Queuing for meals at lunchtime was also considered a major issue; particularly for people on later sittings, and the reason why more pupils did not have school meals was simply because they did not like the food.
42. Finally, the pupils provided the Task Group with a copy of the York Youth Council Best Practice Guide regarding school meals recently published – see Annex C.
43. Food for Life Partnership & Flagship Award Scheme  
At their August meeting, the Task Group received information on a national Food for Life Partnership and its Flagship Award Scheme – see Annex D.

### **Analysis to Date**

44. Cost & Take-up  
The Task Group noted that the cost in York was the highest in ISS's portfolio, but recognised that their cost prices for each LA were based on what was included in each contract.
45. The also noted that the selling price in York's primary schools was the highest in the Yorkshire and Humber region and in comparison to its statistical neighbours. Also, that York's secondary schools selling price



was the highest in comparison to a majority of other LA areas – see comparison data at Annex E, which also includes details of the number of pupils in each LA area, the percentages known to be eligible for and claiming free school meals, and those actually taking up free school meals. The Task Group again acknowledged that all those selling prices were based on what was included in each LAs contract i.e. labour costs, food costs, overheads and margin costs. It was also influenced by the quality of food provided and in the case of York, the relatively high number of small primary schools within the LA contract.

46. Taking into account all of the information provided in regard to cost and take-up, the Task Group agreed that the cost of a school meal in York was a prohibitive factor in increasing take-up. They noted the cost in other Local Authority areas where take-up was good (£1.80-£2) and asked what level of take-up would be required in York in order to bring down the price in York schools to £2 (without needing to raise the Local Authority subsidy). The Head of School Services confirmed that ISS had estimated an increase in take-up to approximately 55% (currently 38%) would be required to reduce the selling price to £2.

47. Nutritional Standards

The Task Group queried whether schools had considered providing a pack-up for those pupils entitled to a free school meal, but were informed it was difficult to provide a packed lunch that complies with the current nutritional standards in place. Only 1% of packed lunches meet the nutritional standards (both legislatively and contractually) that currently apply to school food – see copy of The Education (Nutritional Standards & Requirements for School Food) Regulation 2007 at Annex F.

Free School Meals & Application Process

48. The Task Group were pleased to note the work recently undertaken by the Schools Services and Benefits teams to bring the application process for FSM in York in line with other LA areas exhibiting best practice and high take-up levels. They also acknowledged there was likely to be a number of reasons for none take-up of FSM in York, including the stigma of being on free school meals, quality, type and variety of food being served, the preference in York for a packed lunch, as well as pupils being absent from school and choosing not to take a meal.

49. Having considered the data collected by the Schools Services Team (see paragraph 23 above), they agreed that further research was required and queried whether it would be possible to identify all of the

parents/carers of those pupils entitled to free school meals who had not registered and claimed.

50. As a result, the School Services Team has completed a piece of work in conjunction with the Benefits Team, to identify those parents/carers. All were written to, encouraging them to apply and the Task Group are now awaiting an update to advise how successful this has been in terms of increasing the number of eligible pupils claiming free school meals.
51. Food for Life Partnership & Flagship Award Scheme  
The Task Group queried whether any schools in York had participated in the scheme, and was pleased to note that all schools within the LA contract had achieved the bronze award. They learnt that a small number of schools had been approached to consider the silver award but as yet no school has taken up the offer. The Task Group noted that the criteria for schools to achieve silver status had a financial implication e.g. the purchase of plates to replace plastic trays and agreed to gather the views of schools on achieving the silver award within their questions for their forthcoming school visits.

### **Completing Work on the Review**

52. School Visits  
As part of the review the Task Group agreed they would like to carry out a number of visits to schools. In September 2013 the Head of School Services was asked to approach the 8 schools listed below to arrange visits in November. They also decided which members should visit which schools:
- i. Carr Junior School: Cllr Potter and Andrew Pennington
  - ii. Westfield School: Cllr Fitzpatrick and Cllr Brooks
  - iii. Joseph Rowntree: Cllr Potter and Andrew Pennington
  - iv. York High: Cllr Fitzpatrick and Cllr Brooks
  - v. Woodthorpe Primary: Cllr Fitzpatrick and Cllr Brooks
  - vi. Burton Green: Cllr Potter and Andrew Pennington
  - vii. Elvington: Cllr Brooks and Andrew Pennington
  - viii. Robert Wilkinson: Cllr Fitzpatrick and Cllr Brooks
53. The Task Group members will be attending during the lunchtime period and have produced a brief survey to aid them in their discussions with pupils, school staff and catering staff.

54. Once these visits have been concluded the Task Group plan to hold a further two meetings:
55. Meeting 1 - To discuss the findings from the school visits and receive a further report containing:
- An update on the success of the School Services Team's recent work detailed in paragraphs 48-50 above
  - Information on the Governments plans to provide free school meals for infant school children (school years 1-3). The Task Group recognise this will lead to a substantial increase in the numbers receiving a school meal, and want to understand the knock on effects of this on the Local Authorities current contract with ISS.
56. As a result of the forthcoming changes, the Task Group will need to decide what if any further work is required on the review. For example, the Task Group will need to consider the knock on effects of the changes on the provision of school meals and FSM to children in Years 4+. Assuming no new information is requested in support of the review, the Task Group will identify their review conclusions and some draft recommendations.
57. Meeting 2 – To consider the review draft final report before its presentation to this committee. The intention is to have the draft final report presented at the meeting of this committee scheduled for 22 January 2014.

### **Implications**

58. **Financial** – The report does refer to the following areas which may have implications on resources:
- the current cost of subsidising the price of school meals
  - the potential increase in funding to schools by increasing the number of parents/carers applying for free school meals
  - The cost of installing and running costs for cashless school meals systems
  - **Human Resources (HR)** – There are no HR implications
  - **Equalities** - There are no equalities implications
  - **Legal** – There are no legal implications

## **Council Plan 2011-15**

59. Protect vulnerable people – by increasing free school meal take up will enable more low income families children to access a daily healthy meal.

## **Risk Management**

60. The risks in not conducting this review are:
- Schools could lose out on additional funding which is provided to them for every child on their roll who qualifies for free school meals;
  - Pupils entitled to free school meals miss out on eating a free meal every school day.

## **Recommendations**

61. Having considered the information provided within this report the Committee are recommended to note the work on the review to date and provide feedback on the suggested way forward for completing the work on the review.

Reason: To ensure compliance with scrutiny procedures, protocols and workplans.

## **Contact Details**

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### **Chief Officer Responsible for the report:**

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Assistant Director, Governance & ICT

**Report Approved**  **Date** 23 October 2013

For further information please contact the author of the report

**Background Papers:** None

## **Annexes**

**Annex A** – Review Timetable

**Annex B** – Data on current take-up of school meals and FSM

**Annex C** – York Youth Council Best Practice Guide to School Meals

**Annex D** – Food For Life Partnership & Flagship Award Scheme

**Annex E** – Comparison data for other LA areas

**Annex F** – The Education (Nutritional Standards & Requirements for School Food) Regulation 2007

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## School Meals Scrutiny Review Timetable

## Annex A

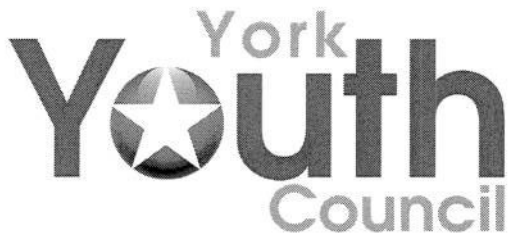
Visits / Meetings	Area of Inquiry	Suggest Method
<p>Meeting 1- Information Gathering</p> <p>21 August 2013 @ 5:30pm</p>	<p>1. To consider how the Local Authority working with partners can encourage those parents/carers who are entitled to register and claim for free school meals for their children.</p>	<ul style="list-style-type: none"> <li>• To meet with representatives of ISS (Education) catering contractors to consider options/solutions to non-take up of school meals from pupils who are entitled and whose parents/carers have registered. To explore reasons for relatively small increase in take-up of school meals across all York schools</li> <li>• To consider the current free school meal application process and consider possible improvements by comparing the current process to those LA's where 100% of eligible parents/carers apply.</li> </ul>
<p>Meeting 2 - Information Gathering</p> <p>25 September 2013 @ 5:30pm</p>	<p>2. To investigate the reasons why significant numbers of entitled pupils whose parents/carers have registered and claimed do not take up the offer of a free school meal.</p>	<ul style="list-style-type: none"> <li>• To consider prohibitive factors affecting take up of school meals and FSM</li> <li>• To meet youth council representatives to discuss reasons for low free school meal take-up from their perspective.</li> </ul>
<p>School Visits Consultation</p>	<p>3. To look at the effectiveness of cashless school meals and there impact on school meal take-up</p> <p>4. To investigate why entitled parents &amp; carers do not register and claim for FSM, and why take up of school meals is limited.</p>	<ul style="list-style-type: none"> <li>• To meet with pupils, school staff and catering staff, including one which has a cashless payment system to:                         <ul style="list-style-type: none"> <li>a) Look at impact of cashless system and any resulting improvements.</li> <li>b) Explore reasons for low take up of school meals and FSM and explore options/solutions</li> </ul> </li> </ul>

<p>Meeting 3 - Information Gathering</p> <p>Date to be agreed</p>	<p>To consolidate information gathered to date and identify some initial conclusions</p>	<ul style="list-style-type: none"> <li>• To meet with parent/carers representative groups (Citizens Advice?) to look at barriers and reasons for not registering and claiming.</li> <li>• To consider all the information gathered to date, identify what if any additional information is required, and if possible identify some initial conclusions</li> </ul>
<p>Meeting 4</p> <p>Date to be agreed</p>	<p>To identify suitable recommendations</p>	<ul style="list-style-type: none"> <li>• To consider a draft final report containing findings from all the information gathered and draft recommendations</li> </ul>



City of York Schools Catering: Take-up and meals per day (MPD) by school for academic year September 2012 - July 2013 using January census data for full-time pupil numbers on roll (NOR) and Free School Meal (FSM) eligibility.										
Primary, Nursery & Special <sup>1</sup>										
School	Contractor	No of Full-time Pupils on Roll <sup>2</sup>	Activity 2012-13			January 2013 census data				
			Pupil FSM per day	Total Pupil Meals per day (MPD)	% Total Pupil take up	No of pupils eligible for FSM (census)	No FSM Eligible Rank	% FSM eligible	% FSM Eligible Rank	% FSM take up (census)
Acomb Primary	ISS	221	11	95	43%	16	31	7%	31	81%
Applefields	ISS	142	21	71	50%	34	16	24%	9	53%
Archbishop of York's CE Junior	ISS	230	4	107	46%	8	42	3%	43	75%
Badger Hill Primary	ISS	142	9	45	32%	10	37	7%	32	90%
Bishopthorpe Infant	ISS	180	5	76	42%	8	42	4%	39	50%
Burton Green Primary	ISS	154	39	64	42%	54	8	35%	6	63%
Carr Infant	ISS	229	33	74	32%	49	10	21%	14	65%
Carr Junior	ISS	216	17	55	25%	30	18	14%	22	53%
Clifton Green	ISS	351	89	138	39%	129	1	37%	4	78%
Clifton with Rawcliffe Primary	ISS	532	18	151	28%	23	24	4%	40	70%
Copmanthorpe Primary	ISS	355	10	143	40%	11	36	3%	45	82%
Derwent Infant	ISS	46	18	24	52%	20	27	43%	2	95%
Derwent Junior	ISS	55	17	23	42%	19	28	35%	7	89%
Dringhouses Primary	ISS	298	17	91	31%	29	22	10%	27	69%
Dunnington Primary	ISS	247	5	78	32%	9	38	4%	42	56%
Elvington Primary	ISS	135	2	69	51%	3	50	2%	51	100%
Fishergate Primary	ISS	226	25	96	43%	30	18	13%	23	90%
Haxby Road Primary	Dolce	177	59	99	56%	79	4	45%	1	61%
Headlands Primary	ISS	281	3	47	17%	3	50	1%	54	67%
Hempland Primary	ISS	411	3	102	25%	5	47	1%	53	40%
Heworth CE Primary	ISS	142	10	53	37%	13	34	9%	29	92%
Hob Moor Oaks	Chartwells	60	10	23	39%	13	34	22%	13	100%
Hob Moor Primary	Chartwells	266	71	105	39%	95	3	36%	5	79%
Knavesmire Primary	ISS	281	14	65	23%	17	30	6%	33	82%
Lakeside Primary	ISS	330	32	79	24%	43	14	13%	24	79%
Lord Deramore's Primary	ISS	209	8	93	45%	9	38	4%	41	89%
Naburn CE Primary	ISS	87	4	37	43%	4	48	5%	38	50%
New Earswick Primary	NYC Caterers	184	30	63	34%	45	12	24%	8	69%
Osbaldwick Primary	ISS	203	19	61	30%	30	18	15%	21	73%
Our Lady Queen of Martyrs Primary	ISS	400	31	127	32%	46	11	12%	25	74%
Park Grove Primary	ISS	268	20	96	36%	26	23	10%	28	69%
Poppleton Ousebank Primary	ISS	422	6	146	35%	9	38	2%	52	100%
Poppleton Road Primary	ISS	389	42	101	26%	58	7	15%	20	76%
Ralph Butterfield Primary	In-house	306	7	111	36%	9	38	3%	46	78%
Robert Wilkinson Primary	In-house	569	12	185	33%	16	31	3%	49	100%
Rufforth Primary	ISS	71	4	26	37%	4	48	6%	34	100%
Scarcroft Primary	ISS	325	31	110	34%	36	15	11%	26	97%
Skelton Primary	ISS	102	15	47	46%	18	29	18%	16	94%
St Aelred's RC Primary	ISS	187	24	52	28%	32	17	17%	17	59%
St George's RC Primary	ISS	183	20	74	40%	30	18	16%	18	73%
St Lawrence's CE Primary	ISS	190	33	69	36%	45	12	24%	10	76%
St Mary's CE Primary	ISS	106	2	58	55%	3	50	3%	48	67%
St Paul's CE Primary	ISS	167	2	57	34%	8	42	5%	37	25%
St Paul's Nursery	ISS	56	1	30	53%	3	50	5%	36	67%
St Wilfrid's RC Primary	ISS	262	17	114	44%	21	26	8%	30	81%
St. Barnabas CE Primary	Chartwells	142	21	46	32%	23	24	16%	19	83%
St. Oswald's CE Primary	Chartwells	296	10	85	29%	16	31	5%	35	69%
Stockton on the Forest Primary	ISS	70	2	16	23%	2	54	3%	47	50%
Tang Hall Primary	ISS	131	35	54	41%	53	9	40%	3	100%
Westfield Community Primary	NYC Caterers	482	85	184	38%	108	2	22%	12	77%
Wheldrake CE Primary	ISS	216	3	81	37%	7	45	3%	44	29%
Wigginton Primary	ISS	277	6	44	16%	7	45	3%	50	86%
Woodthorpe Primary	ISS	354	54	93	26%	72	5	20%	15	75%
Yearsley Grove Primary	NYC Caterers	299	46	87	29%	68	6	23%	11	71%
Averages/Total		12660	1130	4322	34%	1558	54	12%	54	75%
<b>Key</b>	<b>Highest</b>	<b>Lowest</b>								
<b>Notes</b>										
<sup>1</sup> Does not include Huntington Primary (Dolce), who declined to take part. Danesgate not included as comparable data not available, except for Kestrels included in Tang Hall.										
<sup>2</sup> Primary numbers on roll = No of Full-time Pupils, does not include part-time pupils unlike the census.										
Relevant to take up as nursery/reception pupils need to be in school for sessions in the morning and afternoon to be eligible for a free school meal.										
St Paul's nursery pupils: actual NOR halved to give full-time equivalent.										





# York Youth Council Good Practice Guide

## Maximising Free School Meal Numbers

### Why?

York Youth Council thinks that Free School Meals are important because:

- ★ School food has to meet high nutritional standards which guarantee pupils a healthy, balanced menu.
- ★ Research proves that when students eat at lunchtime, in a decent environment, they do better in the afternoon. (School Food Trust 2011)
- ★ Recent years have seen an increase in the number of pupils entitled to Free School Meals in York.
- ★ The Pupil Premium is tied to Free School Meal registration, enabling schools to better support those children that most need it.

**Free School Meals matter and we think we should work together to ensure that:**

- ★ **all pupils entitled to Free School Meals are registered for them**
- ★ **all registered pupils claim and eat their free meal**

### Improving take up across the board

Approaches which seek to increase the overall take up of school dinners have proved effective in increasing the uptake of Free School Meals as well. This included promotion through assemblies, PSHE lessons, strong links to healthy school programmes, promotion to parents and addressing issues around the quality of food and the dining experience.

### Free School Meals – the figures

- ★ **1.2 million**- the number of pupils in England registered as eligible for Free School Meals. <sup>(1)</sup>
- ★ **500,000** - the number of pupils in England that are put off claiming, because of systems that single out those receiving free meals, and the poor quality of some of the food. <sup>(2)</sup>
- ★ **827** - the number of pupils in York secondary schools registered as eligible for Free School Meals. <sup>(3)</sup>
- ★ **162** – the number of pupils in York secondary schools registered for a Free School Meal that don't eat them. <sup>(3)</sup>
- ★ **Between 1050 and 2700** - the estimated number of pupils in York who may be eligible for Free School Meals but are not registered. <sup>(4)</sup>
- ★ **£430** - the amount of Pupil Premium funding that each school receives per registered child.
- ★ **14%**- of pupils in York are obese at the end of Year 6. <sup>(5)</sup>

(1) DfE: Schools pupils and their characteristics, Jan 2011.

(2) Children's Society, Fair and Square, April 2012.

(3) January free school meal Census 2012.

(4) Estimates based on national % of non- take up and a comparison of families in receipt of full housing benefit and council tax benefit against FSM applicants Feb 2012.

(5) School Food Trust Sept 2011.



**Things to try...****Parent involvement**

Communicating with parents about their entitlement to Free School Meals, how to claim, and what the benefits are. Giving parents the chance to try school meals at events like parent's evenings, and providing school menus and examples of what a Free School Meal could include.

**Listening to pupils, staff and parents**

Listen to feedback about lunchtime and tailor your service to address any issues. This will enable you to make school meals more appealing to both paid and Free School Meal pupils. We have developed an online questionnaire to help you do this- this can be found at [www.yorkyouthcouncil.co.uk](http://www.yorkyouthcouncil.co.uk) Get in touch if you want a link for your own website.

Supporting pupils who usually have pack-ups to mystery shop the dining experience can encourage them to try a meal- and provide you with feedback.

**Food and eating experience**

The quality, choice and quantity of food is important in promoting uptake of school meals. Research in Leeds suggested that parents concerns about portions not being big enough, restricted choices (limited to meal deals, or not including a drink) contribute to them not taking school meals. Addressing issues around the choice of foods, length of queues, dining environment and provision for pupils on special diets can help.

**Incentive schemes**

Providing rewards (e.g. entry into a raffle) when healthy choices are made have proved effective.

**Ambassadors**

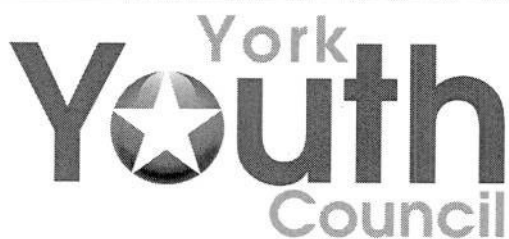
Consider adopting the School meal Ambassadors scheme which supports students to work with school catering teams to monitor, challenge and improve school food.

**Grab and go**

Providing a grab and go option, which can be pre-ordered and collected at break or lunch time lets pupils take part in lunch time activities, enables them to eat with their friends and eat outside, has been found to improve take up.

**Summary**

- ★ Improve the quality of school meals and the dining experience
- ★ Listen to pupils, parents and staff
- ★ Involve and communicate with parents
- ★ Introduce grab and go
- ★ Consider incentive schemes
- ★ Introduce School Food Ambassadors



# York Youth Council Good Practice Guide

## Removing the stigma from FSM

### The problem

Nationally about 500,000 children and young people do not claim Free School Meals when they could (Children's Society). In York we estimate that somewhere between 1050 and 2700 children and young people fail to claim their entitlement. This represents between £451,500 and £1,161,000 of pupil premium money that isn't accessed. In secondary schools, in York in 2010-11 only 6.6% of the 8.3% of pupils who are entitled ate their Free School Meals. Meaning many went without the benefits associated with a nutritious school lunch.

### Stigma

One of the reasons given for not claiming is stigma. Systems that use vouchers or having your name ticked at the till mean that it is **obvious** who receives Free School Meals. Some pupils find this **embarrassing**. Parents may feel **anxious** about their children being identified and others knowing they are receiving benefits. This can lead to **bullying** and name calling. It can also take longer than paying with cash, especially if they are topping up with cash.

### The challenge

Completely removing peer to peer discrimination around free school meals in schools is a huge challenge. But there are things you can do to minimise the negative effect it can have on the pupil's willingness to eat a Free School Meal.

### Non- stigmatised access

It is important that pupils who receive Free School Meals aren't identified. Explore ways to provide all pupils with exactly the same tokens or dinner tickets, so that no-one can tell who has or hasn't paid for them.

Make sure that queuing and seating systems don't separate out those who have Free School Meals and those who don't.

Ensure dinner staff are discrete in dealing with Free School Meal issues.

**FACTS: 9% of pupils did not feel comfortable getting free school meals, 17% felt embarrassed, 10% were worried about teasing.** (Education Leeds research)

#### Work with parents

Make sure you communicate with parents, letting them know what you are doing about ensuring access to Free School Meals is discrete.

#### Whole school approaches

Ensure that anti-bullying policy covers bullying related to Free School Meals.

Promoting the uptake of school meals to the whole school (and reminding people that it might be free) can increase uptake.

#### Cashless systems

York Youth Council recognises that cashless systems can be very expensive for schools. However they can be highly effective in tackling the problems of stigma associated with Free School Meals. They can reduce time queuing and ensure anonymity. They can also support the school in monitoring what pupils are eating.

#### More information...

The School Food Trust have produced an independent report that looks at cashless systems. You can find this at:

[www.schoolfoodtrust.org.uk/partners/resources/an-independent-review-of-cashless-systems](http://www.schoolfoodtrust.org.uk/partners/resources/an-independent-review-of-cashless-systems)

Education Leeds have done research and produced a tool kit about improving free school meal take up.

[www.educationleeds.co.uk/schoolmeals](http://www.educationleeds.co.uk/schoolmeals)

#### Summary

★ Embarrassment of being recognised as getting Free School Meals deters parents and pupils from claiming their entitlement.

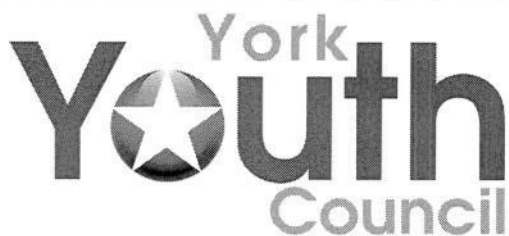
★ Reducing the stigma associated with this can lead to an increase in Free School Meal registration and take up.

★ Any system for giving out Free School Meals should ensure that pupils can not be identified.

★ Make sure you tell parents what you are doing to make sure that pupils can't be identified.

★ It is important that pupils choose to take a Free School Meal because they: enjoy the food, enjoy the dining experience and feel comfortable- not just because they are FREE.





## York's Free School Meal Charter

### Reducing Poverty in York

York's Poverty Strategy states that poverty is everyone's business. We want to keep people out of poverty and help those in poverty to have a better life. Nationally it is estimated that 4.3% of children who could have a free school meal are not currently registered. Assuming that York follows the national trend, an estimated 1050 children in York may be entitled but not registered, local research supports this assumption.

### What has been done...

- ★ The local Authority has improved the information about claiming free school meals.
- ★ The Local Authority is working with the Job Centre to see if people claiming benefits that entitle them to free school meals can be automatically entitled, rather than having to claim separately.

### To improve Free School Meals our school will:

- ★ Ensure that any information sent home to parents about school meals or school uniform includes information on how to apply for financial support.
- ★ Ensure school staff can support parents in applying for free school meals.
- ★ Ensure young people getting free school meal can't be identified by those who are not directly involved in administering the system. This includes other pupils, school dining room staff, teachers, volunteers working in school.
- ★ Run the School Food Ambassadors scheme to support pupil's involvement with school food.
- ★ Seek and act on regular feedback from pupils, parents, and staff about school food. York Youth Council have developed an online questionnaire to help you do this. Look on [www.yorkyouthcouncil.co.uk](http://www.yorkyouthcouncil.co.uk) for more information.
- ★ Ensure there are a range of options available to pupils who are entitled to free school meals, including grab and go options.

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## School Meals Scrutiny Review

### Food for Life Partnership & Flagship Award Scheme

1. The Partnership is a network of schools and communities across England committed to transforming food culture. It brings together the expertise of four food focussed charities, helping schools across England to change their food culture and revolutionise their school meals.
2. The Partnership uses food as a way to improve the whole school experience – making lunchtimes a positive feature of the day and enriching classroom learning with farm visits and practical cooking and growing.
3. Over 4,500 Schools across England are enrolled on the programme. They are growing their own food; organising trips to farms; sourcing food from local bakers, butchers and farmers; setting up school farmers' markets; holding community food events; providing cooking and growing clubs for pupils and their families; and serving freshly prepared, locally sourced meals that follow a rigorous Food for Life Catering Mark.
4. 'Food for Life Partnership' schools are also embedding food education into their curriculum, and a focus on 'pupil voice' means pupils take ownership and decide their own priorities. The Partnership is about bringing people together – teachers, pupils, families, cooks, caterers, farmers and the wider community – to enjoy good, wholesome food and change food culture in England significantly.
5. Three major independent research programmes have shown the impact the partnership is having. They reveal that due to the Food for Life Partnership children are eating more fruit and vegetables; that the programme helps 'close the gap' in health and academic attainment between disadvantaged children and their peers; schools show a significant increase in free school meal uptake which is crucial in encouraging healthy eating habits; and twice as many primary schools received an Outstanding Ofsted rating after working with the programme.
6. The Food for Life Partnership runs an Award Scheme designed to implement positive changes in schools, that are achievable and sustainable in partnership with the their caterers. The Food for Life Partnership Mark awards achievement at three levels – Bronze, Silver and Gold. For each award, there is a set of criteria centred around four areas of development:
  - Food leadership
  - Food education
  - Food quality and provenance
  - Food culture & community involvement

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<b>MAINTAINED &amp; STATE-FUNDED PRIMARY SCHOOLS BY SELLING PRICE</b>	Number on roll	Number of pupils known to be eligible for and claiming free school meals (5)	% known to be eligible for and claiming free school meals	Number of pupils taking free school meals (3)	Gap Eligible for FSM and taking FSM Number	% taking FSM	Selling Price 2013
<b>STATISTICAL NEIGHBOURS (top 10: all "Very Close")</b>							
<b>England</b>	<b>4,348,400</b>	<b>785,535</b>	<b>18.1</b>	<b>665,685</b>	<b>119,850</b>	<b>85%</b>	
<b>THIS GROUP</b>	<b>378,282</b>	<b>53,303</b>	<b>13.5</b>	<b>44,453</b>	<b>9,377</b>	<b>83%</b>	<b>£2.01</b>
York	13,814	1,534	11.1	1,154	380	75%	£2.25
Cheshire West and Chester	25,958	3,585	13.8	3,019	566	84%	£2.20
Warrington	17,962	2,212	12.3	1,935	277	87%	£2.10
Staffordshire	62,863	8,086	12.9	6,771	1,315	84%	£2.10
Swindon	17,822	2,346	13.2	1,941	405	83%	£2.00
Nottinghamshire	64,974	9,734	15.0	7,591	2,143	78%	£2.00
Bury	16,899	2,703	16.0	2,327	376	86%	£1.90
Warwickshire	42,023	4,836	11.5	3,859	977	80%	£1.90
Trafford	20,924	2,522	12.1	2,187	335	87%	£1.85
Lancashire	95,043	15,745	16.6	13,669	2,076	87%	£1.75
Stockport	24,295	3,298	13.6	2,771	527	84%	tbc
<b>YORKSHIRE AND THE HUMBER (5)</b>							
<b>York</b>	<b>13,814</b>	<b>1,534</b>	<b>11.1</b>	<b>1,154</b>	<b>380</b>	<b>75%</b>	<b>£2.25</b>
North Lincolnshire	13,992	2,527	18.1	2,109	418	83%	£2.10
East Riding of Yorkshire	25,554	2,812	11.0	2,254	558	80%	£2.10
North Yorkshire	44,008	4,216	9.6	3,370	846	80%	£2.10
Leeds	65,570	13,395	20.4	11,028	2,367	82%	£1.95-£2.05
Calderdale	19,445	3,345	17.2	2,985	360	89%	£2.00
North East Lincolnshire	13,960	2,852	20.4	2,454	398	86%	£2.00
Doncaster	27,065	5,750	21.2	4,935	815	86%	£2.00
Sheffield	44,102	9,404	21.3	7,336	2,068	78%	£1.98
Kirklees	38,709	7,149	18.5	6,126	1,023	86%	£1.85
Rotherham	23,915	4,706	19.7	3,850	856	82%	£1.85
Wakefield	29,337	4,909	16.7	4,127	782	84%	£1.80
Barnsley	20,887	4,494	21.5	3,837	657	85%	£1.70
Bradford	57,476	11,810	20.5	10,108	1,702	86%	£1.55
Kingston Upon Hull, City of	22,702	6,985	30.8	5,646	1,339	81%	£1.00
<i>Some primary schools make their own arrangements or set their own prices. Therefore some prices are only recommended by the authority as a guide.</i>							
<b>Other LAs in Region "Closeness" Other LAs in Region "Closeness"</b>							
East Riding of Yorkshire	Very Close	Kirklees				Close	
North Yorkshire	Very Close	Rotherham				Close	
Calderdale	Very Close	Wakefield				Close	
Leeds	Close	North East Lincolnshire				Close	
Sheffield	Close	Barnsley				Somewhat close	
North Lincolnshire	Close	Bradford				Somewhat close	
Doncaster	Close	Kingston Upon Hull, City of				Not Close	
<i>Source: Children's Services Statistical Neighbour Benchmarking Tool 2009</i>							
Roll & FSM census data: Table 8a SFR_21_2013_with additional calculations for FSM gap.							

<b>STATE-FUNDED SECONDARY SCHOOLS BY SELLING PRICE</b>	Number on roll	Number of pupils known to be eligible for and claiming free school meals (5)	% known to be eligible for and claiming free school meals	Number of pupils taking free school meals (3)	Gap Eligible for FSM and taking FSM Number	% taking FSM	Selling Price 2013
<b>STATISTICAL NEIGHBOURS (top 10: all "Very Close")</b>							
<b>ENGLAND (5)</b>	<b>3,210,120</b>	<b>486,260</b>	<b>15.1</b>	<b>386,325</b>	<b>99,935</b>	<b>79%</b>	
<b>THIS GROUP</b>	<b>287,810</b>	<b>32,346</b>	<b>11.2</b>	<b>26,600</b>	<b>5,746</b>	<b>80%</b>	<b>£2.17</b>
Lancashire	68,080	8,955	13.2	8,080	875	90%	£2.55
York	9,748	821	8.4	634	187	77%	£2.40
Staffordshire	54,645	5,237	9.6	4,194	1,043	80%	£2.20
Cheshire West and Chester	20,403	2,156	10.6	1,612	544	75%	£2.20
Warwickshire	33,573	2,821	8.4	2,203	618	78%	£2.00-£2.20
Warrington	13,149	1,291	9.8	981	310	76%	£2.10
Bury	10,860	1,635	15.1	1,386	249	85%	£2.00
Nottinghamshire	48,433	6,010	12.4	4,657	1,353	77%	£2.00
Trafford	16,564	1,718	10.4	1,426	292	83%	£1.90
Swindon	12,355	1,702	13.8	1,427	275	84%	
Stockport	14,151	1,904	13.5	1,483	421	78%	
<b>YORKSHIRE AND THE HUMBER (5)</b>							
<b>East Riding of Yorkshire</b>	<b>21,310</b>	<b>1,859</b>	<b>8.7</b>	<b>1,281</b>	<b>578</b>	<b>69%</b>	<b>£2.40</b>
York	9,748	821	8.4	634	187	77%	£2.40
Calderdale	15,583	2,084	13.4	1,695	389	81%	£2.20-£2.30
Bradford	35,504	8,024	22.6	6,711	1,313	84%	£2.15
Doncaster	19,547	3,267	16.7	2,490	777	76%	£2.10
Leeds	44,561	8,088	18.2	6,455	1,633	80%	£2.10
North Yorkshire	38,404	2,801	7.3	2,152	649	77%	£2.10
Rotherham	18,534	3,050	16.5	2,280	770	75%	£2.05
North East Lincolnshire	9,216	1,460	15.8	1,298	162	89%	£2.04
Sheffield	29,884	5,510	18.4	3,914	1,596	71%	£2.03
Kirklees*	25,189	4,208	16.7	3,393	815	81%	£2.00
Wakefield*	20,061	2,870	14.3	2,293	577	80%	£2.00
Kingston Upon Hull, City of	12,629	3,613	28.6	2,594	1,019	72%	£1.90
North Lincolnshire	9,353	1,370	14.6	1,090	280	80%	
Barnsley	11,099	2,153	19.4	1,674	479	78%	
<i>Most secondary schools make their own arrangements.</i>							
<i>Prices are only recommended by the authority as a guide.</i>							
<i>*Indicates all cashless secondary schools, although this may also apply to other authorities.</i>							
<b>Other LAs in Region</b>	<b>"Closeness"</b>		<b>Other LAs in Region</b>	<b>"Closeness"</b>			
East Riding of Yorkshire	Very Close		Kirklees	Close			
North Yorkshire	Very Close		Rotherham	Close			
Calderdale	Very Close		Wakefield	Close			
Leeds	Close		North East Lincolnshire	Close			
Sheffield	Close		Barnsley	Somewhat close			
North Lincolnshire	Close		Bradford	Somewhat close			
Doncaster	Close		Kingston Upon Hull, City of	Not Close			
<i>Source: Children's Services Statistical Neighbour Benchmarking Tool 2009</i>							
Roll & FSM census data: Table 8b SFR_21_2013_with additional calculations for FSM gap.							

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 STATUTORY INSTRUMENTS
 

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2007 No. 2359

## EDUCATION, ENGLAND

 The Education (Nutritional Standards and Requirements for  
 School Food) (England) Regulations 2007

<i>Made</i> - - - -	<i>9th August 2007</i>
<i>Laid before Parliament</i>	<i>17th August 2007</i>
<i>Coming into force</i> - -	<i>10th September 2007</i>

The Secretary of State for Education and Skills, in exercise of the powers conferred by sections 114A and 138(7) and (8) of the School Standards and Framework Act 1998(a), makes the following Regulations:

**Citation, commencement and application**

1.—(1) These Regulations may be cited as the Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007 and shall come into force on 10th September 2007.

(2) These Regulations apply in relation to food provided to pupils of schools maintained by a local education authority in England.

**Interpretation**

2.—(1) In these Regulations—

“the Meat Products Regulations ” means the Meat Products (England) Regulations 2003(b);

“the Fruit Juices Regulations ” means the Fruit Juices and Fruit Nectars (England) Regulations 2003(c);

“confectionery” means chewing gum, cereal bars, processed fruit bars, non-chocolate confectionery (whether or not containing sugar), chocolate in any form (except hot chocolate), any product containing or wholly or partially coated with chocolate and any chocolate-flavoured substance, but excludes cocoa powder used in cakes, biscuits and puddings or in a drink listed in group F in Schedule 1;

“food” includes drink;

“fruit juice” means the products described by that name or by the name of “fruit juice from concentrate” in Schedule 1 to the Fruit Juices Regulations;

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(a) 1998 c.31. Section 114A was inserted by section 86 of the Education and Inspections Act 2006 (c.40).

(b) S.I. 2003/2075.

(c) S.I. 2003/1564.



“meat” has the meaning assigned to it by Directive 2000/13/EC of the European Parliament and the Council on the approximation of the laws of the Member States relating to the labelling, presentation and advertising of foodstuffs<sup>(a)</sup>;

“meat product” has the same meaning as in the Meat Products Regulations;

“oily fish” includes anchovies, herring, kipper, mackerel, pilchards, salmon, sardines, trout, tuna (but not canned tuna) and whitebait;

“portion” means an amount of a particular food provided to an individual as part of a meal;

“sandwiches” includes filled rolls and similar products which are ready to eat without further preparation;

“school lunch” means food provided for consumption by pupils as their midday meal on a school day, whether involving a set meal or the selection of items by them or otherwise;

“snacks” means pre-packaged items other than confectionery which are ready to eat without further preparation and which consist of or include as a basic ingredient potato, cereals, soya, nuts, seeds, fruit or vegetables, but does not include sandwiches, cakes or biscuits;

“transfer of control agreement” has the same meaning as in paragraph 2(7) of Schedule 13 to the School Standards and Framework Act 1998;

“vegetable juice” means juice extracted from vegetables or tomatoes with no other substance added, except that any water extracted during concentration may be restored;

“week” means the five days from Monday to Friday.

- (2) Nothing in these Regulations applies to food provided—
- (a) at parties or celebrations to mark religious or cultural occasions;
  - (b) at fund-raising events;
  - (c) as rewards for achievement, good behaviour or effort;
  - (d) for use in teaching food preparation and cookery skills, provided that any food so prepared is not served to pupils as part of a school lunch ; or
  - (e) on an occasional basis by parents or pupils.

### **Food Groups.**

3. For the purpose of these Regulations food shall be divided into the groups shown in Schedule 1, and any reference to a group is a reference to one of those groups.

4. Where a school is open for fewer than five days in any week the requirements in Schedules 2 and 3 which refer to the number of times food must or must not be provided by reference to a week shall apply as if the school were open for the whole of that week.

### **Lunch requirements**

- 5.—(1) This regulation applies to a school lunch provided
- (a) to registered pupils at a primary or secondary school which is not a special school, and
  - (b) to any other person on the school premises.
- (2) Before the dates given in paragraph (5), the nutritional requirements set out in Schedule 2 must be complied with.
- (3) But paragraph (2) shall not apply in relation to a school where the nutritional standards and requirements in Schedule 3 are complied with.
- (4) On and after the dates given in paragraph (5), the nutritional standards and requirements in Schedule 3 must be complied with.

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(a) OJ No. L109, 6.5.2000, p. 29; as amended by Commission Directive 2001/101/EC (OJ No.L310, 28.11.2001, p.19).

(5) In relation to primary schools the date is 1st September 2008; and in relation to secondary schools, 1st September 2009.

6.—(1) This regulation applies to a school lunch provided

- (a) to registered pupils at a maintained special school or a pupil referral unit, and
- (b) to any other person on the school premises.

(2) Before the date given in paragraph (4), the nutritional requirements set out in Schedule 2 must be complied with.

(3) But paragraph (2) shall not apply in relation to a school where the nutritional standards and requirements in Schedule 3 are complied with.

(4) On and after 1st September 2009 the nutritional standards and requirements in Schedule 3 must be complied with.

(5) Where a maintained special school or a pupil referral unit provides both primary and secondary education a school lunch provided to a junior pupil must comply with the requirements for primary schools in Schedules 2 and 3; and a school lunch provided to a senior pupil must comply with the requirements for secondary schools in Schedules 2 and 3.

#### **Provision of other food**

7. Food provided to pupils on school premises on a school day before 6 p.m. otherwise than as part of a school lunch must be provided in accordance with the requirements set out in Schedule 4, except on any part of those premises which is under the control of another person by virtue of a transfer of control agreement.

8. Food provided by the local education authority or the governing body to pupils on a school trip on a school day before 6 p.m. otherwise than as part of a school lunch must be provided in accordance with the requirements set out in Schedule 4.

#### **Drinks**

9. The supply of drinking water required by regulation 22(1) of the Education (School Premises) Regulations 1999(a) must be provided free of charge at all times to registered pupils on the school premises.

10. Fruit juice provided in schools must not contain—

- (a) honey; or
- (b) any of the additional ingredients listed in paragraphs 1 and 3(b) of Schedule 3 to the Fruit Juices Regulations.

11.—(1) Subject to paragraph (2), drinks provided in schools must not contain any added substances other than—

- (a) food additives in accordance with Directive 89/107/EEC of the Council of the European Communities on the approximation of the laws of the Member States concerning food additives authorized for use in foodstuffs intended for human consumption(b); and
- (b) any substances mentioned in group F in Schedule 1.

(2) Drinks included in group F2 in Schedule 1 (combination drinks) may also contain flavourings in accordance with Directive 88/388/EEC of the European Parliament and Council on the approximation of the laws of the Member States relating to flavourings for use in foodstuffs and to source materials for their production(c).

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(a) S.I. 1999/2.

(b) OJ No. L40, 11.2.89, p.27; as amended by Directive 94/34/EC (OJ NO.L237, 10.9.1994, p.1) and Regulation EC/1882/2003 (OJ No. L284, 31.10.2003, p.1).

(c) OJ No. L184, 15.7.88, p.6; as amended by Commission Directive 91/71/EEC (OJ No. L42, 15.2.91, p.25).



**Nursery schools**

12.—(1) Subject to paragraph (2), school lunches provided in maintained nursery schools and nursery units within primary schools must comply with the nutritional requirements set out in Schedule 5.

(2) If at any time the nutritional standards and requirements in Schedule 2 are complied with in respect of school lunches provided in a maintained nursery school or a nursery unit within a primary school, paragraph (1) shall not apply in relation to that school or unit.

13. Regulations 5, 7 and 8 do not apply to nursery schools or nursery units within primary schools.

**Revocation**

14. The Education (Nutritional Standards for School Lunches) (England) Regulations 2000(a) and the Education (Nutritional Standards for School Lunches) (England) Regulations 2006(b) are revoked.

9th August 2007

*K Brennan*  
Parliamentary Under Secretary of State  
Department for Education and Skills

**SCHEDULE 1**

Regulation 3

**Food Groups**

<i>Food Group</i>	<i>Foods included in group</i>
A. Fruit and vegetables	Fruit and vegetables of all types, whether fresh, frozen or dried. Fruit canned in water or juice. Vegetables canned in water or juice. Fruit salad, fresh or canned in water or juice. Fruit juice and vegetable juice.
B. Meat, fish and other non dairy sources of protein	Meat and fish (in each case whether fresh, frozen, canned or dried), eggs, nuts, pulses and beans, other than green beans. Ham and bacon. Other non-dairy sources of protein. Any food containing meat together with food from groups A, D or E, but excluding any meat product falling within group C.
C. Meat products (sub-divided as shown)	Any meat product falling within Schedule 2 to the Meat Products Regulations, and any other shaped or coated meat product. C1: Burger, hamburger, chopped meat, corned meat. C2: Sausage, sausage meat, link, chipolata, luncheon meat. C3: Individual meat pie, meat pudding, Melton Mowbray pie, game pie, Scottish (or Scotch) pie, pasty or pastie, bridie, sausage roll.

(a) S.I. 2000/1777

(b) S.I. 2006/2381



	C4: Any other shaped or coated meat product.
D. Starchy foods	All types of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet and cornmeal.
E. Milk and dairy foods	Milk (skimmed, semi-skimmed or lactose-reduced), cheese, yoghurt (including frozen), fromage frais and custard; but not butter or cream.
F. Drinks (sub-divided as shown)	<p><u>F1: Plain drinks:</u>  Plain water (still or carbonated).  Milk (skimmed, semi-skimmed or lactose-reduced).  Fruit juice or vegetable juice.  Plain soya, rice or oat drinks enriched with calcium.  Plain fermented milk drinks.</p> <p><u>F2: Combination drinks:</u>  Combinations of fruit juice or vegetable juice with—  (a) plain water, in which case the fruit juice or vegetable juice must be at least 50% by volume and may contain vitamins and minerals;  (b) milk (skimmed, semi-skimmed or lactose-reduced) or plain fermented milk drinks (in each case with or without plain water) in which case the milk or fermented milk drink must be at least 50% by volume and may contain vitamins, minerals and less than 5% added sugars or honey;  (c) plain soya, rice or oat drink (in each case with or without plain water) in which case the soya, rice or oat drink must be at least 50% by volume and may contain vitamins, minerals and less than 5% added sugars or honey.</p> <p>Combinations of milk (skimmed, semi-skimmed or lactose-reduced), plain fermented milk drinks or plain soya, rice or oat drinks (in each case with or without plain water) with cocoa, in which case the milk, fermented milk drink, soya, rice or oat drink must be at least 50% by volume and may contain vitamins, minerals and less than 5% added sugars or honey.</p> <p>Flavoured milk (skimmed, semi-skimmed or lactose-reduced) containing not less than 90% milk by volume and which may contain vitamins, minerals and less than 5% added sugars or honey.</p> <p>Tea, coffee.  Hot chocolate containing no more than 20 calories per 100 millilitres.</p>

## SCHEDULE 2

Regulations 5 and 6

## School lunch requirements

1. Food included in the groups set out in Schedule 1 must be provided as part of a school lunch in accordance with the following requirements of this Schedule.

2.—(1) Not less than two portions each day must be provided of food from group A, at least one of which must be salad, vegetables or vegetable juice and at least one of which must be fruit, fruit salad or fruit juice.

(2) A fruit based dessert (with a content of at least 50% fruit measured by the weight of the raw ingredients) must be provided at least twice each week in primary schools.

3.—(1) A portion of food from group B must be provided every day except a day when a food from group C is provided as permitted by paragraph 4.

(2) Red meat must be provided at least twice each week in primary schools, and at least three times each week in secondary schools; except that a day when a food from group C which contains red meat is provided may count towards this total.

(3) Fish must be provided at least once each week in primary schools and at least twice each week in secondary schools.

(4) Fish required to be provided by sub-paragraph (3) must at least once every three weeks be oily fish.

(5) In primary schools a dairy source of protein may be provided in place of a food from group B.

4.—(1) A portion of food from each of the subdivisions in group C may not be provided more often than once every two weeks.

(2) Any shaped product comprising a mixture of meat and other ingredients which is not included in the reserved descriptions specified in Schedule 2 to the Meat Products Regulations may only be provided if it complies with the meat content requirements for “Burger” in that Schedule.

(3) No meat product shall be provided if it contains any carcass part listed in regulation 6(2) of the Meat Products Regulations, subject to the exception in regulation 6(3) of those Regulations.

(4) No economy burgers as defined in Schedule 2 to the Meat Products Regulations shall be provided.

5.—(1) A type of bread with no added fat or oil and another food from group D must be provided every day.

(2) A food in group D cooked in fat or oil must not be provided on more than three days in a week.

(3) On each day when a food in group D cooked in fat or oil is provided, a food from that group (other than bread) not so cooked must also be provided.

6. A portion of food from group E must be provided every day.

7. No drinks other than those included in group F may be provided, except that whole milk may be provided for pupils up to the end of the school year in which they attain the age of five.

8. No more than two portions each week may consist of food which has been deep-fried in the cooking or manufacturing process.

9. No confectionery or snacks may be provided except snacks which consist of —

(a) nuts, seeds, fruit or vegetables with no added salt, sugar, honey or fat (except that dried fruit may contain no more than 0.5% vegetable oil as a glazing agent); or

(b) savoury crackers or bread sticks which are served with food from group A or group E.



10. Cakes or biscuits must not contain any confectionery.
- 11.—(1) No salt shall be available to add to food after the cooking process is complete.  
(2) Other condiments may be available to pupils only in individual sachets or in individual portions of no more than 10 grams or one teaspoonful.

### SCHEDULE 3

Regulations 5 and 6

Nutritional standards and requirements applying to school lunches in maintained schools from 1st September 2008 (primary schools) and 1st September 2009 (secondary schools, special schools and pupil referral units)

#### PART 1

##### Food requirements

1. Not less than two portions each day must be provided of food from group A, at least one of which must be salad, vegetables or vegetable juice and at least one of which must be fruit, fruit salad or fruit juice.
2. Oily fish must be provided at least once every three weeks.
- 3.—(1) A portion of food from each of the subdivisions in group C may not be provided more often than once every two weeks.  
(2) Any shaped product comprising a mixture of meat and other ingredients which is not included in the reserved descriptions specified in Schedule 2 to the Meat Products Regulations may only be provided if it complies with the meat content requirements for “Burger” in that Schedule.  
(3) No meat product shall be provided if it contains any carcase part listed in regulation 6(2) of the Meat Products Regulations, subject to the exception in regulation 6(3) of those Regulations.  
(4) No economy burgers as defined in Schedule 2 to the Meat Products Regulations shall be provided.
4. A food in group D cooked in fat or oil must not be provided on more than three days in a week.
5. A type of bread with no added fat or oil must be provided every day.
6. No drinks other than those included in group F may be provided, except that whole milk may be provided for pupils up to the end of the school year in which they attain the age of five.
7. No more than two portions in each week may consist of food which has been deep-fried in the cooking or manufacturing process.
8. No confectionery or snacks may be provided except snacks which consist of –
  - (a) nuts, seeds, fruit or vegetables with no added salt, sugar, honey or fat (except that dried fruit may contain no more than 0.5% vegetable oil as a glazing agent); or
  - (b) savoury crackers or bread sticks which are served with food from group A or group E.
9. Cakes and biscuits must not contain any confectionery.
- 10.—(1) No salt shall be available to add to food after the cooking process is complete.  
(2) Other condiments may be available to pupils only in individual sachets or individual portions of no more than 10 grams or one teaspoonful.

## PART 2

## Nutritional standards

## 11. In this Part—

“average school lunch” has the meaning given by paragraph 13 below;

“menu cycle” means a plan of menus for school lunches lasting for no less than one and no more than four consecutive weeks during a term;

“non-milk extrinsic sugars” means any sugar which is not contained within cell walls, except lactose in milk and milk products;

“nutrient” means any substance listed in the table in paragraph 14 below.

12. There shall be excluded from the calculations required by this Schedule any bread provided by virtue of paragraph 5 of part 1 of this Schedule.

13. The average school lunch for a school must be calculated by totalling the amounts of energy and nutrients provided by all school lunches in a menu cycle, and then dividing that total by the estimated number of school lunches served to individual pupils during that menu cycle.

## 14. The average school lunch must provide –

- (a) an amount of energy which shall be either the figure shown in the table below or within 5% of that figure;
- (b) no more than the amounts of fat, saturated fat, non-milk extrinsic sugars and sodium shown in the table below; and
- (c) at least the amounts of other nutrients shown in the table below.

<i>Energy or Nutrient and amount of measurement</i>	<i>Maximum or minimum value</i>	<i>Primary Schools</i>	<i>Secondary Schools</i>
Energy in kilojoules (kilocalories)	-	2215 (530)	2700 (646)
Fat (grams)	Max	20.6	25.1
Saturated fat (grams)	Max	6.5	7.9
Non-milk extrinsic sugars (grams)	Max	15.5	18.9
Sodium (milligrams)	Max	499	714
Total carbohydrate (grams)	Min	70.6	86.1
Fibre (grams)	Min	4.2	5.2
Protein (grams)	Min	7.5	13.3
Iron (milligrams)	Min	3	5.2
Zinc (milligrams)	Min	2.5	3.3
Calcium (milligrams)	Min	193	350
Vitamin A (micrograms)	Min	175	245
Vitamin C (milligrams)	Min	10.5	14
Folate (micrograms)	Min	53	70



## SCHEDULE 4

Regulations 7 and 8

## Requirements for food provided otherwise than as part of a school lunch.

1. Foods from group A must be available in any place on the school premises where food is provided.
2. A portion of food in group C may only be provided if a portion permitted under paragraph 4(1) of Schedule 2 or paragraph 3(1) of Schedule 3 is not provided.
3. A portion of food from group D which is cooked in fat or oil may only be provided if a portion permitted under paragraph 5(2) of Schedule 2 or paragraph 4 of Schedule 3 is not provided.
4. No drinks other than those included in group F may be provided, except that whole milk may be provided for pupils up to the end of the school year in which they attain the age of five.
5. A portion of food which has been deep-fried in the cooking or manufacturing process may only be provided if a portion permitted under paragraph 8 of Schedule 2 or paragraph 7 of Schedule 3 is not provided.
6. No confectionery or snacks shall be provided except snacks which consist of nuts, seeds, fruit or vegetables with no added salt, sugar, honey or fat (except that dried fruit may contain no more than 0.5% vegetable oil as a glazing agent).
7. No cakes or biscuits shall be provided.
- 8.—(1) No salt shall be available to add to food after the cooking process is complete.  
(2) Other condiments may be available to pupils only in individual sachets or in individual portions of no more than 10 grams or one teaspoonful.

## SCHEDULE 5

Regulation 12

## Requirements for school lunches provided at maintained nursery schools and nursery units within primary schools.

Each day food from each of the categories (i), (ii), (iii) and (iv) below must be provided as part of the school lunch.

<i>Food Category</i>	<i>Foods included in category</i>
(i) Fruit and vegetables.	Fruit and vegetables in all forms (whether fresh, frozen, canned, dried or in the form of juice).
(ii) Starchy foods	Bread, chapatis, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet and cornmeal.
(iii) Meat, fish and other non dairy sources of protein	Meat and fish in all forms (whether fresh, frozen, canned or dried) including meat or fish products, eggs, nuts, pulses and beans, other than green beans.
(iv) Milk and dairy foods	Milk, cheese, yoghurt (including frozen yoghurt and drinking yoghurt), fromage frais, milkshakes and custard, but not butter or cream.

**EXPLANATORY NOTE**

*(This note is not part of the Order)*

These Regulations require food and drink provided in maintained schools to comply with certain nutritional standards which are set out in the Schedules. These Regulations replace the Education (Nutritional Standards for School Lunches) (England) Regulations 2000 and the Education (Nutritional Standards for School Lunches) (England) Regulations 2006.

These Regulations were notified in draft to the European Commission in accordance with Directive 98/34/EC, as amended by Directive 98/48/EC.

Regulation 2(2) sets out certain exemptions to these Regulations.

Regulation 3 and Schedule 1 divide food which is the subject of these Regulations into six groups for the purpose of the Schedules which prescribe requirements for food according to the groups.

As some requirements in the Schedules refer to the frequency with which certain foods must or must not be provided by reference to weeks, regulation 4 provides that where a school is only open for part of a week the menus should continue as if it were open for the whole week.

Regulation 5 sets out the requirements for school lunches provided to registered pupils whether on school premises or not, and to other persons on school premises. The local education authority or the governing body have a duty to ensure that these requirements are complied with. Requirements coming into force from 10th September 2007 are set out in Schedule 2. From 1st September 2008 (primary schools) or 1st September 2009 (secondary schools) schools must comply with the requirements in Schedule 3 in place of those in Schedule 2. They may also do so at an earlier date.

Schedule 3 is in two parts. Part 1 sets out requirements for the types of food that must be provided or must not be provided as part of school lunches after the dates given in regulations 5 and 6. Part 2 requires a calculation to be made to ensure that the correct amounts of energy and nutrients are contained in an average school lunch.

Regulation 6 provides that special schools and pupil referral units must comply with the requirements in Schedule 3 from 1st September 2009. They may also do so at an earlier date.

Regulation 7 specifies that food provided on a school day otherwise than as part of a school lunch must comply with the requirements in Schedule 4, unless it is provided after 6 pm or on part of the premises which is controlled by another person for community use. Regulation 8 makes similar provision in respect of food provided by the local education authority or governing body to pupils on a school trip. By virtue of Regulation 13 these provisions do not apply to nursery schools or to nursery units within primary schools.

Regulation 9 provides that drinking water must be provided free of charge to pupils on school premises.

Regulation 10 limits the ingredients that may be used in fruit juice provided in schools.

Regulation 11 specifies that drinks provided in schools may only contain the additives which are permitted by Directive 89/107/EEC or by these Regulations; except that combination drinks may also contain flavourings.

Regulation 12 applies the requirements in Schedule 5 to nursery schools and nursery units with primary schools in cases where they do not comply with Schedule 2. Regulation 13 disapplies regulations 5, 7 and 8 in respect of nursery schools and nursery units within primary schools.

Regulation 14 revokes the earlier Regulations.

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STATUTORY INSTRUMENTS

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**2007 No. 2359**

**EDUCATION, ENGLAND**

The Education (Nutritional Standards and Requirements for  
School Food) (England) Regulations 2007

**£3.00**

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## Learning & Culture Overview & Scrutiny Committee - Work Plan for 2013-14

Meeting Dates	Work Programme
24 June 2013 @ 5pm	<ol style="list-style-type: none"> <li>1. CYC Equalities Assessment – Consideration of Self-Assessment Exercise</li> <li>2. Introductory presentation on the Council’s Consultation Process (in support of the scrutiny topic proposed by a member of the public)</li> <li>3. Workplan 2013/14 including list of other topics proposed at the Scrutiny Work Planning Event</li> </ol>
17 July 2013 @ 5:30pm	<ol style="list-style-type: none"> <li>1. York Theatre Royal – SLA Performance Bi-annual Update Report</li> <li>2. Bi-annual progress report on Safeguarding &amp; Looked After Children</li> <li>3. Year End Finance &amp; Performance Monitoring Report</li> <li>4. Scoping Report for School Meals Scrutiny Review</li> <li>5. Workplan</li> </ol>
18 Sept 2013 @ 6:15pm	<ol style="list-style-type: none"> <li>1. School Improvement and Ofsted Update (KH)</li> <li>2. Review of the Costs of Looked After Children (ER)</li> <li>3. First Quarter Finance &amp; Performance Monitoring Report</li> <li>4. Attendance of Chair of York @ Large (arriving approx 6:15pm)</li> <li>5. CEIAG Review - Draft Final Report</li> <li>6. Workplan inc. verbal update on ongoing review of School Meals</li> </ol>
20 Nov 2013 @ 5:30pm	<ol style="list-style-type: none"> <li>1. York Museums Trust – Partnership Delivery Plan Bi-annual Update Report</li> <li>2. Second Quarter Finance &amp; Performance Monitoring Report</li> <li>3. Scoping Report on Night Time Economy Scrutiny Review</li> <li>4. School Meals Scrutiny Review – Interim Report</li> <li>5. Workplan</li> </ol>
22 January 2014 @ 5:30pm	<ol style="list-style-type: none"> <li>1. York Theatre Royal – Service Level Agreement Performance Bi-annual Update Report</li> <li>2. Attendance of Chair of Learning City (invite to send)</li> <li>3. Bi-annual progress report on Safeguarding &amp; Looked After Children</li> <li>4. Draft Final Report for School Meals Scrutiny Review</li> <li>5. Workplan inc. verbal update on ongoing Night Time Economy Scrutiny Review</li> </ol>
19 March 2014 @ 5:30pm	<ol style="list-style-type: none"> <li>1. Attendance of Cabinet Member for Education, Children &amp; Young People's Services – Update on priorities and challenges for 2013/14 &amp; Priorities for year ahead</li> <li>2. Third Quarter Finance &amp; Performance Monitoring Report</li> <li>3. Draft Final Report for Night Time Economy Scrutiny Review</li> <li>4. Workplan</li> </ol>

30 April 2014 @ 5:30pm	<ol style="list-style-type: none"><li>1. Attendance of Cabinet Member for Leisure &amp; Culture – Update on priorities and challenges</li><li>2. Draft Workplan for 2014/15 – Discussion re Possible Topics for Review in 2014/15</li><li>3. Workplan 2013/14</li></ol>
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