



Notice of a public meeting of

Corporate and Scrutiny Management Committee

To: Councillors Galvin (Chair), Burton, Fraser, Horton, King, Potter, Runciman (Vice-Chair) and Steward

Date: Monday, 8 September 2014

Time: 5.00 pm

Venue: The Auden Room - Ground Floor, West Offices (G047)

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 1 - 24)

To approve and sign the Minutes of the last meeting of the Committee held on 14 July 2014.

3. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 5 September 2014**. Members of the public can speak on agenda items or matters within the remit of the committee.

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

Filming, Recording or Webcasting Meetings

Please note this meeting may be filmed and webcast or audio recorded and that includes any registered public speakers, who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if sound recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. Monitoring the Workforce Strategy 2012-15 (Pages 25 - 32)

This is a progress report on the Workforce Strategy 2012-15 since the last report to this Committee in January 2014 and relates to work in the eight months between January and August 2014.

5. Single Equality Scheme Update and Refresh (Pages 33 - 40)

This report provides an update on the refresh of York's Equality Scheme. Members are requested to note progress, comment on the draft priorities and draft outcomes relevant to this Committee, and advise whether these priorities and outcomes should be the area of focus in the revised equality scheme.

6. Update on Implementation of Recommendations from the Previously Completed Loans and Grants Scrutiny Review (Pages 41 - 46)

This report provides Members with the first update on the implementation of the recommendations arising from the previously completed scrutiny review of Loans and Grants.

7. Work Plan 2014/15 (Pages 47 - 48)

To consider the Committee's work plan for the 2014/15 municipal year, including verbal update on ongoing scrutiny reviews.

8. Any Other Business

Any other business which the Chair decides is urgent.

Democracy Officer:

Name: Jill Pickering

Contact details:

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

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

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

This page is intentionally left blank

City of York Council

Committee Minutes

Meeting	Corporate and Scrutiny Management Committee
Date	14 July 2014
Present	Councillors Galvin (Chair), Burton, Fraser, Horton, Jeffries, King, Potter, Steward and Ayre (Sub for Cllr Runciman)
Apologies	Councillor Runciman

9. **Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal interests not included on the register of interests, any prejudicial interests or any disclosable pecuniary interest which they might have in respect of the business on the agenda.

Councillor Horton declared a personal non-prejudicial interest in relation to Agenda item 5 – Procurement Scrutiny Review – Scoping Paper (minute 13 refers) as a CYC Director of Yorkshire Purchasing Association Holdings Ltd, and took no part in the discussion or voting on this item.

10. **Minutes**

Resolved: That the minutes of the last meeting of the Committee held on 23 June 2014 be approved and signed by the Chair as a correct record.

11. **Public Participation**

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

12. **2013-14 Finance and Performance Year End Report**

Consideration was given to a report which provided details of the 2013/14 finance and performance outturn for the services falling under the responsibility of the Corporate and Scrutiny Management Committee.

It was noted that the net budget for the areas covered by the reported amounted £8,035k, with an under spend of £322k related to vacant posts in procurement and finance together with a range of minor under spends.

A Member highlighted the effects on direct payments and personal budgets related to the Living Wage.

Members referred to the encouraging outturn position and positive report.

Resolved: That the report be received and noted.

Reason: To update the Committee on the finance and performance position for 2013/14.

13. Procurement Scrutiny Review - Scoping Paper

Members considered a report which presented information to assist them in deciding whether to proceed to review with a proposed scrutiny topic on procurement.

Previously the Committee had agreed, that to deliver effective services during a time of severe financial constraint procurement may be worthy of a scrutiny review. Members had already received a number of reports and further information in relation to the current strategic approach being taken by the authority in procurement. Previous reports had however highlighted that the Commercial Procurement team were not currently involved in 82% of procurement activity and Members had also shown an interest in adding value to procurement activity around health and voluntary services.

Officers referred to the extensive engagement work already ongoing around procurement in the health and voluntary sector and to procurement activity being considered as part of the current Rewiring Public Services programme. As any changes arising from this would take time to embed within the authority Members agreed that it would be premature to undertake a review at this time.

Following further discussion it was

Resolved: (i) That the report be received and noted and that the Committee agree not to proceed with a procurement scrutiny review at this time.

(ii) That a procurement overview report be provided to the Committee in 6 months, following identification of further options and alternatives by the Rewiring Public Services Programme.

Reason: To progress the work of the Committee in line with scrutiny procedures and protocols.

14. Single Equality Scheme Year End Update and Emerging Single Equality Scheme Priorities

Consideration was given to a report which highlighted progress of the Single Equality Scheme, launched in December 2012, and identified recurring and emerging priorities for inclusion in the refresh of the scheme to be completed in October 2014.

Further detailed information in relation to achievements and emerging priorities were reported at Appendix 1 of the report. Since the report had been published Officers highlighted a number of updates to information provided at Appendix 1, detailed in the revised Appendix attached to the minutes.

Members made a number of points in relation to the report including:

- The Safer York website referred to 4 hate crime reporting centres whereas there were currently 14 centres. Officers agreed to update the report.
- The references in the report to 'people with disabilities' should be revised to 'disabled people'. Officers confirmed that they were working to the social model of disability and would amend the report references.
- There were a large number of key areas of focus listed for the Scheme, these required prioritisation. It was acknowledged that this was a long list and that the reference to 'key' areas would be removed.
- As there were a number of common themes in the recurring and emerging priorities it was suggested these could be merged.

- Detailed information in relation to the achievements and emerging priorities should be provided online only with future update reports

In answer to Members questions, Officers confirmed that the list of recurring and emerging priorities could be grouped in line with the remit's of the individual Overview and Scrutiny Committees, and presented to them for consideration with a view to including updates on the actions to address those priorities in the performance reports for future monitoring and review.

Following further discussion it was

- Resolved:
- (i) That progress in relation to the Single Equality Scheme to date be received and noted.
 - (ii) That the Assistant Director (Communities, Culture and Public Realm) in conjunction with the Scrutiny Officers re-group the listed recurring and emerging priorities for presentation to the relevant Overview and Scrutiny Committee's at their next round of meetings .
 - (iii) That a progress report from the Overview and Scrutiny Committee's be brought back to the Corporate and Scrutiny Management Committee in November 2014.
- Reason: To help ensure that relevant equality issues are reflected in the revised Equality Scheme.

15. **WORK PLAN 2014/15**

Consideration was given to the Committee's work plan for the 2014/15 municipal year.

Resolved: That the Committee's work plan for 2014/15 be received and noted subject to the following addition:

- 10 November 2014 – Feedback regarding the Single Equality Scheme

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

**APPENDIX 1: SINGLE EQUALITY SCHEME HIGHLIGHTS
AND PRIORITIES**

Councillor J Galvin, Chair

[The meeting started at 5.35 pm and finished at 6.40 pm].

This page is intentionally left blank

Appendix 1: Single Equality Scheme Highlights and Priorities

Access to Advice and Services

1. Actions within the Single Equality Scheme focused on operating a customer centre from West Offices, redeveloping the web and investing in various apps, websites, and digital technology to make it easier for customers to access council services and whilst doing so ensuring that they are treated fairly and with respect.

Highlights

- CYC opened its customer service centre at West Offices in 2012 and rationalised the number of offices.
- CYC's website has been redeveloped making it more accessible.
- Various apps and websites have been developed enabling easier access to council services including The My Life, My Choice website makes it easier for vulnerable people to find out about support available to them. Yor-zone.org.uk, a new website for 11-18 year olds.
- York is the only local authority to receive CLG funding (£47k) to become one of 15 national partners to work with First Stop Advice offering housing advice and information to older people
- To improve and increase access for disabled children to Out of School Clubs (OOSC), the Childcare Strategy Service has been delivering their Disabled Children's Access to Childcare programme and has supported the OOSC sector to enhance and develop skills around working and caring for disabled children and young people.
- High quality internet access is being installed in York and will be available to all York communities by 2015.
- York has been chosen as the first UK location to get a state of the art, city-wide, pure fibre-to-the-premise (FTTP) network to deliver superfast broadband services. This will make York the first UK city to be connected with such high speeds on a city-wide basis.
- To support members of the public to 'Get on Line' York Explore is a Champion Centre for UK Online and provides free help to anyone wanting to get online through a network of cascade centre libraries

Priorities

- Work to have one single number to call when accessing council services will continue
- There a low levels of customer satisfaction with service users thinking they have been treated fairly and with respect. Only 52% of respondents to the Big York Survey 2013 thought this was the case. When analysing results for York's Community of Identity Carers at 49% and people living in York's deprived neighbourhoods at 45% where least satisfied.

Affordable Childcare

2. The Single Equality Scheme for Affordable Childcare focused on increasing the number of good quality flexible child care provision.

Highlights

- A quality assurance and improvement framework for all private and voluntary sector organisations including childminders has been implemented as has protocols for new settings
- The % of Good or Outstanding Childcare settings continues to increase and at year end stood at 81%.
- The Council's Childcare Service will take part in a two-year government trial to help other areas develop childcare hubs.

Priorities

- The target to increase affordable childcare places by 300 in 2013/14 is short at 279. This is a two year programme with an overall target of 1000.

Community Engagement

3. The aim of Community Engagement Actions was to increase satisfaction of York residents in their ability to engage and influence council decisions. In particular to strengthen engagement mechanisms with Communities of Identify particularly with the Gypsy and Traveller Community and the LGBT Community.

Highlights

- As part of our Neighbourhood Working model, Residents' Forums have been established in every ward comprising elected members, groups, organisations and other partners active in the ward. They have developed improvement action plans informed by ward profiles and local intelligence to tackle local issues.
- A programme of Community Conversations is underway. The sessions offer residents, community groups and local traders a chance to find out more about what's going on in their ward and the city, and put their questions and comments to the Leader of the Council.
- Engagement mechanisms with Gypsy and Travellers and the LGBT community have been strengthened. Gypsy and Traveller engagement has led to the production of the Gypsy and Traveller Strategy. Gypsy and Travellers are represented on the Gypsy, Roma and Traveller Strategic Board who oversee delivery of the strategy.
- The Council has embarked on its Transformational Programme 'Rewiring Public Services' the aim is to enable residents to help themselves and helping those that need help to have a better quality of life. The Customer Service and Resident Engagement programme is working to better engage and unlock the resource and potential within neighbourhoods.

Priorities

- Overall customer satisfaction with engagement and the ability to influence decisions is low. Results of the Big York Survey 2013 show that satisfaction with the ability to influence decisions affecting your local area is 24% reducing from 29% in 11/12. Analysis of Community of Identity highlights that satisfaction is low across the board particularly with those living in deprived areas at 19%. The highest satisfaction levels (although still low) is 33% for 65-74 year olds at 33% and BaME at 31%.

Educational Attainment

4. The Single Equality Scheme focused on improving educational attainment for children on free school meals, children with special educational needs, children who are looked after and for children from the Gypsy and Traveller Community.

Highlights

- 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. 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.
- Work has taken place with schools to develop targeted strategies to accelerate progress of Free School Meal pupils in English and Maths. It has been an encouraging year in terms of educational attainment with an increasing trend of children eligible for FSM achieving 5+ A*-Cs GCSE (or equivalent) including English & Maths at Key Stage 4.
- To drive up educational attainment of SEN pupils the School Improvement Service have worked with external consultants who are registered Ofsted inspectors to provide training sessions for school leaders and governors which has developed their understanding of their responsibilities towards closing the gap between SEN and their peers. Latest figures show that SEN pupils without a statement achieving 5+ A*-C including English and Maths has continued to increase at 23.2% and those with a statement increased to 9.8%.
- Latest figures show that the % of Looked after Children achieving 5+ A*-C has increased from the previous year at 13% to 21.7%.

Priorities

- Whilst attainment of children eligible for free school meals and SEN pupils has increased performance is below that achieved nationally. Improving educational attainment of FSM pupils, Looked after Children and those with SEN will remain a priority.

Employment, Unemployment, Apprenticeships

5. The Single Equality Scheme focused on providing opportunities for people to gain access to employment and training especially for people from the Black, Asian and Minority Ethnic communities, women, lone parents, young people, young disabled people including those with learning difficulties, and people suffering from mental health issues.

Highlights

- To better connect York residents to economic opportunity An Economic Infrastructure Fund (EIF) totalling £28.5m over a five-year period to 'kick start' initiatives that support York's economy, create jobs and secure invest has been created. This has helped support job Fairs in the City attracting over 1800 attendees.
- Work has been undertaken with the Gypsy and Traveller Community. Training courses are continuing for Traveller women in conjunction with the Travellers Trust, to develop 'employability' skills in literacy, self confidence and communication skills. The Traveller Literacy group in St Lawrence's children centre was very well attended and women gained qualifications at the end of last year and are continuing to attend. Over the last 18 months 26 Gypsy and Traveller Women have gained employment, 16 of these since March 2013.
- Working in partnership with Higher Education in York internship and mentoring programmes have been established for undergraduates.
- Progress pathways into employment for those recovering from mental health problems have been developed. The Umbrella Café, an employment project led by the Community Recovery Team at Sycamore House (a community resource centre for people recovering from mental health conditions) has won an award from Leeds and York Partnership Foundation Trust for 'Positive Experience' the Café offers specialist support to develop vocational skills enabling progression to enter or return to the work environment.
- Youth Unemployment (Job Seekers Allowance Claimants aged 18-24) has significantly decreased over the last year reducing from 2.6% to 1.6% . Whilst nationally the figure is 4.9% and regionally 6.3%.
- Work continues to improve the apprenticeship offer for young people with learning difficulties. Work is underway in partnership with Blueberry Academy who provides specialist support for people with learning difficulties and the Council to provide work experience opportunities and links to pre apprenticeship programmes.
- Adults with learning difficulties in supported employment has increased from 38.5% to 45.4%

- 53 young people high level SEND are participating at York College and Askham Bryan College in facilities supported by funding bid. This is up by 22 participants
- Yorkcraft supported employment services provide 35 full time supported employment placements for adults with a disability and/or mental health, under DWP's Work Choice Programme.
- The average earnings of residents are above the national and regional average.
- % of Care leavers in employment education or training at 19 has increased from 74% to 79%
- The number of the working age population 16-64 claiming Job Seekers Allowance has decreased. There has also been a reduction in young people 16-24, females, and BaMe applicants claiming.

Priorities

- The latest figure Dec – Jan 2013 shows that the employment rates of females have decreased to 70.9%. The % of part time working for both males and females has increased. Whilst the % of males in full time employment has decreased. Work will continue to improve access to better quality full-time, well paid jobs.
- The number of Apprenticeship starts has decreased with lower levels for those aged between 19-24
- % of Year 12-14 young people who are not in education, employment or training (NEET) who are LDD (self-defined LDD, school action, school action + or statement) whilst reducing from 33.7% to 26.7% will remain a priority.
- % of young people ending their YOT supervised order who are NEET has increased from 27% to 28%
- The proportion of adults with learning disabilities in paid employment has reduced from 8.7% to 7.7%.
- Disabled benefit claimants have increased from 0.7% to 0.8% since November 2010. Although it's below both the National and Regional figures at 1.2%.

Income Inequality

6. The Single Equality Scheme focused on reducing income inequalities across the city and minimising the impact of the Welfare Reform Act 2012.

Highlights

- City of York Council has introduced the 'Living Wage' and a number of private sector organisations have also done so.
- A welfare reform working group is taking proactive measures to mitigate the impacts of welfare reform. Housing Services have created two Money and Employment Advisors posts who have visited over 800 affected tenants providing advice to secure their financial stability.
- Two Money and Employment Advisors to support council house tenants and help mitigate the impact of Welfare reform have had a positive impact on council house rent arrears. The % of council tenant rent arrears has reduced and the % of council rent collected has remained stable.

Priorities

- The gross weekly pay for females residence based has decreased by £17.60 from £462.80 to £445.2
- The gender pay gap residence based has increased by £19 from £77.9 to £96.9
- Number of adults and older people and carers receiving self directed support and those receiving this via direct payment needs to improve.

Poverty

7. The Single Equality Scheme focused on reducing child poverty and fuel poverty.

Highlights

- York has lower proportions of workless households and children in poverty that the regional and nationally. However it remains a significant issue in the city as some areas of the city are above regional and national averages. Partnership work is underway to tackle poverty in the city. The council together with Joseph Rowntree

Foundation, York Press, York CAB, South Yorkshire Credit Union, the York Economic Partnership and the York Community chaplaincy have formed the Poverty Action Steering group and are implementing the poverty action plan.

- A Child Poverty local needs assessment has been undertaken and the Child Poverty strategy has been refreshed which has been rated as outstanding by NCB.
- Localities with the greatest poverty are targeted through the Citizens Advice Bureau 'Small Change Project' on family budgeting.
- A new integrated family support service (IFS) has been established and also the Troubled Families Partnership Board. During 12/13, 112 newly identified families engaged with support and for the first three quarters of 2013/14 this has increased to 309 families.
- The % of lone parents out of work has decreased.
- The council received funding to pilot an innovative community energy switching scheme.
- A new Home Energy Support Coordinator is now in place to offer practical, simple advice on fuel and money saving actions.

Priorities

- The number of pupils eligible for free school meals and claiming them will remain a priority. The % of Primary School children claiming has increased from 75.4% to 76.8% whilst Secondary School children has remained stable at 76.3%
- Excess winter deaths for those aged 85+ has increased from 27.6% to 29.6% (latest figure 12/13)
- Whilst there is no data available it has been reported that the number of people suffering food poverty accessing food banks is increasing.

Health and Wellbeing

8. The Single Equality Scheme focused on improving the health outcomes for people with mental health issues, looked after children, young people leaving care, the BAME community and the Gypsy and Traveller Community. Improving the Health and Wellbeing amongst young people, pregnant women and manual workers by reducing

smoking. Reducing the reliance on drugs and alcohol especially for ex-offenders, young people, young parents and those living in care and for people suffering from mental health problems. Increasing support for carers so they can continue in their caring role and also maintain employment.

Highlights

- Overall life expectancy in York has increased for both men and women and is higher than both the national and regional average.
- Smoking prevalence in York is lower than the national average.
- The number of Looked after Children has decreased. Specialist services are helping to safely reduce the number of children who are looked after, which at the end of March 2014 had fallen to 220, the lowest since 2009.
- The council and city partners have commissioned a national charity to launch England's first Recovery College to support people overcoming alcohol and substance misuse. Modelled on a successful community project in Glasgow, the Wired into Recovery charity trains people who are successfully recovering from addiction to support others going through the recovery process
- To meet the forecast predictions for the increase in the number of people who are/will be suffering from dementia a steering group has been established to oversee and promote York's aspiration to become a 'Dementia Friendly' community working with businesses, shops and services to support them to become more 'dementia friendly' and accessible. The Council has launched itself as a local action alliance. York has registered as an early adopter for the national recognition process and has made links with colleagues in Bruges who are also working to become a Dementia Friendly City.
- Sport and Active Leisure have continued to recognise and respond to the needs of those with Dementia in their programme of leisure activities and have worked with Sports UK to develop a Dementia Awareness course for coaches, instructors and providers of sports clubs across the city. A project has also been undertaken.
- Progress on the Healthy schools programme has been undertaken. York has 100% of Schools with Healthy Schools Status and two schools with Enhanced status.

- The Council joined forces with national charity Relate to give additional support to parents of teenagers in York. The move follows an increase in requests for information to the Council's Family Information Service from parents with issues relating specifically around teenagers. Teenage pregnancy in York continues to reduce.
- The Youth Offending Team received a good design award from the Youth Justice Board for its Child and Adolescent Mental Health service model outlining how they and partners can assess and support high risk young people with complex mental health needs.
- 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. A separate Adoption and Fostering Service has been created.
- The Council launched its Springboard Project to recruit volunteer mentors to support young people aged 16 and over who are leaving or have left care. Springboard helps young people with a range of issues such as raising self esteem, employability and independent living. Recent figures show that 20 mentors have signed up to this project and 16 young people have been linked up with a mentor.
- Targeting of bespoke work for substance misuse to care leavers and the development of care packages to ensure safe transition to adult services is now been overseen by a transitions worker situated in Atlas the young peoples service.
- York's Family Information Service has been awarded the National Association of Families Information Services (NAFIS) Family First Award for quality. York Family Information Service is a key service for mums, dads and carers of 0-19 year olds (or up to 25 years for disabled children and young people). The award credits the quality of practice provided by the team.
- A Carers Strategy is being implemented

- We work closely with the LGBT forum who are developing a Health and Wellbeing document. The strategy is based on a four year plan and outlines the needs of York's LGBT population and the actions considered necessary to lead to equality. The work will be led by sub-groups within the LGBT Forum.

Priorities

- Health is substantially worse in York's deprived area men will die on average 9.9 years earlier than their least deprived counterparts. Similarly, women in the most deprived communities in York will die on average 3.6 years earlier than those in the least deprived communities.
- Smoking by manual workers has increased
- Alcohol consumption continues to present a challenge with 29.7% of adults (over 18) drinking at increasing and at risk levels. York differs from England's worst authority by only 1%. The best LA is 15.7%, regionally the level is 24.5% (nationally it is 22.3%)
- People suffering from dementia is increasing
- Social isolations of adults who use social care services have increased.
- The % of adults and carers receiving self directed support has increased slightly to 33.8% .However the figures are still low
- The % of adults and carers receiving self directed support via direct payments has decreased from 12.4% to 9.39%
- Continue to reduce the number of looked after children
- Childhood Obesity is increasing
- A recent study of the Gypsy and Traveller Community has revealed that the health and wellbeing of this community needs to be improved.
- Continue working with the LGBT community to improve equality outcomes.
- There has been a decline in the % of people with a long term disability participating in sport.

- Young people presenting with autism has been increasing. York's Autism Strategy was launched in February 2013 at a highly successful conference attended by 250 delegates.

Housing, Independent Living and Homelessness

9. The Single Equality Scheme focused on increasing the number of new homes being built (particularly affordable homes) and increasing the housing provision for young parents, people with learning difficulties, those with mental health issues and people suffering from dementia. Finding ways for older and disabled people to remain in their homes for as long as possible. Improving housing conditions in the private sector. Meeting the housing need of Black, Asian and Minority Ethnic communities including Gypsy and Traveller Communities.

Highlights

- To increase the number of homes in York particularly affordable homes and to reduce numbers on the housing register the council has committed £7m to its Get York Building initiative. By 2015 we expect almost 100 new affordable new homes to be completed and around 200 to start on site, including up to 60 new council homes.
- To make best use of existing council housing stock Council tenants have been actively encouraged to downsize through the Councils 'Homeswapper' scheme.
- An incentive scheme that provides tenants with financial assistance to downsize up to £2,500 has been introduced.
- The policy on Direct Exchanges and transfer concerning rent arrears has been relaxed. If tenants' have low level arrears they will be considered for a move if they are affected by the bedroom tax providing they demonstrate a commitment to reducing their debt. The number of direct exchanges has increased.
- Numbers on the council housing waiting list have reduced including applicants aged between 16-24.
- 82.6% of adults with learning disabilities know to social care services were supported to live independently. To support independent living and increase housing provision for those with learning difficulties and disabilities Dentdale independent living facility joint funded by the College and the Department for Education as part of a bid secured by

City of York Council is used to provide independent living and work training for students aged 16-24 with severe learning difficulties and disabilities.

- Birch Park Extra Care Scheme for people with Learning Disabilities also opened. The scheme has 12 apartments benefiting 14 individuals.
- To improve housing accommodation for those people with dementia , as part of the Council's care home modernisation programme, two modern, built for purpose care home facilities providing specialist residential care for people with dementia care and high dependency care needs is underway.
- A priority has been to improve the housing conditions of the Gypsy and Traveller community. The Travellers' Choice programme is being implemented to improve site conditions. Funding has also been awarded by the Homes and Communities Agency to provide an additional six pitches to the Osbaldwick site

Priorities

- Increasing the number of homes built in York especially affordable housing will remain a priority
- The numbers on the council housing waiting list of disabled applicants and BaME applicants has increased. Increasing access to housing for Communities of Identity will remain a priority.
- The number of people accepted as homeless suffering a mental illness has increased from 11 to 19.
- Raise standards in the private rented sector. The target to sign up Landlords to the Landlord Accreditation Scheme has not been achieved. Increasing private sector landlords to the Landlord accreditation with remain a priority.

Procurement

10. The Single Equality Scheme focused on promoting equality and diversity through our procurement and commissioning activity and opening up market opportunities to the voluntary and community sector for delivery of inclusive services.

Highlights

- The council's Procurement Management Strategy provides a consistent and corporate approach to commissioning and procurement. The strategy is supported by the procurement team's use of standard documents and the council's terms & conditions which are issued with every purchase order.
- A procurement toolkit has been developed which provides guidance and templates for officers to run their own small procurements compliant with public sector procurement rules, the council's contract procedure rules and financial regulations. The toolkit incorporates the council's equality requirements thereby ensuring all contractors abide by these requirements when undertaking work on behalf of CYC.
- All contractors who are successful in obtaining work from the council are asked to sign up to the principles in CYC's Procurement Equality Charter.
- York has worked hard to include living wage provisions into all new contracts, where appropriate, in order to ensure a fair wage for lower paid workers.
- The procurement team to encourage more SMEs to bid for council work have undertaken a number of 'meet the bidder' events to demystify the process. Focus group sessions with existing contractors and SMEs have been held to establish how the contracting procedures have been improved to enable more employment opportunities for vulnerable people.
- The procurement team have been working with officers in the libraries and archives service and warden and Telecare service to develop social enterprise models (SME).

Respecting and Celebrating Diversity and Community Safety

11. The Single Equality Scheme focused on respecting and celebrating diversity and tackling hate crime.

Highlights

- A programme of high profile events takes place to celebrate diversity.

- Work is underway for York to become a Human Rights City. York's Human Rights City Project held its first Open day festival for social justice and human rights organizations in York
- Results of the Big York Survey 2014 show that although satisfaction with York as a place to live has gone down from 92% to 89% satisfaction remains high.
- York is a safe City with overall crime figures are reducing. This aspect of York is well recognised by those who reside here; with the 2013 Big York Survey showing the percentage of residents who feel York is a safe place to live as increasing and the percentage of residents who think their local area is safe being stable.
- Overall ASB recorded by North Yorkshire Police has reduced by 3,591 cases since last year from 13,012 to 9,421
- To further deal with ASB, working together, the council, NYP and the Police and Crime Commissioner have agreed a ground-breaking approach to tackling ASB and nuisance in the city. Through the creation of an ASB Hub, resources, powers and expertise from NYP and CYC will be merged, bringing a more efficient, timely and appropriate response to ASB in the city.
- Hate Crime has reduced by 71 cases since 2009/10 from 169 to 98. There are now 13 Hate Crime reporting centres
- Although the number of incidents of domestic violence have increased from 2,476 to 2,823 the percentage of repeat incidents of Domestic Violence has decreased by 2% from 34% to 32%. York has recently received White Ribbon Status for dealing with Domestic Violence.

Priorities

- There are low levels of satisfaction that the council treat people fairly and with respect. Results of the Big York Survey 2013 show low levels of satisfaction with respondents agreeing that they have been treated fairly and with respect at 52%. People living in deprived wards are least satisfied at 49%
- There are low levels of satisfaction by York residents with local areas as a place to live. Big York Survey 2013 results have gone down by 8% from 91% to 83% with Carers being the least satisfied at 74%,

then people living in deprived wards at 77% followed by people with disabilities at 78%.

- Respondents to the Big York Survey 2013 show that in general people do not feel part of their local community. Whilst people feel it's important to belong to their local community just over half at 54% agree that they belong. 18-24 year olds are least likely to agree at 29%, those living in deprived area at 39%, people from BaME communities at 43% and those aged 25-34 at 45%
- Improve satisfaction with people living in deprived areas, young people, BaME and carers that people from different backgrounds get on well together.
- There are lower levels of satisfaction with disabled people and Carers agreeing that York is a safe City relatively free from crime. Results from the Big York Survey 2013 show that the % of people who think York is a safe City relatively free from Crime has increased from 74% to 80%. However disabled people are less likely to agree at 69% and Carers at 72%.
- Anti Social Behaviour is seen as a greater problem by certain Community of Identity than others. In particular only 49% of respondents living in deprived wards agreed that Anti Social Behaviour is not a problem, also only 53% of Carers and 56% of disabled people compared to the overall response of 62%.
- Whilst hate crime has been reducing the number of recorded racial incidents is the highest cause of this crime with 82 cases recorded 2013/14 and increase of 1 on last years figures.
- The number of domestic violence cases has increased on last year. The % of repeat incidents of domestic violence has decreased.

Transport

12. The Single Equality Scheme focused on providing more affordable and flexible transport opportunities so that disabled people and young people in particular can travel across the city to health appointments, training, employment, and social activities.

Highlights

- The Youth Council have worked with the council and the Quality Bus Partnership lobbying for discounted travel for young people. Discounted travel already available to 11 to 16 years olds has been extended now covering 11 to 18 year olds
- The Council's scheme that promotes travel independence for young people with disabilities has won a second prestigious national award. The York Independent Living Travel Scheme (YILTS) enables people with special educational needs to travel independently to school and college using public transport, or by walking or cycling. The scheme won a Guardian Public Services Award in 2010 in the Transport and Mobility category and was awarded its second award September 2013 by the Association for Public Service Excellence (APSE).

Workforce

13. The Single Equality Scheme focused on diversifying the council workforce and enabling Communities of Identity to access council employment opportunities.

Highlights

- More staff would speak positively about working for the council. Results of the staff Health and Wellbeing survey 2013 show an increase from 59% to 54%.
- An Equal Pay Audit has been undertaken. It shows that pay is generally equally and fairly spread across the key characteristics of gender, disability, ethnicity and age within the evaluated posts. There are no immediately serious issues that need to be addressed.
- There were no significant pay gaps between men and women in any of the grades. November 2012 Office for National Statistics data showed a gender pay gap of 19.7% for all employees nationally. At 13.2%, the gap for CYC employees is well below the national figure.
- The Council's Bullying and Harassment Policy has been replaced by the Dignity at Work Policy.
- Overall the % of staff who feel that they receive the respect they deserve from work colleagues has increased from 67% to 69% (Health and Wellbeing Results)

- The numbers of people subjected to bullying has decreased from 139(11/12) to 130 (13/14)

Priorities

- Although low percentages the results of the staff Health and Wellbeing Survey 2013 show that Carers (25%) White Irish (25%) White Other (22%) and Disabled staff (21%) have experienced verbal/physical abuse/bullying from work colleagues compared too the overall % at 17% for all respondents.
- There are a larger number of women at 72.6% compared to males at 27.4% who work for the council.
- The % of females working full time has reduced whilst the numbers working part time have increased (male full time and part time working has remained stable).
- To reflect York's working age population CYC need to employ more men, disabled people, and people from BaME communities and young people.
- The % of CYC workforce providing sensitive information needs to improve
- Satisfaction with engagement whilst good when compared with other organisations in percentage terms it is relatively low at 31% (Health and Wellbeing staff survey results 2013). However White Irish are least satisfied at 8%, White Other at 25%, Disabled staff at 25% and LGBT staff at 27%.



Corporate and Scrutiny Management Committee

8 September 2014

Report of the Assistant Director, Customers & Employees

MONITORING THE WORKFORCE STRATEGY 2012-15**Purpose of the report**

1. To provide Members with a progress report on the Workforce Strategy 2012-15 since the last report to this committee in January this year. This update is a report of related work in the eight months between January and August 2014.

Background

2. The Workforce Strategy 2012-15 was approved at a meeting of Cabinet in April 2012, it is premised on ensuring '*the council has the right people, with the right skills, in the right places, at the right time to deliver the right services to our customers*'. It sets out the strategic priorities for the development of the council's workforce, and how core competencies will be delivered through:

Skills and Behaviours Development – we want to encourage our managers to be visionary and ambitious, to lead, develop, and motivate their teams. These are very challenging times and we want to be seen to be valuing flexibility, innovation, and sound decision-making and at all times excellent customer service.

Recruitment and Retention – we need to recruit and retain a workforce with the skills and values we need, to promote the council, as a “progressive employer” and identify, develop and motivate our staff. We are committed to promoting equality and diversity and to actively challenging and addressing accessibility barriers and eliminating any discrimination or harassment in the workplace.

Pay, Reward and Recognition – we want to provide a fair and flexible reward package within current financial constraints and ensure fair pay across all groups of employees. We will recognise great work and ideas through rewarding staff that do well and are high performers.

Wellbeing and Engagement – we want to be an organisation where risks are managed sensibly and proportionately to ensure the levels of accidents and incidents of occupational ill health are as low as possible. We will actively promote and manage our staff's wellbeing so that people feel cared for and valued by the organisation.

Performance and Change – we want to work in an organisation that can transform quickly and effectively, that is highly productive and focussed on achievement, one which values and engages with employees and has a culture that is collaborative, innovative, inclusive and creative.

Governance Arrangements

3. The Workforce Strategy Steering Group (WSSG) oversees the delivery of the Workforce Strategy action plan, and is chaired by the Assistant Director for Customers and Employees. The group which is made up of senior managers from across the council meets every two months to set and review progress against an agreed action plan.

Progress from January – August 2014

Skills and Behaviours Development

4. Phase Two of the 'From Service to City' leadership programme was launched in October 2013 with five Master Classes and was well received by the cohort. Phase Three of the Master Class programme has just started to be delivered with classes such as "Turning a Service into a Business" and "Asset Based Community Development." It's aimed at senior managers in the organisation.
5. City of York Council has helped to relaunch the Yorkshire Accord mentoring scheme. We hosted an information giving event on February 3rd for other employers in the city about the scheme which provides mentors for our staff. We currently have ten staff matched with mentors through the scheme.
6. The Workforce Development Unit (WDU) moved to Human Resources in April this year from Children's Services and following the consolidation of all training budgets we have developed a corporate learning and development offer for staff. Members will recall that in January, they expressed concern that all staff should have equal access to opportunities for learning and development, and this has been remedied now as staff can access training based on their developmental need rather than available local

funding. New courses include “An introduction to Coaching”, “Having Effective Conversations”, and “Building Personal Resilience”.

7. The council’s new Behavioural Standards Framework was launched in April to coincide with the launch of the new HR system module on Performance Management. Most staff are now able to complete their performance reviews online, and for the first time through this process staff have been subject to performance ratings. We can now identify our “high performers” and those who need more support for their development.
8. The council has run two more “Springboard” programmes; Springboard is a development programme aimed at women at junior and middle management roles. It is very popular amongst staff and we received 37 applications for the 15 places on the last course. We run the course in partnership with the Food and Environmental Research Agency (FERA).

Recruitment and Retention

9. Through our partnership with Higher York we have recently established a training allowance for both student and graduate interns (£6.50 per hour for student interns and £7.65 per hour, which is the Living Wage, for graduate interns). This was welcomed by both universities.

Wellbeing and Engagement

10. The Health and Safety Manager post in the council has recently become vacant and work is now in progress to recruit a new Shared Head of Service with NYCC. This will help to attract the right calibre of candidate, and reap the benefits of sharing best practice whilst also achieving required efficiencies for 2015/16. We expect to have a new manager in post early in the New Year. In the meantime, we have an interim manager in role.
11. The Health and Safety Team played a key role in supporting staff who worked over the weekend of the Tour de France.
12. The council signed a new Occupational Health Contract including an Employee Assistance Programme with Healthcare Management Ltd. Figures on the first quarter’s usage on both elements of the scheme has been shared with Directorate Management Teams. A new programme of Health Surveillance just been rolled out, around 260 staff are subject to health surveillance in the council.

Pay, Reward and Recognition

13. The council has just concluded its review of the Terms and Conditions of Craft Workers, the remaining key staff group are to be moved onto the council's pay and grading scheme established in 2008.
14. Human Resources is now leading this years eXtra Factor staff recognition awards, which will take place in early December, at the Park Inn Hotel. The event is fully funded each year by external sponsors.

Performance and Change

Management of Change

15. At a regional level, Human Resources is helping to lead other Local Government Yorkshire & Humber (LGYH) authorities on a collaborative project on Talent and Performance Management, developing a common set of shared principles. As part of this we have developed a nine box talent matrix for assessing employees' performance and motivation. We are due to report on this work to the LGYH Chief Executive's meeting on September 26th 2014. We have also been asked by Aberdeen City Council to share the work we have done on Performance Management.
16. There has been a lot of work done to promote innovation and creativity, including a set of lunchtime learning sessions and a three day Entrepreneurship and Innovation Leadership Course run by the University of York's Continuing Professional Development Unit. The latter event is aimed at senior managers, and starts later this month.
17. We have just launched an 18 month 'Support through Change' programme for staff. We have partnered with a provider to deliver the programme which includes a mix of small workshops and online training which will be available to any member of staff who needs help coping with change. Workshops include help with CVs, interviews, networking, working with recruitment consultants and moving from the public to the private sector.

Equalities

18. The Staff Equalities Experts (SEE) group and Human Resources worked closely with the Joseph Rowntree Foundation to host a half day event to mark Lesbian, Gay, Bisexual and Transgender (LGBT) History Month at the University of York St John in February and another staff event in March to mark International Women's Day. Both events helped to raise the profile of diversity and inclusion at the council.
19. The council has also worked with partners in the city to establish a city wide Equality and Diversity Practitioners Group which meets every

quarter to share information and good practice. Its members include a range of public and private sector organisations across the city and interest is growing.

Future Priorities

20. Human Resources is supporting the Rewiring programme with a detailed plan to help staff engage with new ways of working. There is a wide programme of activities planned for the next year including the Support through Change programme, opportunities for coaching and mentoring, Council Management Team (CMT) road shows, a new approach to community engagement and improvements to our customer service delivery. Progress against last years Staff Survey is being reported to CMT in October 2014 and plans for the next survey will start in earnest in the New Year.
21. New salary sacrifice schemes are under development and by the year end we will have developed a Total Rewards strategy which sets out how employee's salaries are enhanced by a range of shopping discounts and other benefits working for City of York Council. Over the next few months the council will also be focused on launching new Trade Union Engagement arrangements, and this year's annual staff awards, which take place in December.
22. Finally, the council is starting to think about drafting the next workforce strategy for 2015-18. Work will start this autumn, on consulting with staff, managers, partners, community groups and trade unions, and Members of this committee will be invited to provide their thoughts and feedback on how the strategy is developing at an early stage. The strategy will underpin the work we do over the next three years to reshape and skill the workforce of the future.

Implications

23. **Financial** – there are none for this report, all costs are managed within existing budgets.
24. **Human Resources** – as described in the report.
25. **Equalities** – as described in the report
26. There are no specific legal, crime and disorder, IT or property implications.

Risk Management

27. Failure to produce a Workforce Strategy and monitor the outcomes of its action plan could result in:

- Failure to prepare the workforce to deliver future transformation and efficiency programmes and to be able to respond to current spending and government policy change;
- Inability to achieve the 'Core Capabilities' priorities in the Council Plan 2011-15;
- Failure to meet equalities legislation;
- Failure to respond to changing customer service needs;
- Failure to meet Excellent status under the Equality Framework for Local Government.

Recommendations

28. Members are asked to:

- a. note progress made against the Workforce Strategy in the months between January and August 2014;
- b. agree that a report should be brought back to this committee in six months time, which will include a review of all the achievements of the current Strategy which comes to an end in March 2015.

Reason: To ensure Members are kept informed of progress against the Workforce Strategy 2012-15.

Contact Details

Author:

Tracy Walters
Head of Strategic
Human Resources and
Organisational
Development
Tel No: 07538 744150

Chief Officer Responsible for the report:

Pauline Stuchfield
Assistant Director, Customer & People

Ian Floyd
Director of Customer & Business Support
Services

Report Approved



Date 27.08.14

Wards Affected: All

For further information please contact the authors of the report

Background Papers: None

Annexes: None

This page is intentionally left blank



Corporate and Scrutiny Management Committee **8 September 2014**
Report of the Director of Communities and Neighbourhoods

Single Equality Scheme Update and Refresh

Introduction

1. The report provides an update on the refresh of York's Equality Scheme. Members are requested to note progress, comment on the draft priorities and draft outcomes relevant to this committee, and advise whether these priorities and outcomes should be the area of focus in the revised equality scheme, or are there any others that should be considered.

Background

2. York's Single Equality Scheme 'A Fairer York' was approved in December 2012 and is in the process of being refreshed. The purpose of an Equality Scheme is to tackle inequalities, discrimination and disadvantage for those who have characteristics protected (York's Community of Identity) under the Equality Act 2010 :
 - Age
 - Disability – physical and mental impairment
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
 - Carers
 - People living in York's most deprived areas
3. The current scheme whilst including partnership actions is very much a council document. It is the intention that the revised scheme will move from being a council document to a partnership document recognising that no one agency can tackle York's inequalities alone. The new equality scheme is expected to gain the support of partners by December 2014 and will be a key piece of evidence in the Local

Government Association Equality Assessment programmed for January 2015 when the council hopes to move from Achieving to Excellent in the Equality Framework for Local Government.

4. As members of this committee are aware Corporate and Scrutiny Management Committee have overall responsibility for scrutinising the council's approach to equalities. At your meeting in July 2014 you received a year end report on progress of the council's existing Equality Scheme and considered a long list of issues for possible inclusion in the refreshed equality scheme. At that meeting you agreed that the issues should be grouped in line with the terms of reference of the individual overview and scrutiny committees and presented at their next round of meetings (currently underway) and that each committee be asked for their views on which of those issues should be prioritised areas of focus and included in the refreshed equality scheme. Also that each committee receive an update on the issues relevant to their terms of reference as part of their ongoing quarterly finance and performance monitoring reports.

Emerging Priorities

5. Since the meeting in July 2014 things have moved on from the report. Year end analysis of key equality measures, Health and Wellbeing Strategy priorities, Fairness and Equalities Board priorities, council Business Plan priorities, issues arising from the Joint Strategic Needs Assessment and discussions with Building Strong Communities, Jobs and Economy and Protect Vulnerable People (Council Plan Themed Boards), Corporate Management Team (CMT) and Corporate and Scrutiny Management Committee have led to the following 4 draft priorities being identified (full details of which are attached at **Annex 1**):
 - a. Economic Wellbeing
 - b. Learning and Educational Wellbeing
 - c. Health and Wellbeing
 - d. Community Wellbeing
6. The main area of focus for this committee centres around Economic Wellbeing focusing on tackling employment and training inequalities within the council's workforce. The Council's Workforce Strategy is the vehicle for this supported by the Equality Scheme.
7. Draft outcomes to be achieved are outlined in the table below. Performance on the majority of these indicators is available annually. Updates will be provided via the Workforce Strategy monitoring report

and included within future quarterly Finance and Performance monitoring reports.

Economic Wellbeing Outcomes	
<p>Increase</p> <p>Satisfaction of customers who have dealings with the council in that they have been treated fairly and with respect.</p> <p>Satisfaction with engagement and involvement in decision making particularly for those living in deprived wards</p> <p>Staff Development</p> <p>% of staff who feel they have been fully developed to do their work</p> <p>% of staff who have had a Performance Development Review</p> <p>Staff profile and diversification of staff</p> <p>% of staff completing sensitive information on iTrent.</p> <p>The diversification of council employees</p> <p>Staff satisfaction</p> <p>% of staff who would speak positively about the council if asked.</p> <p>% of staff who think the Council is a fair place to work</p> <p>% of staff who are satisfied with</p>	<p>Decrease</p> <p>% of staff who state they are currently subject to bullying at work</p> <p>% of staff who have experienced verbal/physical abuse/bullying from work colleagues</p>

<p>health and safety arrangements</p> <p>% of staff who are satisfied with their physical working conditions</p> <p>% of staff who feel they are consulted and informed about what is happening within the council particularly for disabled and LGBT staff</p>	
---	--

Consultation

8. Results of the Big York Survey, research in the development of the Joint Strategic Needs Assessment and feedback from the Fairness Equalities Board and Council Plan themed boards have informed the emerging priorities.

Council Plan

9. These proposals relate to the Council's corporate priorities of building strong communities and protecting vulnerable people, as set out in the Council's Plan 2011-15.

Implications

10. As a progress report there are no implications as this stage.

Recommendations

11. The Scrutiny Committee are requested to note progress made in the refresh of York's Equality Scheme and:
- ii. Comment on:
 - a) The draft priorities as detailed in Annex 1 and;
 - b) The draft outcomes relevant to this committee, as tabled in paragraph 7above.
 - iii. Advise whether these priorities and outcomes should be the area of focus in the revised equality scheme or are there any others that should be considered.

Reason: To help ensure that relevant equality issues are reflected in the revised Equality Scheme.

Contact Details

Author:

Sharon Brown
Performance & Service
Improvement Manager
01094 554362
shaz.brown@york.gov.uk

Chief Officer Responsible for the report:

Charlie Croft
Assistant Director Communities, Culture &
Public Realm
01904 553371

Report Approved



Date

29/08/2014

Wards Affected:

All



Specialist Implications Officer(s): None

For further information please contact the author of the report

Background Papers: None

Annexes

Annex 1: Draft Equality Scheme Priorities

List of Abbreviations used in the report:

BaME - Black, Asian and Minority Ethnic
CMT - Corporate Management Team
LGA – Local Government Association
LGBT - Lesbian, Gay, Bisexual, and Transgender

This page is intentionally left blank

Single Equality Scheme Priorities

The refresh of York's Single Equality Scheme is underway. As part of strengthening our partnership arrangements the document will move from being a council document to a partnership document recognising that no one agency can tackle York's inequalities alone. The new equality scheme is expected to gain the support of partners by December 2014 and will be a key piece of evidence in the LGA Equality Assessment programmed for January 2015. There is a number of inequality issues that need to be tackled summarised in the following priorities:

Economic Wellbeing: focuses on ensuring York enjoys good economic growth which tackles employment and training inequalities, particularly for women, lone parents, BaME communities, young people, and disabled people, those with a mental health condition. Our economic strategies also focus on reducing the gender pay gap, increasing adoption of the 'Living Wage' and continuing the work on poverty particularly reducing the number of children living in poverty.

Learning and Educational Wellbeing: focuses on reducing the numbers of people with no formal qualifications and improving educational attainment for children entitled to Free School Meals, Looked After Children, Gypsy and Traveller Children and those with Special Educational Needs.

Health and Wellbeing: focuses on tackling homelessness, health inequalities particularly those within deprived neighbourhoods, tackling alcohol, smoking and substance misuse issues amongst young people and pregnant women, reducing childhood obesity, working to reduce the increasing incidence of food poverty and fuel poverty, increasing the number of physical active adults, improving the support for those with a mental health condition and the increasing number of people with dementia and/or people suffering social isolation whilst enabling them to live independently within the community for as long as possible, recognising the valuable contribution carers, young carers and communities make.

Community Wellbeing: focuses on York as a welcoming city, respecting and celebrating diversity. Ensuring equality information is collected, monitored and used to improve access to services and service provision and tackles negative and discriminatory attitudes from the public and service providers towards BaME, LGBT, disabled people, those with a mental health condition and deaf people. Continuing to empower communities to develop their own solutions to local issues enabling them to access, influence, co-design and

commission services to meet agreed outcomes. To build strong communities where people from different backgrounds respect each other and get on well together, where people feel safe and Hate Crime, bullying in schools (particularly against LGB pupils), Anti Social Behaviour, Honour Crime and Domestic Violence is tackled effectively and prevented. Improving housing conditions and increasing access to affordable housing for the elderly, disabled people, those with a mental health condition, Gypsy and Traveller Families and young people particularly those leaving care.



Corporate & Scrutiny Management Committee**8 September 2014**

Report of the Assistant Director, Governance & ICT

Update on Implementation of Recommendations from Previously Completed Scrutiny Reviews**Summary**

1. This report provides Members with their first update on the implementation of the recommendations arising from the previously completed scrutiny review of Loans & Grants.

Background

2. In January 2013 the Corporate & Scrutiny Management Committee considered a scrutiny topic submitted by Cllr Healey and Cllr Runciman on how loans/grants from City of York Council (CYC) to outside organisations were being monitored. The topic was submitted as a result of the collapse of the North Yorkshire Credit Union, for which the Committee were informed there was an ongoing investigation.
3. However, the Committee agreed the focus of the scrutiny review should be to look forward to provide guidance on best practice for monitoring future grants/loans provided by the Council, and set up a Task Group of the following Members to carry out the review on their behalf:
 - Cllr Chris Steward
 - Cllr Ruth Potter
 - Cllr Carol Runciman
4. In January 2014, the Corporate & Scrutiny Management Committee signed off the Task Group's draft final report and it was subsequently presented to the Cabinet in March 2014.

Consultation

5. The Corporate Finance Manager has provided the implementation update information contained within Annex A, and will be in attendance at this meeting to answer any questions arising.

Options

- 6 Members may decide to sign off any individual recommendations where implementation has been completed, and can:
 - a. request further updates and the attendance of the relevant officers at a future meeting to clarify any outstanding recommendations relating to the review or;
 - b. agree to receive no further updates on the review

Council Plan 2011-15

7. The review supported all of the priorities within the Council Plan as it ensured that the Council was as effective as possible in its financial monitoring of loans and grants, which in turn supports the work of external businesses, community groups, charities and other organisations.

Implications

8. There are no known Financial, Human Resources, Equalities, Legal, ICT or other implications associated with the recommendation made in this report.

Risk Management

9. In compliance with the Council's risk management strategy, there are no known risks associated with this report.

Recommendations

10. Members are asked to
 - i) Note the contents of this report
 - ii) Sign off all recommendations that have been fully implemented
 - ii) Request a future update on any outstanding recommendations

Reason: To raise awareness of those recommendations which are still to be fully implemented.

Contact Details

Author:

Melanie Carr
Scrutiny Officer
Scrutiny Services
01904 552063

Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director, Governance & ICT
01904 55

Report Approved



Date

4 August 2014

Wards Affected:

All



For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A – Update on Loans & Grants Scrutiny Review

This page is intentionally left blank

Recommendations as approved by Cabinet on 4 March 2014	Implementation Status as of Sept 2014
i. An agreed common approach to be put in place for coding all loans and grants on the Council's finance system to make them easily identifiable.	Not yet completed
ii. In regard to New Service Level Agreements (SLA): a) Where those agreements make reference to other documents e.g. performance management information, those documents must be attached as an appendix to the agreement. b) A template together with officer guidance notes to be introduced to support the process of producing an SLA, in line with that shown at Annexes B & C.	Guidance issued
iii. In regard to current SLAs, the new process detailed above to be implemented as part of a phased approach, as and when each SLA is reviewed.	Not started
iv. All Loans and grants over 50k to be agreed by Cabinet	In place – no new grants awarded
v. All grants over £100k or those deemed to be of higher risk, to have a legally binding grant funding agreement (GFA) rather than an SLA.	In progress
vi. The Council to make greater use of its website to	In progress – delayed by potential changes to

<p>share information on the loans and grants it provides, together with information on how to make loan/grant applications and details of those available to the voluntary sector.</p>	<p>council website</p>
<p>vii. Applications for loans should detail the applicants other attempts to find the appropriate funding</p>	<p>In place</p>
<p>viii. In regard to monitoring arrangement for loans – introduce a six monthly minimum requirement for reporting back on loans to a specified named officer or in the case of higher level loans, to the Cabinet.</p>	<p>In place</p>
<p>ix. In regard to defaulted loans:</p> <ul style="list-style-type: none"> a) A separate recovery route on the Council Finance system to be set up to enable the Corporate Finance Team to easily identify and actively monitor those loans. b) Guidance to be given to ensure an improved understanding of the times allowed between each stage of the loan recovery process 	<p>In place</p> <p>Guidance issued</p>

Meeting Date	Corporate & Scrutiny Management Committee Draft Work Plan for 2014-15
23 June 2014 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of the Deputy Leader – Update on Priorities & Challenges 2. Report on Possible Corporate Review Topic for 2014-15 3. Report on Request to Change Terms of Reference of two Scrutiny Committees 4. Workplan 2014/15 inc. verbal update on Equalities Scrutiny Review
14 July 2014 @ 5pm	<ol style="list-style-type: none"> 1. Year-End Finance & Performance Monitoring Report 2. Scoping Report on possible Procurement Scrutiny Review 3. Single Equality Scheme Year End Update and Emerging Single Equality Scheme Priorities 4. Workplan 2014/15 inc. verbal update on Equalities Review
8 Sept 2014 @ 5pm	<ol style="list-style-type: none"> 1. Bi-annual Workforce Strategy 2012-15 Monitoring Report 2. Update on Refresh of Single Equalities Scheme inc. Introduction to focus areas relevant to CSMC 3. Loans & Grants Review - Update on Implementation of Recommendations 4. Workplan 2014/15 inc. verbal update on ongoing scrutiny reviews
10 Nov 2014 @ 5pm	<ol style="list-style-type: none"> 1. Feedback Report on Single Equalities Scheme 2. Procurement Overview Report inc. further options and alternatives identified by Rewiring Public Services Programme 3. Community Engagement Review - Update on Implementation of Recommendations 4. Equalities Scrutiny Review – Draft Final Report 5. Workplan 2014/15 inc. verbal update on any ongoing reviews
12 Jan 2015 @ 5pm	<ol style="list-style-type: none"> 1. Second Qtr Finance & Performance Monitoring Report 2. Scrutiny Support Budget Monitoring Report 3. Workplan 2014/15 inc. verbal updates on any ongoing reviews
9 March 2015 @ 5pm	<ol style="list-style-type: none"> 1. Bi-annual Workforce Strategy 2012-15 Monitoring Report 2. Equalities Review – Update on Implementation of Recommendations 3. Workplan 2014/15 inc. Verbal update on any ongoing reviews
6 April 2015 @ 5pm	<ol style="list-style-type: none"> 1. Attendance of Deputy Leader – End of Year Update 2. Attendance of Cab Mbr for Finance, Performance & Customer Services– End of Yr Update 3. Third Qtr Finance & Performance Monitoring Report 4. Older People Corporate Scrutiny Review – Draft Final Report 5. Workplan 2014/15 & Verbal update on any ongoing reviews

This page is intentionally left blank