



Notice of a public meeting of

Corporate and Scrutiny Management Committee

- To:** Councillors Galvin (Chair), Burton, D'Agorne, Fraser, Horton, Hyman, King, McIlveen, Potter, Runciman (Vice-Chair) and Steward
- Date:** Tuesday, 7 April 2015
- Time:** 5.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

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 - 6)

To approve and sign the Minutes of the last meeting of the Committee held on 12 January 2015.

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 Thursday 2 April 2015**. 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

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4. Review of the Workforce Strategy 2012-15 (Pages 7 - 46)

The Workforce Strategy 2012-15 was launched to staff in May 2012. This committee has received six monitoring reports to date on progress and this is the final report on the current strategy. The annex to the report brings together a summary of key actions and outputs/outcomes from the work.

5. 2014/15 Monitor 3 (Pages 47 - 58)

This report sets out the latest performance for 2014/15 and forecasts the outturn position for the services falling under the responsibility of the Corporate Scrutiny Management Committee.

6. Petitions (Pages 59 - 78)

To receive details of petitions received by the Council, in line with the Council's published arrangements and any responses or proposed responses to those petitions, in accordance with the revised arrangement for petitions agreed by Council on 9 October 2014.

7. Work Plan 2014/15 (Pages 79 - 80)

To consider the Committee's work plan for the 2014/15 municipal year.

8. Any Other Business

Any other business which the Chair decides is urgent.

Democracy Officer:

Name: Jill Pickering

Contact details:

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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)

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City of York Council

Committee Minutes

Meeting	Corporate and Scrutiny Management Committee
Date	12 January 2015
Present	Councillors Galvin (Chair), Burton, D'Agorne, Fraser, King, McIlveen, Potter, Runciman (Vice-Chair), Aspden (Sub for Cllr Hyman), Barton (Sub for Cllr Steward) and Riches (Sub for Cllr Horton)
Apologies	Councillors Horton, Hyman and Steward

33. **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. No additional interests were declared.

34. **Minutes**

Resolved: That the minutes of the last meeting of the Committee held on 10 November 2014 be approved and signed by the Chair as a correct record.

35. **Public Participation**

It was reported that there had been three registrations to speak at the meeting under the Council's Public Participation Scheme, and that one Member of Council had also requested to speak all in relation to agenda item 6 the Feasibility Report into a proposed scrutiny review of Yearsley Swimming Pool.

Fiona Evans spoke on behalf of the Yearsley Pool Action Group in support of the review request, submitted by Cllr Aspden, into ways of reducing the subsidy to the pool whilst securing its long term future. She referred to the historic significance of the pool and of the health and fitness benefits it provided for the wider

community. She also referred to previous assurances by the authority given to the Group regarding Yearsley Pool.

Mike Jones spoke as a General Practitioner of 30 years on the health benefits of low impact exercise that swimming provided. He referred to advice he gave patients in relation to the all round benefits of swimming. He therefore expressed his concerns at the threat of closure of Yearsley Pool.

Bob Jowett spoke as an Engineer who had worked in the city for a number of years and of his long association with Yearsley Pool. In particular he referred to the high quality of the pool, with the pools concrete tank having a life expectancy of around 1,000 years. He raised concerns regarding the management of other leisure facilities in the country, by Greenwich Leisure Limited who had been selected as the Preferred Bidder for the Community Stadium.

Cllr Watson spoke to register his support for the retention of Yearsley Pool which was a unique full length pool in the city. He expressed his concern at the proposals for a cinema and retail units at the new Community Stadium which he felt were not required. He referred to future costs in connection with the Stadium's pool and questioned possible future costs for the city.

36. 2014-15 Monitor 2

Consideration was given to a report which set out details of the latest performance for 2014/15 and forecast the outturn position for the services which fell under the responsibility of the Corporate and Scrutiny Management Committee.

It was noted that savings were continuing to be delivered, with £11m to be achieved in order to reach a balanced budget and £2,539k of the savings having to be found within the services covered by the report. The latest review had not identified any major variations requiring action and overall a small under spend of £61k had been forecast.

In response to Members requests at an earlier meeting, additional statistical information in the form of the Workforce Equality Score Card had been provided at Annex 1 of the report. An update on the number of staff who had completed their Performance Development Review by the end of September

2014, was circulated at the meeting, a copy of which has been included in the online agenda.

In response to Members questions, Officers confirmed that the Living Wage was paid to Officers working for the City of York Trading Company.

Officers also agreed to undertake an examination of the customer service and customer reception experience for the 13 to 25 year age group at West Offices. ¹

Resolved: That the report be received and noted.

Reason: To update the Committee on the latest finance and performance position for 2014/15.

Action Required

1. To examine the customer service experience at West Offices, for the 13-25 year age group. DM

37. Scrutiny Review Support Budget

Consideration was given to a report which set out the current position in relation to available Council funding for overview and scrutiny work.

It was noted that historically spend against the budget, when available, had been variable over the years, however for the last two years an allocation of £5k per annum had been agreed. This allocation had been spread across each of the Overview and Scrutiny Committees giving each a potential spend of £1k and to date £2,215k of the budget had been spent.

Resolved: That Cabinet be recommended to retain the current budgetary support of £5k for scrutiny review work in 2014/15 onwards. ¹

Reason: To address the constitutional right of CSMC to comment to Cabinet on setting the above scrutiny budget.

Action Required

1. To note recommended retention of £5k for scrutiny budgetary support. HM

38. Procurement Update

Members received a report which provided an overview of current procurement activity across the Council; this followed the Committee's decision, at an earlier meeting, not to proceed with a proposed scrutiny topic on procurement. However a request had been made for an overview report to the Committee, following identification of further options and alternatives by the Rewiring Public Services Programme.

The Committee were informed of positive improvements made in procurement activity and engagement of staff provided by a small team of nine. Officers also reported on the challenges faced by the team which included inconsistent record keeping and ensuring that procurement became part of strategic decision making in future business models.

Officers confirmed that, to ensure consistency, the same procurement officers were involved in all construction projects and to strengthen governance an internal Officer group was shortly to be set up in order to gain an oversight of procurement.

In answer to Members questions, Officers confirmed that wherever possible procurement focussed on local suppliers and that controls would be put in place to restrict purchases, if required in the future.

Resolved: That the Committee note progress made on current procurement activity across the Council to date, with future updates being requested as and when required.

Reason: To provide an overview of procurement activity, including details of the Rewiring Public Service Programme, previously requested by the Committee.

39. Feasibility Report Into Proposed Scrutiny Review of Yearsley Swimming Pool

Consideration was given to a request, submitted by Cllr Aspden, for a proposed scrutiny review into ways of reducing the subsidy given to Yearsley Swimming Pool, whilst securing its long term future.

The Committee noted that, owing to the workload of the Learning & Culture Overview & Scrutiny Committee, the topic submission had been forwarded to the Corporate & Scrutiny Management Committee with a request that an ad hoc scrutiny committee be formed to undertake the review. A decision was taken to proceed with the review.

Members noted that Cabinet had also agreed to undertake a review on the future of Yearsley Pool, as part of the new Community Stadium Leisure Centre project, which was to be completed by January 2016.

Cllr Aspden, spoke in support of his review request, confirming that since the Council decision to remove the subsidy from Yearsley Pool by 2016, concerns had been raised at the possible future closure of the pool. He therefore asked Members and Officers to work together with the Yearsley Pool Action Group, to investigate ways to reduce the subsidy whilst ensuring the long term future of the pool. He requested Members to support a cross party public scrutiny review owing to the high level of public concern raised.

Members pointed out that any review should not duplicate ongoing work and they acknowledged that it was unlikely that a review would be completed within the current municipal year.

Officers confirmed that co-ordination of the two reviews would be vital, with both having different terms of reference and remits. It was agreed that the review should examine all options including the potential for community involvement.

Following further lengthy discussion it was

Resolved: That an Ad Hoc Scrutiny Committee consisting of 5 Members, (2 Labour, 1 Conservative, 1 Liberal Democrat and 1 Green/Independent) be appointed to undertake a scrutiny review, in respect of Yearsley Pool, with the following remit:

“To investigate ways to reduce the subsidy given to Yearsley Swimming Pool while securing its long term future.”

Reason: To ensure compliance with scrutiny procedures and protocols.

40. New Arrangements for Petitions

Consideration was given to a report which reminded the Committee of the new arrangements, agreed by Council in October 2014 for dealing with petitions received by the Authority.

With the new role of the Committee being to scrutinise action taken in relation to petitions received by Members and Officers, consideration was given to a list of new petitions, received by the Council since the last report to the Committee in November. The details of each were set out at Annex A of the report, and included details of any actions taken to date in respect of each.

Members considered the petitions received and the action taken in relation to each petitions request. They also noted that a database was being set up into which all staff across the Council would soon be able to enter details of any petitions received to ensure accurate coverage of their receipt.

Following further discussion it was

Resolved: That the schedule of petitions, at Annex A, and the actions taken to date, be received and noted.

Reason: To ensure the Committee carries out its new requirements in relation to petitions.

41. 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.

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

Councillor J Galvin, Chair
[The meeting started at 5.00 pm and finished at 6.25 pm].



**Corporate Management and Scrutiny
Committee****April 7th 2015**

Report of the Assistant Director of Customers and Employees

Review of the Workforce Strategy 2012-15**Summary**

1. The Workforce Strategy 2012-15 replaced the previous Workforce Plan 2010-12. The new Strategy was approved at a meeting of Cabinet in April 2012 and was launched to staff in May 2012. This Scrutiny Committee has received six monitoring reports to date on progress and this is the final report on the current Strategy. The Annex to this report brings together a summary of key actions and outputs/outcomes from the work.

Background

2. The council's vision for York is to have a workforce that understands our priorities, is innovative, creative, diverse and inclusive, flexible, ready and willing to respond to changes in what we do and how we do it. We want our staff to feel involved and to work together effectively to deliver what York residents, customers and businesses need.
3. Our Workforce Strategy 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 the following priority areas: Skills and Behaviours Development, Recruitment and Retention, Pay, Reward and Recognition, Wellbeing and Engagement, Performance and Change. With the aim to develop a workforce with confident, cooperative and high performing people.

4. Members have received regular reports from Human Resources (HR) on progress against the Strategy's action plan. Progress made against the Workforce Strategy action plan has also been reported to the Council Management Team (CMT), the CMT/Transformation Board, the cross council; Workforce Strategy Steering Group and to the Council's Joint Negotiation and Consultation Consultative Committee (the Trade Union engagement forum) at very regular intervals.
5. The council's next "People Plan" for 2015-18 is currently under early development, and will reflect the priorities arising from the transformation programme and will support the delivery of the council's new emerging corporate priorities post election. Ongoing consultation is taking place with a wide range of both internal and external stakeholders. The 'Future Work' column will provide a base of actions that need to be either carried forward by HR in operational plans or will feature in the new Plan.

Changes in our Workforce over the course of the current Strategy

6. At the beginning of the Strategy's timeline (May 2012) the council employed 3458 staff (excluding staff in schools). By December 2014 this number had decreased by 552 to 2906 staff. This is a 16% decrease in staffing levels. 238 (43%) of the 552 job losses have been redundancies, 40 of which were compulsory redundancies.
7. In 2015, 63% of council staff (excluding staff in schools and casuals) are women, compared with 74% three years ago in 2012, which is a reduction of 11%. 55% of staff now work part-time compared with 71% in 2012, a drop of 16% in part-time workers. 83% of part-time staff are women. 14% of women are in senior roles, up very slightly on 13% in 2012.
8. Whilst the small number of staff among us who are from a black, Asian or minority ethnic background is unchanged at 4%. There is a small improvement around the number of disabled staff we employ (up 0.7% from 2012 to 2.7% in 2015). There has been a slight decrease in the proportion of older staff (aged 40 +) from 68% in 2012 to 66% in 2015 and an increase in the numbers of young people we employ; now 4% of us are aged between 16 and 24 up 1% from 2012.

9. In 2012, 80% of staff employed by the council lived in the city's boundaries, this figures has decreased slightly to 78% in 2015, meaning that we still largely employ local people who are our customers as well as our staff. In 2012, the average salary was the equivalent of £20,700 per year, today that salary is £20,304.00, remembering that the base population of staff used in the average calculation is 552 less and most staff on the lowest grades in the Council receive the Living Wage which is currently £14,759.04 (to increase to £15144.89 from 1st April 2015).

Progress against the Plan

10. Annex A summarises the key actions set down in the strategy with progress against them, output measures where possible with any outcomes already evident. Those actions which are longer term and in progress will be carried forward in the new Plan or operational HR plans.

Council Plan

11. The council's Workforce Strategy supports the Council Plan in supporting the Core Capabilities and the priority around Creating Jobs and Growing the Economy.

Implications

12.

Financial *None*

Human Resources (HR) *Contained within this report*

Equalities *Contained within this report*

Legal *None*

Crime and Disorder *None*

Information Technology (IT) *None*

Property *None*

Other *None*

Risk Management

13. The actions in the Strategy are key to managing risks around workforce development, wellbeing and engagement, and in managing change effectively across the organisation. Growing leadership and talent in the organisation is necessary to meet the council's future needs, if this fails then the council may not have the skills and abilities in place to meet its future priorities.

Recommendation

14. Members are asked to note this report and its findings, and support the development of a People Plan for the period 2015-18.

Reason: To ensure Members are kept updated on progress with the strategy.

Contact Details

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**Chief Officer Responsible for the
report:**

Ian Floyd
Director, Corporate and Business
Support Services

**Report
Approved**

Date 25th March
2015

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

All

Annex

**Workforce Strategy Action Plan Outturn Report April 2012-March
2015**

Background Documents

Workforce Strategy 2012-15 can be found at:

<http://modgov.york.gov.uk/ieListDocuments.aspx?CId=733&MId=6682&Ver=4>

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WORKFORCE STRATEGY ACTION PLAN

OUTTURN REPORT

May 2012-MARCH 2015

Our Vision

Our vision for York is to have a workforce that understands our priorities, is innovative and creative, diverse and inclusive, flexible, ready and willing to respond to changes in the work we do and how we do it. We want everyone to feel involved in how we operate and how we deliver our services and to work together effectively to deliver what our customers need.

Our Strategy – *To achieve our vision we will focus on:*

1. Skills and Behaviours Development

To have visionary and ambitious managers and leaders who can develop, motivate and lead our workforce to deliver our services effectively in challenging times. To further develop our teams so that in providing our services they can demonstrate flexibility, innovation, decision-making and at all times excellent customer service.

2. Recruitment and Retention

To recruit and retain a workforce with the skills and values we need, promote jobs and careers as an employer of choice and identify, develop and motivate talent. To develop and maintain a diverse and inclusive workforce, actively challenging and addressing accessibility barriers and issues.

3. Pay, Reward and Recognition

To provide good and flexible reward packages within the current financial constraints, and ensure fairness across all groups of employees. We will recognise great work and ideas.

4. Wellbeing and Engagement

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 wellbeing including effective and active employee engagement.

5. Performance and Change

To be an organisation that can transform quickly and effectively, that is highly productive and focussed on achievement, that values and engages with employees and has a culture that is collaborative, innovative, inclusive and creative.

Skills and Behaviours				
Identify the skills and behaviours required at different levels in the organisation	Timelines	Narrative	Key Outputs/Outcomes	Future Work
Review the council's Learning and Development (L&D) offer	Completed March 2014	Made possible by relocating the Workforce Development Unit (WDU) into HR and consolidating training budgets from April 2014.	Approximately 9000 training places made available to CYC staff in 2014/15 including specialist training for Adult and Children Care workforce. Of those accessing the training in 2014/15 and submitting equality information 60% were full time employees and 27% part time employees.	The offer to the CYC workforce is regularly reviewed and updated annually. As the process of budget consolidation moves forward the emphasis will be more on learning and development opportunities rather than training courses (e.g. use of coaching skills, access to e-learning).
Undertake Council wide training needs analysis to inform new offer	Completed January 2015 based on 2014/15 PDR process.	The first ever cross council L&D prospectus was launched in September 2014 based on feedback from managers and assessment of strategic need. The training needs analysis of January 2015 confirmed the content of the prospectus and informed the development of the 2015/16 prospectus.	The offer has responded to the changing needs of local government and the Rewiring Programme with new courses such as Innovation Skills and Developing Commercial Acumen.	The next full learning needs analysis will be completed in December 2015 based on the 2015/16 PDR process.

	Timelines	Narrative	Key Outputs/Outcomes	Future Work
Identify specialist and statutory training	Completed March 2014	As above.	A range of training is available for both specialist areas (e.g. Ladder and Step Safety) and Statutory areas (e.g. Equality and Diversity)	The learning needs analysis process includes a review of known changes and challenges e.g. The Care Act, Improved use of Social Media, Health and Safety for Executives
Provide programmes to develop the skills and behaviours of leaders and measure learning through effective 360 degree performance management feedback				
Launch the From Service to City programme	Launched July 2012	Programme now in its third year, programme offers blended learning through mentoring, master classes and action learning sets to help promote leadership skills and improve performance.	An average of 50 people have attended the whole group sessions with good take up of the other offers such as action learning sets. The needs of the group are now being reviewed to ensure the future programme responds to their ongoing needs. 49 people have accessed the regional Master Classes offering both learning and networking opportunities.	There have been 2 events in 2015 with future events planned to include post-election briefing, innovation focus.

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Introduce a Behavioural Standards Framework	Introduced Apr 2014	New Framework central to council's new Appraisal process which now has talent ratings.	350 managers were trained over Summer/Autumn of 2013, in the new behavioural standards which was launched in the 2014 PDR round.	Develop further the Leadership element of the framework
Introduce a 360 degree appraisal feedback mechanism	To be introduced April/May 2015	Piloting with members of the Council Leadership Group in this year's PDR round.	Ongoing	Evaluate pilot and introduce to senior staff (grade 10+) from 2016 PDR round.
Launch Rising Stars, for High Performers	Launched Mar 2015	Potential future leaders have been identified, they are a diverse group and are engaged on a talent management programme.	Ongoing	Engage staff on the programme to help with the roll out of the Rewiring Programme.
Introduce a Back to Basics toolkit for Managers	Completed Oct 2014	Launched at a Service to City event by CMT, the toolkit sets out what staff can expect from their managers.	Ongoing	Needs to become embedded in to the culture of CYC, aided by the introduction of the Leadership Framework

Develop management programmes to develop and retain talent in the organisation making sure that under-represented groups are targeted as part of this	Timelines	Narrative	Key Outcomes	Future Work
Develop Talent Management Strategy with report to CMT	Completed Jan 2014	Agreed to nine box talent matrix with ratings to support the new Appraisal process.	62% completed the PDR process in its first year. Another 12% in progress.	The 2015 commences in May. Target complete rate 80%.
Develop an approach to Leadership Development linked to talent management strategy	Completed Sep 2014	Launch of a new L&D offer to staff at grade 9+ linked to their talent rating.	A range of Leadership and Management courses are now available e.g. Developing and Leading Teams, Introduction to Management, Financial Management,	Leadership and Management development offer will continue in alignment with the Organisational Development Plan. Future initiatives will include coaching skills for managers.
Develop a Leadership Framework with focus on Leadership Behaviours.	Ongoing 2015/16	Align Leadership Development with CYC Leadership Behaviours	Ongoing	A 360 degree process based on Leadership behaviours will be piloted with senior managers as part of the 2015/16 PDR process.

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Launch the Rising Stars programme for High Performers	Launched March 2015	Programme aimed at all High Performers from across all grades and job groups.	110 high performers identified across CYC. 60 attended the launch event on 5 th March, which was opened by the programme sponsor for CMT Jon Stonehouse.	Pilot proposition will develop with feedback from participants. Work is underway to increase visibility of project work and secondments across the council which Rising Stars will be encouraged to apply for. Numbers of female colleagues and part-time workers were not representative of workforce profile so further analysis needs to be undertaken and ratings monitored to ensure fairness of application of talent ratings.
Work collaboratively with LGYH and put interventions in place to promote Talent and Performance Management	Completed April 2014	Worked with six other local authorities in the region to develop a common nine box matrix for evaluating and rating talent.	Approved by regional Chief Executives December 2014, HRDs in region charged with taking forward in their own councils.	Deliver local plan. Link to CYC's Financial Inclusion work.
Inspiring and developing talented individuals	Started March 2015	Working with departments to put succession plans in place.	Yet to be rolled out.	

Design a Competency Framework to help identify learning and development needs of job holders	Timelines	Narrative	Key Outcomes	Future Work
<p>Introduce a new appraisal process which helps staff identify development needs</p> <p>Links to other actions around Behavioural Competency Framework</p>	<p>Completed April 2014</p>	<p>The new Appraisal process provides an opportunity for staff to discuss their development needs with their managers.</p>	<p>Needs are captured and fed back to help inform the next iteration of the council wide L&D prospectus.</p>	
Develop a Programme to educate employees on skills needed to build effective partnerships				
<p>Review current competencies in light of community engagement</p>	<p>By September 2014</p>	<p>A variety of training events have been provided to develop staff skills and knowledge on Community Engagement.</p>	<p>The recent Community Conference demonstrated how CYC are engaging and working with communities in new and different ways.</p>	<p>The annual work programme of the Consultation and Engagement Group is being finalised for 2014/15.</p>

Produce a Learning and Development plan and delivery model that focuses on key skills, knowledge and behaviours required to meet our priorities	Timelines	Narrative	Key Outcomes	Future Work
Review the Council's Learning and Development offer and model of delivery	Started April 2013	Piloted a corporate offer for a year, then sought CMT approval to consolidate all training budgets and moved WDU into HR in April 2014.	HR now has oversight on all L&D activity in council and we have maximised provision in the most cost effective way.	
Incorporate development plans into the annual appraisal process	Completed April 2014	Staff now discuss their development needs as part of their appraisal discussion.	Learning and Development activity is now linked to individual, service and corporate objectives through the PDR process.	

Develop Toolkits and use positive and inclusive examples to ensure fairness in access to skills and opportunities	Timelines	Narrative	Key Outcomes	Future Work
Run Springboard Programme	Launched September 2013	Springboard is a women only development programme aimed at women in junior and middle management roles to encourage their development into senior management.	To date 42 women have completed the Springboard Programme with an additional 17 recruited for the next cohort of learners.	The council is committed to positive action training for women staff who are under-represented at more senior levels in the organisation, and will continue to run Springboard twice a year.
Join Stonewall's Diversity Champions Programme	Joined March 2015	The council has joined Stonewall in recognition of the work we want to do to help our workplace to become more welcoming and supportive of all staff.	Feedback from the Staff Survey 2015 awaited.	Apply for the annual Workplace Index, which lists the top 100 Gay Friendly employers in the country.
Reach Excellent in the Equality Framework for Local Government	Achieved January 2015	<p>The EFLG framework is a benchmarking tool for local authorities. It is configured on five themes:</p> <ul style="list-style-type: none"> • knowing your communities • leadership, partnership and organisational commitment • involving your communities • responsive services and customer care • skilled and committed workforce 	The council had been previously awarded 'Achieving' level in 2011. Following a three-day assessment, the council was delighted to be awarded an 'Excellent' rating.	An action plan is currently being developed to further the Equality and Diversity agenda. The next assessment is estimated to be in the next two or three years.

Recruitment and Retention				
Develop an approach to organisational design which identifies future staffing requirements and how best of resource this.	Timelines	Narrative	Key Outcomes	Future Work
Research and develop draft resourcing strategy to include temporary and periphery workforce	Completed December 2013		The report recommended we review our approach to supporting young people's employment	Work on flexible resourcing still needs to be undertaken and will feature as an action in the next Workforce Strategy 2015-2018
Enhance offer to Young People	By September 2014	The council aimed to increase workforce representation of 16-24 age group and to provide opportunities to support young people to gain the skills needed to secure employment.	Since 2012 the council has recruited 65 apprentices. 31 former apprentices have been retained either in permanent roles or continue to train with CYC. 26 interns have been taken on through partnership with the University of York. Content of the Jobs & Training pages of website has been refreshed and updated to include information on 'Starting out'	The council's Offer to Young People is being reviewed to consolidate and centralise the different strands (including work experience, apprenticeships, internships and provision for graduates). This work will be undertaken in line with broader resourcing strategy to ensure that the approach is sustainable within a contracting workforce.

Pay, Reward and Recognition				
Carry out an ongoing review of terms and conditions of employment for the whole organisation to ensure fair, consistent and efficient practice	Timelines	Narrative	Key Outcomes	Future Work
Undertake an Equal Pay Audit	By March 2014	The audit revealed no inequality in pay across protected characteristics (where known) except craft workers.	We are confident in the fairness of our pay and reward practice.	Undertake another EPA March 2016.
Review Craft Workers terms and conditions	Completed May 2014	All Craft Workers have been moved onto main grade terms and conditions to mitigate against the risk of an equal pay claim	As above.	
Undertake a review of Pay	Started March 2015	Develop a set of proposals to review pay addressing national requirements, impact of Living Wage on Grades, pay supplements and senior grades	Ongoing	See narrative
To review options to address Low Pay in our Workforce				
Research implementation of introduction of a Living Wage (LV) in CYC	Started July 2012	Implemented April 2013.	CYC became a accredited LW employer in November 2013	Current rate of £7.85ph to be implemented from April 2015 and annually there after

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
To take part in academic research into the benefits of paying the Living Wage	Ongoing	CYC is one of three local employers who have worked with the University of York to survey staff in receipt of the LW to see what difference it has made to their lives.	Our employment package does not financially exclude any member of staff.	The report of the survey will be available in Autumn 2015, when we can then evaluate the benefits and what else we can put in place to assist lower paid staff.
Joint work with authorities in West Yorkshire and York to develop a series of actions to address the issue of low pay	Phase 1 - May 2014 to March 2015. Phase 2 – April 2015 to March 2016	To explore our role as local leaders and to decide what actions we can commit to help address issues related to low pay. This work is much broader than simply implementing a Living Wage and also seeks to address issues like staff benefits; staff management and development; increased pension take up and health and wellbeing.	A number of recommendations under three headings. The Pay dimension, the non-pay dimension and councils in society	The findings of the first phase of work have been presented to Chief Executives and Council Leaders and the recommendations were agreed. A draft action plan has been developed and it is now for each council to determine what specific action is required.

Develop a Total Rewards approach to pay and benefits including widening of salary sacrifice schemes	Timelines	Narrative	Key Outcomes	Future Work
Introduce a discounts scheme to help staff make their salary go further	Launched October 2013	Scheme offers discounts both locally and nationally on everyday items and larger more expensive items such as holidays, estimated to save staff around £1,400 per annum of household spending.	Over 2,000 members of staff have registered with the scheme. Staff understand the value of their whole reward package.	On going publicity of the Scheme.
Introduce salary sacrifice schemes and interest free loans	September 2014	We introduced salary sacrifice schemes for cars, mobile and IT technologies in September 2014 and interest free loans for train travel in February 2015.	Staff understand the value of their whole reward package.	As above.
Develop Schemes of Support to secure future opportunity and employment				
Introduce a Support through Change programme	Launched September 2014	The Support through Change programme is designed to support any member of staff affected by change including staff under threat of redundancy.	Staff feel supported and valued by the organisation. To date 180 staff have attended the programme since September 2014.	A report on the first six months usage is going to CMT in April 2015.

Develop an ongoing scheme to recognise outstanding work in our organisation building on the success of the 2011 eXtra Factor Awards	Timelines	Narrative	Key Outcomes	Future Work
Continue to run the eXtra Factor Awards and the Monthly Employee of the Month Awards	Ongoing	The eXtra Factor Awards have continued year on year, as have the monthly awards.	We show recognition for outstanding teams and people so that staff feel properly valued.	We have recently evaluated the last eXtra Factor Awards that were held in December 2014, and will be feeding back what we have learnt to a meeting of CMT, with a range of options for taking staff recognition forward.

Wellbeing and Engagement				
Provide policies and practices that reflect the requirement for new ways and styles of working and service delivery	Timelines	Narrative	Key Outcomes	Future Work
Introduce smart working policies and procedures to enable more flexible working practices;	November 2012	An over arching smart working policy was introduced in November 2012 alongside supporting procedures that covered: Flexible working requests: Flexitime arrangements; Part time working; Job Sharing; Compressed hours; and Term Time working	Use of policy is now much more wide spread. The move to West Offices instigated the development and implementation of the Worker Styles Compliance Note to support Smart Working encouraging a health life balance.	
Put in place a Rolling Programme of review for all HR policies and procedures with the aim of ensuring they are simpler to follow , separate out policy and procedure from guidance , are up to date , legally compliant and reflect the changing council structure.	Ongoing	Rolling Programme for review of Policy and Procedures in place	Streamlined and up to date HR policies	Policies continue to be evaluated, revised, developed and launched as per programme for review. Core people manager training to be evaluated and reviewed to assess ongoing need.

Ensure safe systems of work are in place	Timelines	Narrative	Key Outcomes	Future Work
<p>Risk assessment arrangements in place as are compliance notes which are the CYC Health & Safety Standards</p>	<p>Ongoing</p>	<p>Managers have undertaken risk assessments and these are recorded and actioned.</p> <p>All audits clearly identify outstanding or outdated risk assessments. The audit reports are sent to the Service Manager and copied to the AD, the Directorate Health and Safety Champion and the local union reps</p> <p>Work continues to improve the online risk assessment system.</p> <p>Support with reviewing the Event Safety Manual for the Tour de France</p>	<p>Staff know how to carry out their work safely in the workplace.</p>	<p>Audits and inspections are being undertaken to ensure implementation.</p> <p>An ongoing programme of revision of the compliance notes will be developed focussing on key areas of risk or where new legislation is instigated to ensure CYC remains current.</p> <p>Work is ongoing with ICT colleagues to ensure the Council's software remains current and fit for purpose.</p> <p>The service will continue to support the work of the Safety Advisory Group in relation to major events to minimise the risks posed.</p>

Ensure managers have the knowledge and skills to carry out effective risk assessments	Timelines	Narrative	Key Outcomes	Future Work
Risk assessment Training is Provided	Ongoing	Risk assessment training has been undertaken	<p>Managers promote a health and safety culture at work.</p> <p>55 courses including formal risk assessment (Management of Risk, Contractors, Asbestos) and dynamic risk assessment (Conflict Management & Ladder Safety).</p>	Training courses on health and safety roles, responsibilities for Chief Officers planned for April and May 2015
Improve Incident Reporting and Investigation				
Awareness of accident/incident reporting procedures to be increased	Ongoing	<p>Awareness raising activity has been undertaken through Buzz and other local meetings.</p> <p>It also included as part of induction process.</p> <p>Formal process for notifying trade unions has been agreed.</p>	<p>Staff and managers are much more safety conscious and aware of their responsibilities through awareness training. It also included in the formal induction process</p> <p>Improved engagement with Trade Unions and Service areas through new governance frame work.</p> <p>Aim for incident investigations to be completed within 28 days (as per compliance note)</p>	<p>Addition awareness raising activities undertaken e.g. at staff briefings</p> <p>Compliance Note currently being revised in consultation with Trade Unions</p> <p>IT development underway to improve ease and efficiency of recording and reporting</p>

Improve the provision of health surveillance and occupational health services to focus on improving attendance, wellbeing and proactive support	Timelines	Narrative	Key Outcomes	Future Work
New contract in place with Health Management Limited.	By April 2014	<p>Communications to all staff and training given for managers</p> <p>Cascaded communications of new 24/7 helpline for staff.</p>	<p>Minimise Sickness absence and improve support to individuals when suffering ill health – too early yet to determine the impact.</p> <p>Between 01/04/14 and 31/12/14 389 employees were referred through Health Management to either an Occupational Health Nurse or Physician. (projected annual figure 519)</p> <p>Between 01/04/14 and 31/12/14 60 employees took up the offer of 6 counselling sessions. (projected annual figure 80)</p>	Training course developed for managers on employee support services and making meaningful referrals. Pilot held with really positive feedback and this is to be rolled out from April 2015.

Develop a programme of wellbeing activities and initiatives accessible to all the workforce	Timelines	Narrative	Key Outcomes	Future Work
Run a series of Wellbeing events for staff	Launched October 2013 and then on going	<p>Staff have benefitted from training in :</p> <p>Building Resilience freely available from the WDU.</p> <p>Mindfulness taster sessions were provided as part of a Wellbeing event and further sessions have been partly funded by the Staff Lottery</p> <p>Events have included ‘time to change’ Mental Health and Wellbeing Drop in sessions with the Occupational Health Nurse.</p>	Staff are now much more aware of the impact stress and anxiety have on their work and home lives and are now much more likely to report stress and anxiety at work.	As part of sickness absence/health improvement project work is ongoing to develop a series of wellbeing events to coincide with National events is to be introduced.

Develop a Dignity at Work Policy	Timelines	Narrative	Key Outcomes	Future Work
<p>Review bullying and harassment policy and procedure. Develop, launch and replace with a Dignity at Work policy and procedure</p>	<p>October 2012</p>	<p>Revised procedure was put in place in October 2012 To assist managers in handling Dignity at Work cases a managers toolkit was later launched in August 2014 to sit alongside and support ongoing training for managers run by ACAS (part of corporate training programmed under “people manager” . First contact network (FCN) also in place. (FCN are fellow employees that provide confidential support to colleagues providing information on ways to manage Dignity at work issues).</p>	<p>Staff are aware that bullying is not tolerated by the Council. The number of formal complaints raised under the Dignity at Work procedure has remained static since the launch of the revised policy: Jan to Nov 13 saw employees raising 13 complaints of Dignity at work issues (with 9 of those being linked to other processes). Nov 13 to Oct 14 saw 14 complaints being raised . The majority of these cases did not result in a finding of bullying or harassment. This is further supported by the staff survey which highlighted that persistent bullying was decreasing.</p>	<p>Continue to publicise the Dignity at Work policy along with the support available; Continue to monitor HR Management Information on cases to enable evaluation of policy periodically to ensure it continues to be fit for purpose; and to enable consideration of introducing workplace mediation as an alternative way of resolving conflict Refresh and re-launch First Contact Network</p>

Review how we interact with employees through both collective relations and directly	Timelines	Narrative	Key Outcomes	Future Work
Working with Trade Union (TU) colleagues to review existing arrangements and develop and agree new framework to engage with TU's moving forward	March 2013	<p>Agreement in principle reached with the TU's on all aspects of a new TU engagement framework which incorporates:</p> <ul style="list-style-type: none"> - TU recognition; - Revised combined consultative /negotiating structure (previously separate) - Joint Secretaries and - Collective Disputes procedure. 	<p>We have a strong and positive culture of employee engagement.</p> <p>The corporate level of the consultative negotiating committee is being trialled to give all an opportunity to test the proposed revised working arrangements and to allow an assessment of the impact on facility time</p>	<p>Review with TU colleagues success of trial and remaining areas to agree.</p> <p>Agree and implement final framework;</p> <p>Scope and agree both manager and shop steward training in terms of working together to build on and improve trust moving the employee relations climate to a more collaborative approach.</p>

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Set up a staff forum	Established in September 2014. The first staff session was held in September 2013 and run generally every quarter	<p>All staff were given opportunity to join a staff forum as part of the workplace wellbeing survey which took place in Summer 2013. 170 individuals volunteered to join and have had the opportunity to give their views, help shape council wide initiatives and / or invited join special interest groups on a number of topics, for example:</p> <ul style="list-style-type: none"> • New staff discount scheme (Sept 13) • Staff Equality Experts (Sept 13) • Staff Lottery Committee (Nov 14) • New Performance and Talent Management Framework and Behavioural Standards (March, September and Nov 14) • Organisational Development Strategy (May 2014) • Extra Factor Awards (Nov 14) • Secondments (Feb 15) 	These sessions are welcomed by staff with good attendance at every session. It is difficult to quantify what difference this has made in terms of staff engagement, but this will be measured as part of the next staff survey (due September 2015)	<p>The future programme for the next 18-24 months includes topics such as:</p> <ul style="list-style-type: none"> • The council's employment proposition; • Promoting the next staff survey; • Equality & Diversity - EFLG, the equality plan and what it means for you; • Staff Benefits / ICOM review - engaging more staff to join and getting the most out of the scheme; • Innovation and Creativity; • Leadership Framework/Management standards / Engaging Managers; • Change Management – do staff feel supported?

	Timelines	Narrative	Key Outputs/ Outcomes	Next Work
Increase the visibility of senior leadership through a series of CMT road shows.	A series of 6 road shows took place between April 2013 and July 2013 in both Hazel Court and West Offices	<p>All staff were invited to attend a CMT road show titled “Shaping our future – a conversation”.</p> <p>The events kick started a conversation about the council’s future where staff had the opportunity to get to know senior management team.</p> <p>236 attended (including around 75 at Hazel Court)</p>	<p>The feedback was extremely positive overall, and staff welcomed the opportunity to speak directly to CMT as a group and ask questions. Feedback varied considerable, however the following themes emerged:</p> <ul style="list-style-type: none"> • Consistency of communication • Treating all employees consistently • Opportunity to input into decisions <p>The feedback from the road shows is now being actioned as part of the Organisational Development action plan</p>	The next series of CMT roadshows will run from May to July 2015 and then again from September 2015

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Review the Staff Equalities Reference Group (SERG)	<p>SERG established: July 2009.</p> <p>Independent review: January 2013</p> <p>Proposed governance arrangements, repositioning and future work plan agreed: October 2013</p>	<p>An independent review of the group was undertaken, resulting in 3 of the 5 recommendations being approved by the Equalities Leadership Group (now known as the Fairness and Leadership Group, FLaG). SERG have now been now rebranded as SEE (the Staff Equality Experts)</p>	<p>SERG/SEE now report to HR Management team and the Workforce Strategy Steering Group. This has repositioned their work at a more strategic level, increasing impact and avoiding duplication. There are now clearer responsibilities and accountabilities and a feedback loop for all work activities, allowing SEE to measure the effectiveness and impact of their work</p>	<p>To ensure that staff from diverse backgrounds continue to have a voice in the council.</p>

Develop ways of increasing engagement and morale to make the best use of the talents and involvement of staff	Timelines	Narrative	Key Outcomes	Future Work
Undertake a staff survey every two years as part of the commitment to examine staff opinions and encourage involvement as outlined in the Workforce Strategy 2012-15	The last staff survey was open for staff to complete between May and July 2013.	<p>All staff were invited to take part in the survey (excluding schools). The survey was completed by 1,428 staff, which equates to a 42% participation rate (an increase of +5% since the 2011 survey). On the whole, the results of the staff survey were positive and did not imply that there are significant areas of concern or that the council has any general stress related problems at an organisational level.</p> <p>Read the headline results in buzz here:</p> <p>http://www.cybuzz.org.uk/issue-25-january-2014/hr-learning-development/staff-survey-headline-results-and-whats-next</p>	<p>Survey results have been disaggregated and issues are being addressed through engagement and regular meeting and workshops. An update on progress, the corporate improvement action plan and the full staff survey results are available in buzz here:</p> <p>http://www.cybuzz.org.uk/issue-28-april-2014/hr-learning-development/staff-survey-update-improvement-action-plans-and-whats-next</p>	The next staff survey will take place in September 2015

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Undertake an OD Diagnostic to test organisational culture	May/June 2014	We interviewed 100 staff and councillors in a three week period to elicit their understanding and feedback on the Rewiring programme.	We used the feedback to develop an OD Action Plan.	The Plan runs to September 2016, and is regularly reviewed to ensure its continued relevance to the Rewiring programme.
Innovation learning and development has been made available including lunchtime learning for all staff and leading innovation for managers.	By March 2015	Learning Lunches, Masterclasses, one off events, plus Strategic Innovation and the setting up of the Innovation Network	Based on the training a Innovation Network is being established in CYC to address key problems in new and different ways	The work of the innovation network will inform other parts of organisational development such as Rising Stars and Service to City
Develop an Engagement Toolkit for managers to use with staff	Draft developed in January 2015	As part of the organisational development action plan an on-line toolkit for managers has been developed.	This toolkit will form part of the expected leadership and management behaviours and help managers feel confident in engaging with their teams and staff	This will be launched as part of the Leadership Development Framework later in 2015

Performance and Change				
Develop effective change management processes and support staff through change	Timelines	Narrative	Key Outcomes	Future Work
Evaluate approach to current process and practices	Ongoing	Current change management policy and procedure reviewed, informed by feedback from managers, with a fresh approach to how CYC manages change recommended. Consultation and Implementation of changes will take place later in 2015	Ongoing work	New time frame to be set by the organisation for completion of work
Launch Support through Change programme	Launched September 2014	The Support through Change programme is designed to support any member of staff affected by change including staff under threat of redundancy.	Staff feel supported and valued by the organisation. To date 180 staff have attended the programme since September 2014	A report on the first six months usage is going to CMT in April 2015.
Mitigate where possible against compulsory redundancies	Work ongoing since 2010.	Made a commitment to reduce the number of staff made compulsory redundancy from the council. Introduced measures to enhance redeployment terms, maximise redeployment opportunities and support for staff going through change.	Low levels of staff made compulsory redundant % of staff made compulsory redundant. 2010/11 – 28% 2011/12 – 18% 2012/13 – 12% 2013/14 – 18% 2014/15 (ytd) – 22%	To continue in mitigation activity and in supporting staff through change.

Build links with partners and other organisations in the city to identify common workforce issues and develop a shared approach to addressing these	Timelines	Narrative	Key Outcomes	Future Work
Set up a city wide HR Group	Achieved January 2013	The group meets every three months and membership is widely drawn from across the city and from both public and private sectors.	The group has had some influence in bringing together employers and educational providers to look at work experience placements and apprenticeships. It has also influenced local employers around the Living Wage, and has spawned two sub groups, the L&D Group and the E&D group.	The city wide Learning and Development Group which was launched in February 2015 is an important spin off from the HRGroup, and is intended to help build links between employers who have common L&D requirements to establish cost effective cross city L&D solutions.
Set up a City Wide Equality and Diversity Practitioners Network, a sub-set of the HR Directors Group above.	Established February 2014	<p>The network meets approximately every quarter to:</p> <ul style="list-style-type: none"> • Share best practice and resources • Promote local events, seminars or learning opportunities • Work collaboratively to understand areas of under-representation in the workforce profile of employers and develop strategies for addressing priority areas; • Raise the importance of Equality and Diversity within the City; 	<p>16 major employees across the city are part of the network who work together to raise the importance of workforce Equality and Diversity, for example by hosting events and promoting a national and world initiatives:</p> <ul style="list-style-type: none"> • LGBT history month • International Women’s Day • Human Rights Week • World Day for Cultural Diversity • Mental Health Month • York Pride • Ramadan and Eid-UI-Fitr • World Alzheimer’s Day • World Day of Peace • Black History Month • International Day of Persons wit a Disability 	The network will continue to meet quarterly. Representatives from the network will be holding an Employers Recruitment Fair in summer 2015, promoting this to certain communities of interest, to help with their search for work, applying for jobs, helping them write their CVs and interviewing techniques.

Develop a consistent performance management framework through staff appraisal that links to business plans and ensures that staff understand their role and priorities and are supported.	Timelines	Narrative	Key Outcomes	Future Work
Develop a set of Talent Ratings for staff	Ready by January 2014	We worked with staff focus groups to develop an agreed set of talent ratings which are applied to staff following their annual appraisal.	We can now identify where our talent sits inside the organisation.	Next steps are for departments to apply a risk management approach to succession plans.
Launch a new appraisal process which links staff objectives to council priorities	Launched April 2014	The new appraisal process can be accessed on line using iTrent. Staff understand how their work links into and builds into the council's overarching plan.	All staff are expected to have an annual appraisal.	We are making some small changes to the current nine box matrix by disaggregating performance from potential.

Ensure that diversity best practice is incorporated into all employment and employee activity and that the workplace is monitored carefully to drive improvement	Timelines	Narrative	Key Outcomes	Future Work
The council has a robust and comprehensive set of employment data	Published August 2014	Although the council has been publishing general workforce statistics for a number of years, their first annual workforce monitoring report was developed and published in 2014. There is comprehensive workforce data on recruitment, selection, leavers and the workforce profile which is driving workforce strategy and management practice	The profile and distribution of the council's workforce is understood. The annual workforce monitoring report is used to inform the council's workforce strategy and management practice. The council's 2014 summary report can be found on the council's website here: http://www.york.gov.uk/downloads/download/3559/annual_workforce_monitoring_report	The next annual workforce monitoring report will analyse data from April 2014 to March 2015 and will be published in Summer 2015.

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Staff Equality Experts	Autumn 2013 Spring 2014 Autumn 2014 Spring 2015	SEE's remit is to raise awareness of equality and diversity issues across the council, specifically in terms of protected characteristics as per the Equality Act (2010) and to inform and influence change based on feedback from staff engagement activities and awareness raising events.	SEE's work is now more strategically aligned to the workforce strategy. Staff increase their understanding and awareness of the importance of equality, diversity and inclusion issues within the workforce. An annual report against SEE's work plan and proposed future work is signed off by Council Management team in Autumn each year, with an interim progress report presented every Spring.	The next update on progress will be reported to Council Management Team in May 2014.
Maintain Excellent Status of the Equalities Framework for Local Government – Skilled and Committed Workforce	January 2017/18	Following the three day assessment, a number of areas for consideration relating to equality and diversity agenda in respect of the council's workforce.	Promotes a better understanding of Equality and Diversity in the workplace	Areas for consideration will be incorporated into the next workforce strategy action plan and include: <ul style="list-style-type: none"> • Getting our message across • Improving management skills and competencies • Elected Member development • Engaging with the Trade Unions • Diversifying the workforce

	Timelines	Narrative	Key Outputs/ Outcomes	Future Work
Embedding a diverse and inclusive workforce	<p>January 2014 and 2015</p> <p>February 2014 and 2015</p> <p>March 2014 and 2015</p>	<p>Organising and publicising a series of events to mark Holocaust Memorial Day, LGBT History Month and International Women's Day</p>	<p>Promotes a better understanding of Equality and Diversity in the workplace</p>	<p>Ongoing</p>

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Corporate and Scrutiny Management Committee

7 April 2015

Report of the Director for Customer & Business Support Services**2014/15 Monitor 3****Purpose**

1. This report analyses the latest performance for 2014/15 and forecasts the outturn position for the services falling under the responsibility of the Corporate Scrutiny Management Committee.

Financial Analysis

2. The council's net General Fund budget for 2014/15 is £124,186k and the net budget for the areas covered by this report is £19,414k.
3. Following on from previous years, the challenge of delivering savings continues with £11m to be achieved in order to reach a balanced budget. £2,539k of these savings fall within the services covered by this report. The forecasts outlined in this report reflect a prudent view of how that challenge is currently being met.
4. All budgets are reviewed on a quarterly basis and some are monitored monthly. Those that are monitored monthly are high value or high risk areas. The latest review has not identified any major variations that require action or mitigation and all savings proposals are progressing. Overall the areas covered by this report are forecasting a small underspend of £61k.

Performance Analysis

5. The performance delivery is analysed against the key delivery priorities of the Council Plan and the cross-cutting organisational priority themes. This report therefore covers
 - Create jobs and grow the economy
 - Core competencies

Create jobs and grow the economy

Delivering key infrastructure projects

6. A memorandum of understanding has been signed with Network Rail and a feasibility study completed for York Central, which is York's largest potential development site.
7. The BioVale Centre, an innovation centre at Heslington East, is underway through Local Growth Fund investment, but national delays to the European Programme could prove problematic for the programme and the Council is working with Local Enterprise Partnerships to mitigate the risks. The building will provide 85,000 sq ft of space with facilities to help biotech companies develop and grow. It will also create a new home for the Biorenewable Development Centre.

Fall in average incomes

8. Average weekly gross earnings of York residents has fallen to £479 from around £520 in the previous two years. Nationally, average gross weekly pay has increased to £521. This is a concerning trend for the city and we are looking at how we work with businesses to address this trend and promote high value jobs. Bringing forward York Central, with the potential to deliver significant additional Grade A office space, will be a major boost to our ambitions.
9. Part of the answer to this is also promotion of the Living Wage. There are now 11 accredited Living Wage employers in York and Quarter 3 saw the announcement of the new living wage rates for the UK. During the quarter, events were hosted at Nestle and the Golden Ball community co-operative pub, providing opportunities for business leaders to discuss the benefits and offer advice for those thinking about paying the Living Wage.

Lord Mayor's Young Entrepreneur Business Breakfast

10. The Business Breakfast was organised by City of York Council and welcomed 45 young business people from across the city to meet each other and hear from other successful York Entrepreneurs.

York Business Conference

11. The York Business Conference was held during Quarter 3 and attended by over 180 people. The event was held at City Screen and was free of charge, allowing delegates to network over a working breakfast.

Access to Finance and Business Support

12. City of York Council teamed up with the Manufacturing Advice Service (MAS) to help York and North Yorkshire manufacturers take advantage of new multi million pound opportunities and 21 York businesses attended.

Growth Accelerator

13. City of York Council hosted a free breakfast “Growth Accelerator Event on 16th October at which companies found out how to engage an expert Growth Coach to boost business turnover. 33 York businesses attended.

Core Competencies

Improve the whole customer service experience

14. New speech server telephony software has been introduced which improves the experience of both internal and external callers when using the automated speech recognition route. Further uses of speech server technology are being explored with the aim of enabling customers to navigate themselves to information they require without having to talk to a member of staff.
15. A mock peer assessment was undertaken in preparation for the Council’s planned Excellence level assessment in March. The outcome and feedback was positive which means preparations for the accreditation are progressing well.
16. A week of activities to support the National Customer Services Week was completed during Quarter 3, involving service areas across the Council. It was the first time events were held, with the aim of raising awareness of customer importance and how all employees can contribute to great customer service.

Roll out a new offer to young people on apprenticeships, work experience placements and internships

17. The York Apprenticeship Hub Recruitment Service for smaller businesses, run by City of York Council, is an independent talent match service and is supported by government funding via Leeds City Region. The service has supported 100 small businesses that are new to apprenticeships in the city creating 63 new jobs for local young people.

City of York Trading Company

18. The company continues to show growth and has invested in structures, systems & processes to ensure that growth can be sustained and increased. The Company's market position is being reviewed to ensure strengths are built upon and opportunities fully explored.

Deliver an organisational change programme

19. The Council has a detailed action plan to support the work of the transformation programme, including the development of a Rising Stars programme aimed at the Council's highest performers.

Develop a more strategic approach to Talent management

20. The Council has introduced talent ratings for all employees as part of the new Performance Management Framework. Managers now rate team members according to their performance, attitude and behaviours on an annual basis. The Council is defining which roles are 'critical' to ensure the most talented staff are working in highly critical roles with succession plans being implemented.

Volunteering

21. The Council has signed up to the charter for volunteering and submitted a self assessment that will rate the quality of volunteering experiences provided. A celebratory event for Council volunteers will take place in 2015 to recognise the contribution that volunteers make to the city.

Update on progress on Single Equality Scheme

22. Further to the Single Equality Scheme Update and Refresh report submitted to scrutiny on 8th September, members requested further statistical information be provided which is attached at Annex 1.

Consultation

23. There has been consultation with Trade Union groups on the ongoing implications of the council's financial situation and performance improvement issues.

Council Plan

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

Implications

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

Risk Management

26. The risk management processes embedded across the council continue to contribute to managing the risk issues associated with major projects and key areas of service delivery.

Recommendations

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

Reason: To update the Committee on the latest finance and performance position for 2014/15.

Authors:	Chief Officer Responsible for the report:		
Debbie Mitchell Corporate Finance Manager Ext 4161	Kersten England Chief Executive		
Ian Cunningham	Ian Floyd Director for Customer & Business Support Services		
Kay Crabtree	Report Approved	✓	Date 25 March 2015
Wards Affected: <i>All</i>			
<i>For further information please contact the authors of the report</i>			

Annex one – Workforce Equality Scorecard

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Annex 1 Workforce Equality Score Card

Further to the 2014-15 Monitor 2 report presented to Corporate and Scrutiny Management Committee on 12th January 2015, this annex provides a further update on the workforce equality scorecard up until December 2014.

Number of Staff who have completed their Performance Development Review (PDR) as at 7th January 2015

Directorate	Complete			In progress			Not started			Total PDR's		
	Oct 14	8 th Dec 2014	7 th Jan 2015	Oct 14	8 th Dec 2014	7 th Jan 2015	Oct 14	8 th Dec 2014	7 th Jan 2015	Oct 14	8 th Dec 2014	7 th Jan 2015
Children's Services Education & Skills	222	251	265	85	86	74	167	140	136	474	477	475
City & Environmental Services	155	220	229	54	47	42	133	61	54	342	328	325
Communities & Neighbourhoods	152	306	322	136	121	112	406	262	261	694	689	695
Customer & Business Support Services	350	418	415	95	65	66	106	46	44	551	529	525
Health and Wellbeing	239	383	385	22	27	23	338	178	178	599	588	586
Office of the Chief Executive	24	36	37	13	15	14	5	7	6	42	58	57
Total	1142	1614	1653	405	361	331	1155	694	679	2702	2669	2663
% of PDR's complete	42.3%	60.5%	62.1%	15%	13.5%	12.4%	42.7%	26%	25.5%			

N.B. Figures are based on the total workforce population eligible for PDRs, including those without access to the iTrent self-service HR system. Colleagues based in schools, new starters, employees on long-term absence and those whose contracts are on an ad hoc or limited basis are not included in the overall figures. The general downward trend displayed within the total numbers per Directorate reflects the contracting workforce of CYC as a whole.

Annex 1 Workforce Equality Score Card

Percentage of staff who have not declared their personal sensitive information

Characteristic	Gap as of January 2014	July 2014	September 2014*	December 2014	March 2015
Disability	20%	14.5%	17.8%	15.6%	
Ethnicity	21%	17.2%	20%	17.7%	
Religion and Belief	67%	64.08	67%	64.1%	
Sexual Orientation	57%	52.9%	57.9%	53.2%	
Marital Status and civil partnerships	17.4%	6.4%	8.6%	7.6%	

Overall, the number of staff not disclosing sensitive information has decreased between January 2014 and December 2014 across all the strands listed above. It is unclear why the percentages of staff not disclosing dropped in July 2014 and then rose again in September, but this is likely to be as a result of fluctuations in staffing over this period. A number of campaigns continue to run throughout the year, encouraging staff to disclose their sensitive data which include: articles in Buzz and on the intranet, messaging on payslips and poster campaigns. The development and launch of the recruitment module on iTrent will enable the sensitive data captured at the recruitment stage to be transferred into the HR database which should lead to a greater disclosure rate. The project completion date for the recruitment module on iTrent is the end of April 2015.

Annex 1 Workforce Equality Score Card

Workforce Statistics (Please note that the council's workforce data is influenced by completion of sensitive information and starters and leavers to the organisation).

Indicator	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
People in post: City of York Council	6,968	6,587	6,200	6,160		Decreasing
% of full time CYC employees	46.9%	44.6%	44.9%	44.5%		Decreasing
% of part time CYC employees	53.1%	55.4%	55.2%	55.5%		Fluctuating
Indicator	January 2013	2013/14	September 2014	December 2014	March 2015	Trend
% of York's Female population of working age		71.7% (Mar-2014)	71.7% (Mar-2014)			
% of females employed with CYC	72.7%	72.6% (Jan 14)	73.2%	73.3%		Increasing
% of York's Male population of working age		75.6% (Mar-2014)	75.6% (Mar-2014)			
% of Males employed with CYC	27.3%	27.4% (Jan 14)	26.9%	26.7%		Decreasing
Indicator	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
% of York's population with long term health problem or disability - Economically Active		6.4% (Census 2011)	6.4% (Census 2011)	6.4% (Census 2011)	6.4% (Census 2011)	
% of CYC staff disabled	2.3%	2.7%	2.3%	2.3%		Fluctuating

Annex 1 Workforce Equality Score Card

Indicator	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
% of York's BaME population Economically active		9.0% (Census 2011)	(Census 2011)	(Census 2011)	(Census 2011)	
% Of BaME CYC employees	3.5%	3.8%	3.7%*	3.7%*		Fluctuating
Indicator	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
% of York's LGBT population of working age	Not Known	Not Known	Not Known	Not Known		
% of CYC staff LGBT	1.50%	1.7%	1.7%*	1.9%*		Increasing
Young People						
% of 16-24 York's Population Economically Active		15.50% (Census 2011)	15.50% (Census 2011)	15.50% (Census 2011)	15.50% (Census 2011)	
Indicator	January 2013	January 2014	September 2014	December 2014	March 2015	Trend
% CYC 16-24 employed	4.5%	4.3%	4.9%	4.9%		Increasing

*percentage of where this is known

Further detailed analysis is available in the annual workforce monitoring report.

http://www.york.gov.uk/downloads/200484/equality_and_diversity

Flexible working

Annex 1 Workforce Equality Score Card

The authority doesn't capture data on flexible working requests as these are managed locally. However the authority provides a number of opportunities for employees to work more flexibly, subject to the needs of the service. Employees can request to self roster or request to work compressed hours, flexi time, job share, part time, and or term time.

The number of part time staff currently employed within City of York Council is 55.5%

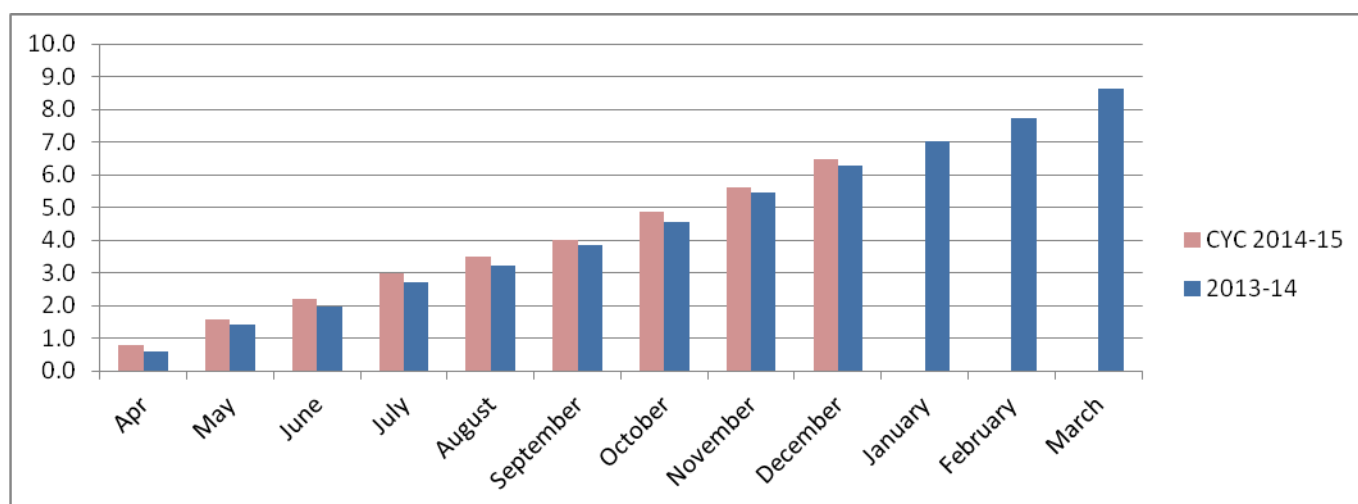
Annex 1 Workforce Equality Score Card

SICKNESS ABSENCE TREND INFORMATION

The table below give the cumulative sickness figures for City of York Council employees for Quarter 1 to Quarter 3 (2013/14) as average days lost per Full Time Equivalent (FTE).

	April 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014
City of York Council	0.8	1.6	2.2	3	3.5	4	4.9	5.6	6.5

The chart below indicates that 2014/15 shows an increase each month in the number of average days lost per FTE when compared to 2013/14.



The table below gives the monthly sickness figures for CYC for quarters 1, 2 and 3 as average days lost per FTE.

	Quarter 1 Average	Quarter 2 Average	October 2014	November 2014	December 2014	Q3 Average
CYC	0.77	0.6	0.75	0.74	0.76	0.75

Top Five Reasons for Absence within City of York Council:

Quarter 3 Absence Reasons	%
Stress Depression Mental Health & Fatigue syndromes	23.43%
Muscular-skeletal problems	15.18%
Infections	11.27%
Stomach, Liver, Kidney & Digestion	10.51%
Chest & Respiratory	7.72%



Corporate & Scrutiny Management Committee**7 April 2015**

Report of the AD Governance & ICT

New Arrangements for Petitions**Summary**

1. Members will recall their new role in relation to initially considering and dealing with petitions received by the Authority. This report sets out the role of the Committee and asks Members to consider those petitions received since the last meeting of the Committee in January 2015 and to comment on actions taken in relation to existing petitions. Attached at Annex A to this report is a schedule of all petitions considered to date by this Committee, including new ones received since the last meeting in January 2015.

Background

2. The current petitions process was considered and recommended by Audit and Governance Committee on 2 October 2014 and endorsed by Council on 9 October 2014. The process aims to ensure scrutiny of the actions taken in relation to petitions received either by Members or Officers.

3. **The Process**

The Council receives both paper copy and e-petitions on a wide variety of issues relating to it. All Directorates now ensure that details of those petitions, where they exceed 10 signatories, are provided to Democratic Services for inclusion on the attached Schedule (Annex A). Democratic Services then update that schedule according to the status of any actions planned or taken in relation to petitions and arrange for its consideration by this Committee. There are a number of options available to the Committee as set out in paragraph 4 below. These are not exhaustive. Every petition is, of course, unique, and it may be that Members feel a different course of action from the standard is necessary.

Options

4. Having considered the Schedule attached with the actions taken in relation to existing petitions and details of new petitions received, Members have a number of options in relation to those petitions:
 - Request a fuller report, if applicable, for instance when a petition has received substantial support;
 - Note receipt of the petition and the proposed action;
 - Ask the relevant decision maker or the appropriate Cabinet member to attend the Committee to answer questions in relation to it;
 - Undertake a detailed scrutiny review, gathering evidence and making recommendations to the decision maker;
 - Refer the matter to Full Council where its significance requires a debate;

If Members feel that appropriate action has already been taken or is planned, then no further consideration by scrutiny may be necessary.

5. Following this meeting, the lead petitioner will be kept informed of this Committee's consideration of their petition, including any further action Members may decide to take.

Consultation

- 6.. All Groups were consulted on the process of considering more appropriate ways in which the Council to deal with and respond to petitions, resulting in the current process. Relevant Directorates are involved in the handling of the petitions outlined in Annex A.

Implications

7. There are no known legal, financial, human resource or other implications directly associated with the recommendations in this report. However, depending upon what, if any, further actions Members agree to there may, of course, be specific implications for resources which would need to be addressed.

Risk Management

8. There are no known risk implications associated with the recommendations in this report. Members should, however, assess the reputational risk by ensuring appropriate and detailed consideration is given to petitions from the public.

Recommendations

9. Members are asked to consider the petitions received and actions reported, as set out in the Schedule attached at Annex A, and agree an appropriate course of action in each case.

Reason: To ensure the Committee carries out its new requirements in relation to petitions.

Contact Details

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Chief Officer Responsible for the report:

Andrew Docherty
AD Governance & ICT

Report Approved Date 26 March 2015

Wards Affected:

All



Background Papers: None

Annexes:

Annex A - Schedule of petitions received

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Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Cabinet Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
1. Peter Hill Drive, Clifton – request to block the road at one end due to speeding vehicles on the road	Hard copy presented to Council, 09-10-14 (Cllr Douglas)	65	Richard Bogg, Highway Development Manager - Network Management T: 01904 551426	Cabinet Member for Transport	11-12-14 Public Decision Session	Update: The Cabinet Member: Noted the request to implement a road closure to cut excessive speeding in Peter Hill Drive and Court but that no action is taken at this point. Asked Officers to revisit the request in 12 months time.	10 November 2014 Noted
2. Burton Stone Community Centre – concern that the Council's changes a the Centre will not cater for the continuation of the York Coronary Support Group's exercise classes	Hard copy presented to Council, 09-10-14 (Cllr Douglas)	115	Andrew Laslett, Operations Manager T: 01904 553370	Cabinet Member for Health & Community Engagement	27-11-14 Public Decision Session	Decision Session: (i)That the petition received from York Coronary Support Trust, and the fact that this had been taken into account in the drafting of the report to Cabinet, be noted. (ii)That, subject to Cabinet approving the report on 16 December 2014. Discussions be entered into with the new operator and York Coronary Support Trust to determine whether their needs can still be	10 November 2014 Noted

						<p>appropriately met at Burton Stone Community Centre, and if not</p> <p>A commitment be given to secure a suitable alternative venue with options to be researched immediately</p>	
<p>3. South Bank Avenue – breaking of the 20mph speed limit on the road and request for implementation of traffic calming measures</p>	<p>Hard copy presented to Council, 09-10-14 (Cllr Gunnell)</p>	63	<p>Simon Parrett, Transport Policy and Modelling Manager T: 01904 551631</p>	<p>Cabinet Member for Transport</p>	<p>11-12-14 Public Decision Session</p>	<p>Update : The Cabinet Member:</p> <p>Acknowledged the residents’ concerns about the speed of traffic.</p> <p>Advised Officers to work with petitioners to help take their concerns through the established speed management process.</p> <p>This evidence based approach will enable the assessment of appropriate options in response to speed concerns on this road.</p>	<p>10 November 2014 Noted</p>
<p>4. Site H30 – Land between The Village and the railway line - objection to the inclusion of the site in the draft Local Plan</p>	<p>Hard copy presented to Council, 09-10-14 (Cllr Reid)</p>	150	<p>Martin Grainger, Head of Planning and Environmental Management T:01904 551317</p>	<p>When the Local Plan is submitted to the Secretary of State for examination one of the documents</p>	TBC		<p>10 November 2014 Noted</p>

				submitted alongside the plan will be a statement of consultation. Any petitions received to the Plan process will be included within this document to which Cabinet and Full Council will have final sign off, prior to the Plan being sent to government.			
5. Walmgate/Navigation Road – call on Council to extend the rollout of the 20mph limit to the Walmgate/Navigation Road area before the end of 2014	Hard copy presented to Council, 09-10-14 (Cllr D’Agorne)	230	Simon Parrett, Transport Policy and Modelling Manager T: 01904 551631	Cabinet Member for Transport	11-12-14 Public Decision Session	Update: The Cabinet Member: Noted the petition and the strength of local support for a 20mph speed limit. Recommended that Walmgate and Navigation Road areas be considered for inclusion within the future Transport Capital Programme for 2015-16.	10 November 2014 Noted
6. York Deaf Society – petition the Council and the Charity Commission to investigate the funding	Hard copy presented to Council, 09-10-14	300 approx	Gary Brittain Commissioning & Contracts	Cabinet Member	18-11-14	Adult Social Care Commissioning team meeting Jorvik Deaf Connections to discuss	10 November 2014 Noted Outcome of 18-11-14 meeting:

<p>provided to the York Deaf Society, the lack of access to the Social Club and services provided by the Society to the wider deaf community in York and the current management within the Society</p>	<p>(Cllr Barnes)</p>		<p>Manager T: 01904 554099</p>			<p>aspects of the concerns on 18-11-14. Officers have also briefed the Cabinet Member for Health and Community Engagement.</p> <p>The Council is however unable to comment or investigate some aspects raised within the petition but is able to give a summary of the services provided by the Society at present.</p>	<p>Officers from Adult Social Care held a constructive meeting with representatives of Jorvik Deaf Connections and they discussed concerns they had regarding services for the Deaf Community in the City.</p> <p>It was agreed that the organisation would be part of a wider engagement which will involved all aspects of the Deaf Community, scheduled to take place in the new year. It was felt important that the organisation had the opportunity to have a voice in advising what they saw as gaps in terms of information and advice for people with a hearing impairment and that they had the chance to participate in the discussion of how</p>
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							the Council could support the community and what support they needed to access the wider community.
7. Castlegate - Review the decision to remove the provision of holistic information, support and counselling for young people 16-25 in York, provided by Support Workers, Careers Advisors and Counsellors at Castlegate	Online change.org Link attached: http://www.change.org/p/james-alexander-review-the-decision-to-remove-the-provision-of-holistic-information-support-and-counselling-for-young-people-16-25-in-york-provided-by-support-workers-careers-advisors-and-counsellors-at-castlegate	1,600	Jon Stonehouse, Director of Children’s Services Education and Skills T: 01904 553798	Cabinet		Decision of Cabinet (09-10-14) called in to CSMC (Calling-In) meeting, 31-10-14. Referred back to Cabinet (Calling-In) meeting on 25-11-14	10 November 2014 Referred to Cabinet Calling-in Meeting on 25 November 2014 Decision: That the Cabinet decision in respect of the proposals contained in the Business Case for Children’s Services for Castlegate be deferred in order to allow Officers to undertake the following work, prior to reporting back on refined proposals to Cabinet in February 2015: <ul style="list-style-type: none"> • Consultation with service users and partners • Outcome based statistics exercise at Castlegate • Refined proposal

considered by sub group of YorOK

- Refined proposal considered by cross party group
- Refined proposal to YorOK Board

Update: 10-02-15
 Cabinet noted the views from partners and young people, as reflected in the report, and approved the suggested timelines and further work of the YorOk sub group in respect of the development of revised proposals for the services currently located at Castlegate. It was anticipated that a revised business case would be submitted to Cabinet in early summer.

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<p>8. Winter Green Waste Collection – petition the council to continue to collect green waste</p>	<p>E-Petition Running 27-10-14 to 08-12-14</p>	<p>35</p>	<p>Geoff Derham Head of Waste & Fleet</p>	<p>Cabinet Member for Communities - report outlining how the council</p>	<p>Note: Additional green waste collections in</p>	<p>Update: The Cabinet Member agreed that the content of the petition be noted</p>	<p>12 January 2015 Noted</p>
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<p>throughout the winter, or at least until Christmas 2014.</p> <p>As most people have leaves and other green waste, we want it to be collected later in the year. Not to stop at the end of October.</p>			<p>Services T: 01904 553111</p>	<p>will address the issue raised, will be discussed at a public decision session, date to be confirmed</p>	<p>January w/c 19th and 26th. Update: 17-03-15 Cabinet Member for Communities Public Decision Session</p>	<p>and that the current collection arrangements be maintained (no winter collections).</p> <p>Reason: To protect front line waste services and to ensure that the service operates as efficiently as possible.</p>	
<p>9. Groves Chapel, Clarence Street - petition the Council to act against plans by York-based developer S Harrison to transform Groves Chapel in Clarence Street into 26 flats and a new Sainsbury's supermarket.</p>	<p>E-Petition Running 11-11-14 to 23-12-14</p> <p>A petition has been started against this using Change.org and this has called for Hugh Bayley MP to support the campaign</p>	<p>30</p>	<p>Gareth Arnold Team Leader (Development Management)</p> <p>T:01904 551320</p>	<p>Officers can confirm that no planning application has been submitted for development nor have any formal pre-application discussions taken place.</p> <p>Should an application be received it will be publicised for comment in accordance Council policy with letters being sent to adjoining properties a site notice posted and a notice placed in The</p>			<p>12 January 2015 Noted</p>

				York Press. Any comments received will then be taken into account when determining the application.			
10. Save Earswick Green Belt - oppose Labour's plans to build houses on the Strensall Road site	E-Petition Running 14-11-14 to 26-12-14	200	Martin Grainger, Head of Planning and Environmental Management T:01904 551317	Response as per petition 4. above	TBC		12 January 2015 Noted
11. Nunthorpe Grove - Residents Parking - Request the Council to undertake a consultation for resident's parking in Nunthorpe Grove	Hard copy presented to Council, 11-12-14 (Cllr Gunnell)	Signed by 31 residents in favour and 4 against	Richard Bogg Highway Development Manager T:01904 551426	Cabinet Member for Transport, Planning & Economic Development	19-02-15 Decision Session - Cabinet Member for Transport, Planning & Economic Development	Update: The Cabinet Member approved a formal consultation with the residents of Nunthorpe Grove in May 2015. This is in line with a well established procedure when dealing with requests for new Residents Parking Schemes.	12 January 2015 Noted & awaiting outcome of Decision Session
12. Road Safety, Strensall - Call up on the Council to put measures in place to protect children crossing the junction of Sheriff Hutton Road and The Village before a further accident occurs	Hard copy presented to Council, 11-12-14 (Cllr Doughty)	267	Andrew Bradley Sustainable Transport Operations Manager	Cabinet Member for Transport, Planning & Economic Development	19-02-15 Decision Session - Cabinet Member for Transport, Planning & Economic Development	Update: The Cabinet Member instructed Officers to undertake an update of the feasibility study carried out in 2011 and asked Officers to hold a site meeting with representatives of the local community.	12 January 2015 Noted & awaiting outcome of Decision Session

						This was to enable the impact of recent changes in the area to be established and considered in the development of options and to determine more accurate costs for any possible solutions. Also to ensure that the concerns of residents in the area are fully understood during the development of options	
13. Burton Stone Community Centre - Request for the Council to continue to fund the Burton Stone Community Centre for at least a further 5 years.	Hard copy presented to Council, 11-12-14 (Cllr Douglas)	2,841	Andrew Laslett, Operations Manager T: 01904 553370	Cabinet Member for Health & Community Engagement	27-11-14 Public Decision Session 16-12-14 Cabinet	Update: See above decision at petition 2. Whilst Cabinet approved the continued revenue budget for the proposed procurement of a new operator for Burton Stone Community Centre to operate the Specialist Activity Base and the Facility Management function for the next 5 years they also made the following commitment to the York Coronary Support Group and York Renal Exercise Group. Commitments have been made to ensure their sessions either	12 January 2015 Noted

						continue at the centre if possible or if not the Council would ensure a smooth transition to an alternative suitable venue.	
<p>14. Yearsley Pool Request for the Council to recognise the significance of York’s only large, unique historic pool and provide an adequate level of revenue funding to keep Yearsley Pool open for at least the next five years: to safeguard the health, fitness, safety and sporting needs of the local and wider community.</p>	<p>Hard copy presented to Council, 11-12-14 (Cllr Runciman)</p>	<p>Signed by 4542 hard copy and 2045 online totalling 6,587 inc signatories comments) https://www.change.org/p/city-of-york-council-save-yearsley-pool</p>	<p>Charlie Croft Assistant Director (Communities, Culture and Public Realm) T: 01904 55 3371</p>		<p>See report on 12-01-14 CSMC agenda -proposed scrutiny review, submitted by Cllr Aspden, into ways to reduce the subsidy given to Yearsley Pool whilst securing the pool’s long-term future.</p>		<p>12 January 2015 Noted agreement to undertake scrutiny review</p> <p>Update: First meeting of Yearsley Pool Ad Hoc Scrutiny Committee took place on 24-02-15. The Committee will continue its work into the new municipal year and are planning an interim report for CSMC early in 2015/16.</p>
<p>15. Proposed Increases to Travellers Site fees 2014-15 – The pitch holders do not agree to the increased pitch fees and mandate the York Traveller Trust to represent them in relation to resolution of the</p>	<p>Hard copy, sent to the Council, dated 09-12-14 (York Travellers Trust)</p>	<p>62 signatories from sites at Clifton, James Street and Osbaldwick</p>	<p>Tom Brittain Head of Housing Services T: 01904 551262</p>	<p>10-02-14 Cabinet Member for Communities Public Decision Session</p>	<p>Update: Cabinet Member agreed to continue to support the second phase of the rent increase</p>		<p>12 January 2015 Noted & awaiting outcome of Decision Session</p>

<p>dispute.</p>					<p>which was implemented on 01-12-14.</p> <p>Phase 2 of the increase has been independently agreed to and paid by all of pitch holders. This additional funding will be used to appoint a site manager/ supervisor to improve the support and management of the sites.</p>		
<p>16. Street Drinking, The Groves - Call on City of York Council to investigate the increase of street drinker's use of the area surrounding Lowther Street, Penley Grove Street and Townend Street. We also call on the Council to designate these streets as 'no alcohol areas' for the benefit of the majority of residents.</p>	<p>Hard copy sent to Steve Waddington</p>	<p>600 approx</p>	<p>Steve Waddington, AD Housing & Public Protection T:01904 554016</p>	<p>17-03-15 Cabinet Member for Communities Public Decision Session</p>	<p>Update: The Cabinet Member agreed that receipt of the petition be acknowledged and the ongoing work of the Council and its partners to, subject to the evidence supporting it, pursue a</p>		

					Public Space Protection Order for this area of The Groves be noted and that with effect from 19 March 2015, Community Protection Notices be issued as appropriate.		
<p>17. Bus Stop between Rawcliffe Bar Park & Ride and Shipton Road area – Calling for an additional bus stop between Rawcliffe Bar P&R and the Shipton Road area, following residents concern that it is too far to walk between the main P&R site and their homes, particularly for the elderly and disabled.</p>	Hard copy from Cllr Aspden	62 signatories	Sam Fryers Sustainable Travel Team T: 01904 551434	19-03-15 Cabinet Member for Transport, Planning & Economic Development Public Decision Session	<p>Update: The Cabinet Member agreed</p> <ul style="list-style-type: none"> • that the Clerk to Rawcliffe Parish Council be emailed for the Parish Council's views on the petition. • That a safety audit be carried out to enable full costings to be obtained. • That, as part of the consultations for the 		

					<p>retendering of the Park & Ride contract, discussions take place on the issue raised in the petition.</p> <ul style="list-style-type: none"> • That a decision on the petitioners' request be reconsidered by the Cabinet Member once the retendering process for the Park & Ride contract had taken place on the issue raised in the petition. 		
<p>18. Lendal Bridge – Inviting the Council to 'Call upon Labour Cllrs Alexander and Merrett to apologise for the Lendal Bridge farce'</p>	<p>E-Petition Running 12-08-14 to 12-02-15</p>	<p>26 signatories</p>	<p>Sarah Tanburn, Director of City & Environmental Services T: 01904 552375</p>	<p>Not Applicable</p>	<p>Not applicable</p>	<p>Advice to CSMC: This petition has expired and only received 26 signatories. Only petitions exceeding 1,000 signatories have been referred to or considered by Full</p>	<p>CSMC decision required</p>

Council. The Lendal Bridge decision relating to the Council's pursuance of its application for a review of the decision to the Traffic Penalty Tribunal Adjudicator was called in and considered by this Committee in August 2014. In May 2014 Lendal Bridge was one of several topics considered and rejected by scrutiny members at their annual work planning event. A scrutiny topic was then considered by Economic & City Development Scrutiny Committee (ECDOSC) in both June and November 2014 and rejected, because Members did not feel 'a scrutiny of the trial would add any value' at that stage in the process.'

Members may feel that there is no further action appropriate at this time, in the light of this.

<p>19. Parking along Heslington Lane, outside Fulford Golf Club - Calling for double yellow lines to be extended and a comprehensive plan brought forward to tackle parking problems on Heslington Lane opposite Fulford Golf Club.</p>	<p>Hard copy received from Cllr Aspden</p>	<p>534 signatories</p>	<p>Richard Bogg Highway Development Manager T: 01904 551426</p>	<p>26-03-15 Cabinet Member for Transport, Planning & Economic Development Public Decision Session</p>	<p>Decision to be confirmed following meeting</p>		
<p>20. Anti-Social Behaviour, Clifton Moor Retail Park - calling upon the Council to use those powers that they have to reduce anti-social behaviour taking place on privately owned land forming part of Clifton Moor Retail Park in liaison with the Owners and occupiers of the Park and North Yorkshire Police.</p>	<p>Hard copy to be presented to Council, 26-03-15 (Cllr McIlveen)</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>			
<p>21. Lowfields Care Village - Calling upon the Council to bring back proposals for the Lowfields Care Village, acknowledging the need for provision of services for an aging population in the city and the restricted road network to access the site.</p>	<p>Hard copy to be presented to Council, 26-03-15 (Cllr Waller)</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>			

<p>22. Pedestrian Crossing, Askham Lane/Westfield School - requesting a pedestrian crossing at the crossing point on Askham Lane to Westfield School to assist with the safe crossing by residents, especially school children, on this busy road.</p>	<p>Hard copy to be presented to Council, 26-03-15 (Cllr Waller)</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>			
<p>23. Adoption of Nevinson Grove, Stirling Grove and Wilsthorpe Grove - Calling upon the Council to adopt these three roads in order to allow the roads and footways to be included in future resurfacing plans.</p>	<p>Hard copy to be presented to Council, 26-03-15 (Cllr Aspden)</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>			
<p>24. 100% Affordable Community Housing for Oliver House, Bishophill Calling for the Council to support the plan offered by YorSpace to purchase and redevelop Oliver House into 100% affordable housing with community space.</p>	<p>E-Petition Running 18-01-15 to 31-03-15</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</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 progress with Single Equalities Scheme 2. Community Engagement Review - Update on Implementation of Recommendations 3. Equalities Scrutiny Review – Draft Final Report 4. Report on Council Petitions 5. Update on Corporate Scrutiny Review ‘Supporting Older People’ 6. Workplan 2014/15
12 Jan 2015 @ 5pm	<ol style="list-style-type: none"> 1. Second Qtr Finance & Performance Monitoring Report (Debbie Mitchell) 2. Procurement Overview Report inc. further options and alternatives identified by Rewiring Public Services Programme (Debbie Mitchell) 3. Yearsley Pool Scrutiny Topic – Feasibility Report (Topic submitted by Cllr Aspden) 4. Scrutiny Support Budget Monitoring Report (Dawn Steel) 5. Schedule of Petitions 6. Workplan 2014/15

<p>9 March 2015 @ 5pm Cancelled</p>	<ol style="list-style-type: none"> 1. <i>Schedule of Petitions</i> 2. <i>Workplan 2014/15</i>
<p>7 April 2015 @ 5pm</p>	<ol style="list-style-type: none"> 1. Bi-annual Workforce Strategy 2012-15 Monitoring Report inc. Organisational Development Diagnostic Update 2. Third Qtr Finance & Performance Monitoring Report 3. Schedule of Petitions 4. Workplan 2014/15 & Verbal update on any ongoing reviews

Yearsley Pool Ad Hoc Scrutiny Sub-Committee will continue its work into the new municipal year and are planning an interim report for CSMC early in 2015/16.