



## Notice of a public meeting of

### **Economic Development and Transport Policy and Scrutiny Committee**

- To:** Councillors Cuthbertson (Chair), N Barnes, D Myers, Rawlings, Gates, Cullwick and D'Agorne (Vice-Chair)
- Date:** Wednesday, 17 June 2015
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

### **AGENDA**

#### **1. Declarations of Interest**

At this point in the meeting, Members are asked to declare:

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

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

#### **2. Minutes**

(Pages 1 - 16)

To approve and sign the minutes of the last meetings of the Economic & City Development Overview & Scrutiny Committee held on 11 March and 27 March 2015.

### **3. Public Participation**

It is at this point in the meeting that members of the public who have registered their wish to speak can do so. The deadline for registering is by **Tuesday 16 June 2015 at 5.00 pm.**

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

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### **4. Arrangements for Overview & Scrutiny in York**

(Pages 17 - 28)

This report highlights the Council's structure for the provision of the overview and scrutiny function and the resources available to support it. It also details the current terms of reference for the individual Policy & Scrutiny Committees. These terms of reference may be subject to change by the new administration following the re-naming and re-designation of the Scrutiny Committees.

**5. Make it York (Pages 29 - 32)**

**(a) Scrutiny Arrangements**

This report provides Members of the Economic Development & Transport Policy & Scrutiny Committee (EDTPSC) with information on the role of this Committee in scrutinising Make it York (MiY), given that the Make it York Shareholder Committee holds a scrutiny responsibility for the organisation.

**(b) Attendance of the Managing Director**

Steve Brown, Managing Director of Make it York will attend the meeting to introduce Make It York: York's new Destination Management Organisation

**6. Work Plan 2015-16 (Pages 33 - 38)**

Members are asked to consider the Committee's work plan for the municipal year.

**7. Urgent Business**

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

**Democracy Officer:**

Name- Judith Betts

Telephone No. – 01904 551078

E-mail- judith.betts@york.gov.uk

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

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

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 **(01904) 551550**

City of York Council

Committee Minutes

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Meeting	Economic & City Development Overview & Scrutiny Committee
Date	11 March 2015
Present	Councillors Waller (Chair), Healey (Vice-Chair), Barnes, Burton, Scott, D'Agorne (apart from Minute Items 50,51,56-60) and Riches (apart from Minute Items 50,51,56-60) (Substitute for Councillor Semlyen)
Apologies	Councillor Semlyen

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## 50. **Declarations of Interest**

At this point in the meeting Members were asked to declare any personal, prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda.

Councillor Barnes declared a prejudicial interest in Agenda Item 8 (Six Month Update on Major Developments in York) as he was employed by the main sponsor of York City Football Club who would be one of the occupants of the Community Stadium. He clarified that if there was any discussion that related to this he would excuse himself from the room.

Councillor Waller declared a personal interest in the same item as a governor of York High School which manages Energise. Energise is tied in with the Community Stadium contract. He was also the unpaid Chair of Energise.

No other interests were declared.

## 51. **Minutes**

Resolved: That the minutes of the last meeting held on 28 January 2015 be approved and signed by the Chair as a correct record.

**52. Public Participation**

It was reported that there had been one registration to speak under the Council's Public Participation Scheme.

Gwen Swinburn made a number of comments in relation to the remit of the committee and to specific items on the agenda.

Regarding Agenda Item 4 (Report of the Cabinet Member for Economic Development) she asked a series of questions about the new economic strategy. She requested that it be made public how the strategy would be reenergised, who would be consulted and that the performance of the current strategy in process be analysed. She added that when the last economic strategy was written it only appeared as an appendix to a scrutiny report many years after it had been written.

She commended the display of the major projects set out in Agenda Item 8.

Finally she made a comment about recent Cabinet Member Decisions that had been taken on Service Level Agreements and questioned how these could be monitored properly without figures.

**53. Attendance and Report of the Cabinet Member for Economic Development**

The Cabinet Member for Economic Development attended the meeting and presented a written report.

Questions from Members to the Cabinet Member related to;

- The reasons for the drop in wages amongst various groups of employees.
- Which of his priorities had been tackled and which needed to continue.
- The lack of a strategic and practical 'front door' service offered by the Council for business start ups in York.
- The Service Level Agreement for Make It York.

The Cabinet Member responded that the drop in wages varied between different groups.

As to the reasons why he felt that this was he pointed to a national trend of two thirds of newly created jobs being paid below the living wage. He reported that unemployment levels had dropped over the past year and that a recent report had showed an increase in private sector jobs in the city.

Some Members questioned if this was because lower paid jobs had been added to the figures and stated that there was a need to look at the difference between the median and average wage. Officers stated that they would provide a sectoral breakdown of information on wages for Members.

In regards to his priorities, the Cabinet Member felt the most proud of York being the first city in Yorkshire to adopt the living wage. However, he felt that issues over flexible low grade office space, congestion problems and a strategic front door for business start ups would be issues that a new administration would have to deal with in the new municipal year.

On the 'front door' service offered by the Council for business start ups, some Members expressed concerns that businesses had previously said that the Council had been too large to navigate. Members felt unsure that Make It York would immediately pick this up and felt the practical issues related to taking on additional staff and extra space, were sometimes better done in house and it was unclear as to who Make It York would contact within the Council if they were unsure which department they needed to contact.

Members asked if there would be any clearly accessible measurable outcomes for the Service Level Agreement (SLA) with Make It York. It was reported that the SLA was still in development and it was suggested that if Members wished to view the SLA and comment on it before the company came into existence on 1 April, then an additional meeting could be arranged. Officers confirmed that from 1 April, transferred staff would be funded to work at Make It York.

In regards to points raised under Public Participation, performance reports received by the Committee would include those from Make It York and Members would be able to scrutinise specific items. Members could also choose to invite certain individuals from Make It York to attend ECDOSC to answer questions.

The Chair thanked the Cabinet Member for his report and attendance at the meeting.

Resolved: That the Cabinet Member be thanked for his report and that it be noted.

Reason: In order to keep the Committee informed of the Cabinet Member's priorities.

**54. Attendance of the Cabinet Member for Culture, Leisure and Tourism to present update on Shambles Market and Tour de France**

The Cabinet Member for Culture, Leisure and Tourism attended the meeting in order to present an update on the Shambles Market and the Tour de France.

Shambles Market

Questions, comments and requests from Members to the Cabinet Member included;

- Whether moving the Farmers Market from Parliament Street into the Shambles Market would see an increase in profit or not.
- Would special events still take place in Parliament Street?
- Had consultation taken place with stallholders, had it been recorded, and where was it recorded?
- More financial information on the income and outcomes for the Parliament and Shambles Markets.

In response the Cabinet Member stated moving the Farmers Market from Parliament Street and merging the Shambles Market would allow for the empty stalls there to be used. She felt confident that it would work and it would also free up space in Parliament Street for use by other events. Officers stated that specialist markets did not make a large amount of money and that the refurbishment measures would increase the occupancy rate of the Shambles Market.

The Cabinet Member informed Members that there would still be Christmas Festivals taking place within the city centre but responsibility for this would no longer be in the hands of the Council, but Make it York.



Consultation had taken place with traders and had been recorded in Cabinet papers. It was noted that the architects involved had also carried out their own consultation. Officers offered to provide a summary of this if Members wished.

The Director of Communities and Neighbourhoods informed the Committee about how the finances for the markets would be monitored through the Make it York Business Plan. Members were told that outcome data would be shared with the Committee but that if they wished to receive financial data that then they could request this.

### Tour de France

The Director of Communities and Neighbourhoods informed the Committee that there had been 8.3 million visitors to York over the weekend of the Grand Départ during which 200,000 watched it in York and 92% of residents felt that its presence had been a good thing.

Some Members were concerned that the economic deficits had not been examined, such as the effect that the race had on city traders whilst the stage took place.

In response, Members were told that although there had been a drop in visitors at the National Railway Museum during the stage, numbers in the build up to the race rose and visitor numbers from abroad also increased.

Discussion took place around what had gone well and what had not gone well in regards to the Tour's visit to the city. It was felt that the stewarding and community engagement worked well. In the latter case this had been funded by local traders not by the Council.

In contrast, the Grand Départy and the camping had not gone well. The Director admitted that the decision to run the Grand Départy was made too late and suffered from bad marketing and bad weather.

It was reported that the costs for holding the Tour de Yorkshire had decreased from £750,000 to £250,000 as Officers now knew what the infrastructure costs would be (such as how many stewards would be needed).

The Chair questioned the comparable costs for Leeds and for York hosting a stage of the Tour de Yorkshire and requested further financial information from Officers in respect of this.

The Committee thanked Council staff for their hard work during the Grand Départ, they also thanked the Cabinet Member for her attendance at the meeting.

Resolved: That the Cabinet Member be thanked for their report and attendance.

Reason: So that the Committee are kept updated of the Cabinet Member's priorities.

**55. Online Business/E-Commerce Scrutiny Review Draft Final Report**

Members considered the draft final report of the Online Business/E-Commerce Scrutiny Review.

Councillor Cuthbertson, the Chair of the Online Business/E-Commerce Scrutiny Review presented the report. In reference to the previous discussion, he stated that some of the recommendations were put forward to the Economic Development Unit who were transferring from the Council across to Make it York. Therefore the Make it York Business Plan could affect the viability of the recommendations.

It was requested that the Cabinet include the review's recommendations in the Make it York's Service Level Agreement.

Resolved: (i) That the draft recommendations be endorsed as outlined in the report and;

(ii) The recommendations be amended to include a request that Cabinet include the review's recommendations in the Make it York Service Level Agreement.

Reason: To conclude the work on this review in line with scrutiny procedures and protocols thereby enabling the final report to be presented to Cabinet.

**56. 2014/15 Finance Monitor 3 Report**

Members considered a report which provided them with details of the 2014/15 forecast outturn position for both finance and performance in City & Environmental Services.

Officers highlighted that planning income had started badly but had picked up well, particularly amongst medium sized to major applications. All parking tariffs would be reverting to their previous levels from 1 April.

Members queried the following;

- How was the decision made to end free parking?
- The current situation in respect of repayment of Coppergate fines.

Officers responded that when free parking was introduced an end date was given as this was only a trial and therefore this could be reviewed. In respect of the Coppergate situation, a decision was awaited from the Traffic Adjudicator.

Resolved: That the report be noted.

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

**57. Six Month Update on Major Developments in York**

Members considered a report which provided them with an overview and updated in relation to current ongoing major development projects in York.

In response to a query about Southern Gateway, Officers explained that this was the Castle Piccadilly area and they gave a short background to development in the area. They informed Members about an all Member briefing that would be taking place regarding development in the area on 26 March and invited them to attend. It was noted that suggestions that had been put forward for use of the site had been for mixed residential and heritage usage.

Reference was made to the special planning meeting to consider the Community Stadium on 27 March 2015. Officers stated that they would circulate details about this to Members.

Resolved: (i) That the restructuring of the major projects be noted.

(ii) That the ongoing work being undertaken in order to deliver the various initiatives and developments as a matter of priority for the Council be acknowledged.

Reason: To provide the Committee with a regular update on developments in the city.

**58. Further Update on Implementation of recommendations from the previously completed External Funding Scrutiny Review**

Members considered a report which provided them with a further update on the implementation of recommendations arising from the previously completed External Funding Scrutiny Review.

Questions from Members to Officers related to York's attendance at the MIPIM global property fair, whether it was felt to be value for money and how long it was felt that they needed to attend.

Officers felt that attendance at the event came from the necessity to have conversations with investors over long periods of time. It was difficult to decide how long York needed to attend.

Members asked how much it cost the Council to attend the MIPIM conference and asked for Officers to circulate this information. They also suggested that an update to the recommendations be brought to the Committee in six months time along with information from the Make It York Business Plan.

Resolved: (i) That the report be noted and the recommendations that have been fully implemented be signed off as complete.

- (ii) That the recommendations be transferred to be used as part of the Make It York Business Plan.

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

**59. York Economic Dashboard**

Members received a report which provided them with a copy of York's latest Create Jobs and Grow the Economy Dashboard.

Officers reported that following a suggestion from Councillor D'Agorne, at the last meeting, they had added in a suggested indicator on the number of employers who paid the living wage in the city.

Resolved: That the report be noted.

Reason: To keep Members informed about changes to the Dashboard.

**60. Work Plan 2015 and Draft Work Plan 2015/16**

Members considered the Committee's work plan for the rest of the municipal year and the draft work plan for 2015/16.

Discussion took place over an additional meeting to consider the commissioning arrangements for Make It York.

It was suggested that an additional meeting be held. On being put to the vote the motion was carried.

Following further discussion it was;

Resolved: That the work plan be noted and the following amendment be made;

- An additional meeting be scheduled for Friday 27 March 2015 to discuss commissioning arrangements for Make It York.

Reason: To ensure that the Committee has a planned programme of work in place.

Councillor A Waller, Chair

[The meeting started at 5.32 pm and finished at 8.38 pm].

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Meeting	Economic & City Development Overview & Scrutiny Committee
Date	27 March 2015
Present	Councillors Waller (Chair), Healey (Vice-Chair), Barnes and Scott
Apologies	Councillors Semlyen, Burton and D'Agorne
In Attendance	Councillor Steward

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#### **61. Declarations of Interest**

At this point during the meeting Members were asked to declare any personal, prejudicial or disclosable pecuniary interests not listed on the Register of Interests that they had in the business on the agenda.

Councillor Scott declared a personal interest in Agenda Item 3 (Make it York Commissioning Agreement) as his wife had a business with the markets.

No other interests were declared.

#### **62. Public Participation**

It was reported that there had been one registration to speak under the Council's Public Participation Scheme.

Councillor Steward spoke in relation to Agenda Item 3 (Make it York Commissioning Agreement). He informed the Committee that he was the Chair of the Make it York Shareholder Committee and that they had met four times and alongside himself the membership currently comprised of Councillors Gunnell and Taylor.

He then detailed which Members and Cabinet Members had previously been on the Committee. The Cabinet Members included Councillors Crisp and Williams. He felt that Make it York was a good thing and felt that the Council should make it work.

The meetings had originally been held in private due to what had been deemed a lack of public interest, however they would now be held in public.

In regards to the Make it York Service Level Agreement (SLA), the Committee had first seen a very early draft, and had recently been presented with an updated version to which they could only make suggestions. He hoped that the Shareholder Committee would be the main body to scrutinise the SLA.

### **63. Make it York Commissioning Agreement**

The Committee received a report which detailed the latest draft agreement as of 19 March 2015 of the Make it York Commissioning Agreement.

The Chair invited Councillor Steward to stay at the meeting to answer any questions in relation to the Make it York Shareholders Committee. Councillor Steward agreed to this request.

Discussion took place in response to points raised by Councillor Steward under Public Participation. It was clarified that Cabinet would set the priorities for Make it York and the Shareholder Committee would scrutinise the delivery of these.

Councillor Steward raised concerns at the rushed delivery date of the SLA and pointed out to the Committee that the Shareholders Committee could only make suggestions to the Cabinet Member. He highlighted the lack of transparency in the process and explained to Members why some of the Labour Group appointees had changed.

The Director of Communities and Neighbourhoods explained that the SLA would be signed off by the Cabinet Members involved, Councillors Crisp, Levene and Williams and it was for that reason that it was felt to be inappropriate to have decision makers on the Shareholder Committee.

Questions from Members included;

- Did the Shareholder Committee publish agendas?
- What was the Shareholder Committee's remit?



- Could the Shareholder Committee dismiss the Make it York Board?

It was reported that formal agendas had not been produced, that there was a draft remit and an AGM would be held at a Cabinet meeting. The Shareholder Committee could not dismiss the Board, but it could make recommendations to the Cabinet who had the power to appoint and dismiss Board Members.

It was noted that the Make it York's Board;

- Included the Chief Executive and Leader plus representatives from different sectors in the city on its membership.
- That roles of different bodies involved would be built into the articles of the company.
- That it was intended to produce the agendas and minutes using the Council's Committee Management System for Board Meetings, and this was highlighted in the Terms of Reference, which had been taken to the Shareholders Committee twice.

One Member questioned whether the remit of ECDOSC might change due to the Shareholders Committee's role in scrutinising Make it York and suggested that there were too many Cabinet Members responsible for Make it York. Councillor Steward responded that as the Chair of the Shareholders Committee he felt happy to take on the scrutiny of Make it York, but felt there would be a significant overlap with the work of scrutiny committees. He also agreed with the Member's comment that the inclusion of three Cabinet Members on the Board was too many.

The Director of Communities and Neighbourhoods introduced the report and stated that the purpose of the SLA was to specify the outcomes for Make it York and its requirements for delivery.

Some Members wanted clarification on the measurement of the performance in the information presented and trend analysis for outcomes. Officers reported that they could bring back reports including these to the Committee.

One Member asked for details of the salary of the Chief Executive of Make it York and wanted his request minuted.

In response to the question as to when the Cabinet Member would make the final decision on the SLA, it was reported that delegated authority had been given to Officers and so there would be no public meeting held. The decision would be made before the company came into existence in early April. Therefore it was suggested that the Committee write to the Cabinet Member with their suggested recommendations. Officers suggested that a monitoring template could be formulated to see whether these recommendations had been followed.

Some Members felt that the decision should be taken in public, particularly given that there would be delays in signing and implementing the agreement until after the election.

Officers advised Members that it was critical that the SLA was agreed immediately as it could have impact on Council employees who were to be seconded to Make it York.

Councillor Waller moved the following recommendation;

“that the Leader intervene and delay the Make it York Service Level Agreement as exhibited or amended to the Shareholder Committee until after the election having heard full representations from key stakeholder groups in a public meeting”.

Councillor Healey seconded this motion. On being put to the vote, this motion was carried.

Councillor Steward suggested that the Committee might like to add a recommendation to clarify with Cabinet what role they would have in scrutinising Make it York, given that the Shareholder Committee held a scrutiny responsibility for the organisation.

Resolved: (i) That the following recommendations be forwarded to the Cabinet Leader<sup>1</sup>;

That the Leader intervene and delay the Make it York Service Level Agreement as exhibited or amended to the Shareholder Committee until after the election so a decision can be made in public

by the Cabinet member, having heard full representations from key stakeholder groups.

- (ii) That any Service level Agreement must contain an assurance that ECDOSC continues to have the level of officer support required to maintain the scrutiny role of this Committee on economic development.
- (iii) That outcome reports should include baseline and trend analysis figures, including those with national statistics.

The Committee also resolved:

- (iv) That a report be produced for the June meeting detailing the continuing role of the Economic and City Development Overview and Scrutiny Committee in scrutinising Make it York, taking into account the role of the Shareholder Committee.

- Reason:
- (i) To make the public aware of the Commissioning Agreement for Make it York.
  - (ii) In order to ensure that Make it York can successfully deliver its outcomes.
  - (iii) To keep the Committee informed of all up to date statistics and trends.
  - (iv) To clarify the scrutiny roles of Economic and City Development Overview and Scrutiny Committee and the Make it York Shareholder Committee.

Action Required

1. To write to the Cabinet Leader.

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Councillor A Waller, Chair

[The meeting started at 5.34 pm and finished at 7.20 pm].

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## **Economic Development & Transport Policy & Scrutiny Committee      17 June 2015**

Report of the Assistant Director, Governance & ICT

### **Arrangements for Overview & Scrutiny in York**

#### **Summary**

1. This report highlights the Council's structure for the provision of the overview and scrutiny function and the resources available to support it. It also details the current terms of reference for the individual Policy & Scrutiny Committees. These terms of reference may be subject to change by the new administration following the re-naming and re-designation of the Scrutiny Committees.

#### **Background**

2. In 2009 the Council restructured its overview and scrutiny function which led to the formation of a number of overview & scrutiny committees. In May 2015 the Council agreed to change these to Policy and Scrutiny Committees

#### **Introduction**

3. The Council's overview and scrutiny function currently has the following Policy & Scrutiny Committees in place:
  - Corporate & Scrutiny Management Committee (CSMC)
  - Economic Development and Transport
  - Learning & Culture
  - Communities and Environment
  - Health & Adult Social Care

#### **Corporate & Scrutiny Management Committee (CSMC)**

4. This Committee oversees and co-ordinates the scrutiny function, including:

- allocating responsibility for issues which fall between more than one Policy & Scrutiny Committee
- allocating, in consultation with the Chair/Vice-Chair, urgent issues to be considered by an appropriate Committee (including an Ad-Hoc Scrutiny Committee), as may be necessary;
- reviewing progress against the Work Plans of the Policy & Scrutiny Committees, as may be necessary and receiving bi-annual updates from Chairs of those Scrutiny Committees, as required;
- receiving periodical progress reports, as appropriate, on particular scrutiny reviews;
- considering and commenting on any final reports arising from completed reviews produced by the Policy & Scrutiny Committees, as required
- provides an annual report to Full Council on the work of the Policy & Scrutiny Committees
- recommends to the Executive an appropriate budget to support the undertaking of scrutiny reviews as part of the Council's budget setting process, and manages the overall allocation of any such budget
- periodically reviews the scrutiny procedures to ensure that they are operating effectively and recommends to Council any appropriate constitutional changes relating to the scrutiny structure or procedural rules
- Consider any decision "called in" for scrutiny in accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Council's Constitution.

5. In Addition, CSMC exercises the powers of an Overview & Scrutiny Committee under section 21 of the Local Government Act 2000, by promoting a culture of continuous improvement across all corporate, strategic and business services through developing, challenging and reviewing those services and by monitoring the performance of the following Council service plan areas through regular performance monitoring reports:

- |                           |                              |
|---------------------------|------------------------------|
| • Audit & Risk Management | • Human Resources &          |
| • Strategic Finance       | Directorate HR Services      |
| • IT&T                    | • Performance & Improvements |
| • Public Services         | • Resources & Business       |
| • Property Services       | Management                   |
| • Policy & Development    | • Business Support Services  |
|                           | • Corporate Services         |

- Civic Democratic & Legal Services
- Marketing & Communications
- Directorate Financial Services
- Management Information Services

### **Standing Policy & Scrutiny Committees**

6. Each of the four standing Policy & Scrutiny Committees has its own individual remit as detailed below:

7. Economic Development & Transport Policy & Scrutiny Committee  
This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- Economic Development & Regeneration
- Strategic Housing
- Civil Engineering & Highways
- Parking Services
- Transport Strategy
- Parking Strategy
- Highways Strategy
- Reinvigorate York
- Environment Strategy
- Carbon Reduction
- Air Quality
- National & Regional Transport Infrastructure
- Digital Infrastructure,
- Fleet Management
- Planning, Conservation & Urban Design
- Local Plan

8. Learning & Culture Policy & Scrutiny Committee  
This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- School Improvement & Staff Development
- Children and Families
- Partnerships & Early Intervention
- Resource Management
- Lifelong Learning
- Youth Services
- School Place Planning
- Play Policy
- Leisure
- Tourism
- City Centre Management, Markets & Events
- Arts and Culture
- Heritage
- Parks

9. Communities & Environment Policy & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports:

- Flood Protection
- Smarter York
- Waste Management
- Street Environment
- Housing Landlord (HRA)
- Housing General
- Taxi Licensing
- Trading Standards
- Licensing Policy & Enforcement
- Licensing & Bereavement
- Registrar
- Safer City
- Emergency Planning
- Domestic Violence
- Safer Neighbourhoods
- Anti-social Behaviour
- Youth Offending
- Environmental Health
- Alcohol & Drugs Action
- Food Hygiene
- Animal Welfare

10. In addition, the Communities & Environment Policy & Scrutiny Committee is also responsible for the discharge of the functions conferred on the Council by sections 19 & 20 of the Police & Justice Act 2006, in relation to the scrutiny of community safety issues, the Police and the work of the local Crime and Disorder Reduction Partnership (known in York as the Safer York Partnership), made up of the following community safety partners:

- The Local Authority
- The Police Force
- The Police Authority
- The Fire and Rescue Authority
- The Primary Care Trust

11. Health & Adult Social Care Policy & Scrutiny Committee

This Committee is responsible for monitoring the performance of the following service plan areas through regular performance monitoring reports

- Public Health
- Services for Carers
- Adult Safeguarding
- Assessment & Personalisation
- Older People, Mental Health & Respite
- Commissioning & Partnerships



12. In addition, the Health & Adult Social Care Policy & Scrutiny Committee is also responsible for:
- (a) The discharge of the health and scrutiny functions conferred on the Council by the Local Government Act 2000
  - (b) Undertaking all of the Council's statutory functions in accordance with Section 7 of the Health and Social Care Act 2001, NHS Reformed & Health Care Professional Act 2002, and section 244 of the National Health Service Act 2006 and associated regulations, including appointing members, from within the membership of the Committee, to any joint Overview and Scrutiny Committees with other local authorities, as directed under the National Health Service Act 2006.
  - (c) Reviewing and scrutinising the impact of the services and policies of key partners on the health of the City's population
  - (d) Reviewing arrangements made by the Council and local NHS bodies for public health within the City
  - (e) Making reports and recommendations to the local NHS body or other local providers of services and to evaluate and review the effectiveness of its reports and recommendations
  - (f) Delegating functions of scrutiny of health to another Local Authority Committee
  - (g) Reporting to the Secretary of State of Health when:
    - i. Concerned that consultation on substantial variation or development of service has been inadequate
    - ii. It considers that the proposals are not in the interests of the health service

### **Standing Policy & Scrutiny Committees - Common Functions**

13. In exercising the powers of an Overview and Scrutiny Committee under section 21 of the Local Government Act 2000, the four Policy & Scrutiny Committees shown above have the following common functions:
- Maintain an annual work programme and ensure the efficient use of resources.
  - Assist in the development and review relevant policies and advise the Executive about the proposed Policy Framework as it relates to their service plan areas

- Review any issue that it considers appropriate or consider any matter referred to it by the Executive, CSMC or Council and report back to the body that referred the matter.
- Identify aspects of the Council's operation and delivery of services, and/or those of the relevant Council's statutory partners, suitable for an efficiency review.
- Carry out efficiency reviews or set up a Task Group from within their membership to conduct a review on their behalf.
- Scrutinise issues identified from the Executive's Forward Plan, prior to a decision being made.
- Receive Executive Member reports relating to their portfolio, associated priorities & service performance.
- Scrutinise the services provided to residents of York by other service providers, as appropriate.
- Comment on the annual budget proposals and elements of the Corporate Strategy.
- Make final or interim recommendations to the Executive and/or Council
- Report any final or interim recommendations to CSMC, if requested
- Monitor the Council's financial performance during the year.
- Monitor progress on the relevant Council Priorities and advise on potential future priorities.
- Support the achievement of the relevant 'Local Area Agreement' priority targets

## **Work Planning**

14. Each of the four Policy & Scrutiny Committees will produce and maintain an annual work plan. This will appear on the agenda for each meeting, and will show the different stages of any ongoing reviews and the scheduled dates for receiving the following:
  - Performance and Finance Monitoring Reports
  - Reports from Local Strategic Partners
  - Updates from Executive Members
  - Updates on the implementation of recommendations arising from previous scrutiny reviews.

## **Council Plan 2011/2015**

15. The Policy & Scrutiny Committees are designed to be cross-cutting across Directorates and in carrying out its remit, may undertake work that supports one or more on the Council's Strategic Priorities. The Council's Corporate Strategy for 2011-15 contained the following priorities:
  - Create Jobs & Grow the Economy
  - Get York Moving
  - Build Strong Communities
  - Protect Vulnerable People
  - Protect the Environment
16. In addition, CSMC and each of the Policy & Scrutiny Committees are responsible for ensuring their work promotes inclusiveness and sustainability.

## **Working Effectively as a Scrutiny Member**

17. The vast majority of Scrutiny Committee meetings are held in public, as with all other formal meetings of Committees upon which elected Councillors sit. For such public meetings, agenda and reports must be published 5 clear working days in advance of the meeting itself. This allows time for the public to engage with the issues being discussed and for them to attend or speak at the meeting, as they wish. These formal meetings are an important part of the scrutiny function, publicly being seen to examine and question plans, policies and actions.
18. Members of the Policy & Scrutiny Committees can:
  - Meet on a regular basis
  - Prepare for meetings and visits by reading briefing papers and preparing any questions for witnesses
  - Formulate and agree an annual work plan for their Committee, in consultation with the relevant Scrutiny Officer
  - Discuss and decide on the remit and scope of each scrutiny review they undertake
  - Contribute to discussions as community representatives but without a political agenda
  - Develop each review through constructive debate

- Participate as fully in Scrutiny reviews as their time commitments will allow – e.g. by attending site visits and taking part in smaller task groups
- Make recommendations based on their deliberations and information received
- Take ownership of their final reports and any recommendations, and work with the Scrutiny Officer on their production
- Monitor Scrutiny recommendations approved by the Executive to see how they are being implemented
- Identify items on the Executive Forward Plan for potential consideration by the Committee
- Treat officers, witnesses and other members with respect and consideration.

19. Chairs of Policy & Scrutiny Committees - in addition to their member role, each Chair is will:

- Provide leadership and direction at meetings and in terms of managing the progress of scrutiny work;
- Attend Chair's Briefing meetings with the Scrutiny Officer, Vice Chair and other officers as appropriate, to discuss how meetings will run and to manage the business
- Work with the Scrutiny Officer and senior officers to ensure an effective exchange of information, at all times
- Support Officers in setting realistic timescales scrutiny reviews, taking into account existing workload, resources and related pressures
- Ensure everyone gets the opportunity to contribute at meetings and their views are heard and considered
- Ensure that officers and witnesses are properly introduced at meetings and are always treated with respect and consideration, as set out in the Witness Charter
- Work with the Scrutiny Officer on the production of any final review reports, as appropriate
- Present the Committee's review final reports and recommendations to the Executive

20. Vice Chairs perform the Chair's role in their absence.

21. Statutory Voting Co-optees

- Are required for the Learning & Culture Policy & Scrutiny Committee, to represent parents and religious groups in relation to educational activity;
- Participate fully within the Scrutiny work as a member of the Committee (see member's role) and vote on issues within their educational remit;
- Provide advice and information to the Committee based on their specific skill, knowledge or expertise;
- Are not required to attend meetings which have no educational aspect.

22. Non-Statutory and Non-Voting Co-optees

- Can be invited by a Committee to provide advice and information based on their specific skill, knowledge or expertise, either on a permanent basis or for the duration of a review.
- Participate as a member of the Committee would do, but cannot take part in a vote if one is held during a meeting.

**Officer Roles Supporting Policy & Scrutiny Committees**

23. The work of the Policy & Scrutiny Committees is supported by officers in a number of ways:

24. The Scrutiny Services Team

- Facilitate and support CSMC and the Policy & Scrutiny Committees, and organise events and meetings
- Support CSMC in reviewing and improving the Scrutiny function
- Work with individual Committees to develop their annual work plans, and with CSMC to co-ordinate the overall scrutiny function
- Provide independent and impartial advice to Councillors
- Carry out research and gather information as directed by the Committees
- Provide a link between the Committees, senior officers of the council and external witnesses, inviting them to meetings and supporting them throughout the scrutiny process to ensure an effective exchange of information
- Liaise and consult with residents, partnerships and other external parties on behalf of the Committees
- Draft final reports in close consultation with the Chairs of the Committees

- Forward reports and agenda items to the appropriate Democracy Officer on time so these can be published
- Stay up to date with new developments in Scrutiny legislation and implement changes as necessary

25. Lead Officers

- Each Committee has a designated Lead Officer responsible for 'championing' scrutiny within their Directorates and ensuring Scrutiny Officers receive appropriate technical support and information for scrutiny reviews/reports within agreed timescales.
- Lead Officers will attend Chair's Briefings and the Committee meetings.
- Relevant technical officers will also support scrutiny and Scrutiny Officers in providing Scrutiny Committees with technical reports and information and in attending meetings to advise Members.

26. Democracy Officers

- Provide constitutional advice at scrutiny meetings or to Scrutiny Officers and councillors when required
- Timetable meetings in consultation with Committee members
- Book meeting rooms and cancel bookings when necessary
- Receive reports and compile agenda for meetings, publish and circulate within the legal deadlines
- Write Minutes of policy & scrutiny meetings, consult with Scrutiny Officer afterwards and get Minutes signed off by the Chair of the Committee
- Provide a registration facility for members of the public wishing to speak at scrutiny meetings

**Consultation**

27. This report is for information only - no specific consultation has taken place on this report.

**Implications & Risk Management**

28. There are no known Legal, HR, Finance, Equalities, Crime & Disorder, Property or other implications associated with the recommendation in this report.

29. There are no known risks, associated with the recommendation in this report.

**Recommendations**

30. Members are asked note the contents of this report and the specific remits of the individual Policy & Scrutiny Committees.

Reason: To inform Members of scrutiny arrangements

**Contact Details**

**Author:**

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**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director, Governance & ICT  
Ext 1004

**Report  
Approved**



**Date** 17 April 2015

**Wards Affected:**

**All**



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

**Background Papers:** N/A

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**Economic Development & Transport Policy & Scrutiny Committee****17 June 2015**

Report of Assistant Director Governance and ICT

**Scrutiny Arrangements Around Make it York****Summary**

1. This report provides members of the Economic Development & Transport Policy & Scrutiny Committee (EDTPSC) with information on the role of this Committee in scrutinising Make it York (MiY), given that the Make it York Shareholder Committee holds a scrutiny responsibility for the organisation.

**Background**

2. In early November 2013, the former Cabinet agreed to pursue the development of a new agency to deliver the marketing, tourism, cultural and business development agendas for the city of York with the aims:
  - To deliver greater inward investment, and thus market share, for York in its key growth sectors, including those sub-sectors in which the city has a strength of assets, particularly life science-related industries, high-tech industries and business services;
  - To increase the value of the visitor economy through promoting innovation and higher quality in the existing offer and encouraging high value visitor economy investment;
  - To achieve a stronger coordination and promotion of the city's profile and cultural offering underpinning that profile.
3. This new organisation – Make it York – and Commissioning Agreement went live in April 2015.

4. In late March 2015 the former Economic & City Development Overview & Scrutiny Committee (ECDOSC) held an additional committee meeting to discuss the Commissioning Agreement for Make it York prior to the organisation going live.
5. Members questioned whether the ECDOSC remit might change due to the Shareholder Committee's role in scrutinising Make it York. The Shareholder Committee Chair was happy to take on the role of scrutiny of Make it York, but felt there could be a significant overlap with the work of scrutiny committees.
6. The Committee resolved "That a report be produced for the June meeting detailing the continuing role of the Economic and City Development Overview and Scrutiny Committee in scrutinising Make it York, taking into account the role of the Shareholder Committee" in order to clarify the roles of the Scrutiny Committee and the Make it York Shareholder Committee.

### **Make it York – Respective Roles**

#### 7. The Executive

Takes important decisions concerning the company including:

- The appointment and dismissal of Directors
- Undertaking borrowing and loans
- Allocating funding to the company
- Agreeing the service level agreement with the company
- Making any changes to the nature of the company

#### 8. Shareholder Committee

- Influences the Make it York board of directors on the direction of travel of Make it York
- Scrutinises the performance and operation of Make it York
- Influences the appointment of directors including pay packages
- Makes recommendations to the Make it York board on operation of the company where appropriate
- Communicates the practical application of the Council's priorities to the Board and how the Company is able to contribute to them being attained

- Reports to the Executive on the above issues where appropriate

9. Economic Development & Transport Policy & Scrutiny Committee.

Like all scrutiny boards EDTPSC may:

- Review any issue that it considers appropriate: Topics may be in the areas in which Make it York operates and focus on the strategic outcomes that Make it York is pursuing in those areas. Where EDTPSC selects a subject area to scrutinise that is in the remit of MiY then MiY will provide representation.
- Identify aspects of the Council's operation and delivery of services, and/or those of the Council's statutory partners, suitable for efficiency reviews. EDTPSC may wish to do this by:
  - Scrutinising the Company's annual business plan including capital and revenue plans which are approved by the shareholders.
  - Scrutinise how control of the Company is exercised on a strategic basis to complement the Council's objectives.
  - Seeking reassurance that the 20% Teckal threshold is maintained.

### **Options & Analysis**

10. This report is provided for information only.

### **Council Plan**

11. The delivery of Make it York relates to the Creating Jobs and Growing the Economy priority in the Council Plan 2011-2015.

### **Implications and Risks**

12. There are no implications or risks associated with this report.

### **Recommendation**

13. That the Committee note the contents of this report.

Reason: To inform the Committee of the respective roles of the Executive, the Shareholder Committee and EDTPSC in relation to Make it York.

**Contact Details**

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**Chief Officer Responsible for the report:**

Andrew Docherty  
Assistant Director Governance and ICT  
Tel: 01904 551004

**Report Approved**

**Date** 04/06/2015

**All**

**Wards Affected:**

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

## Economic Development & Transport Policy & Scrutiny Committee Draft Work Plan 2015/2016

Meeting Date	Work Programme
17 June 2015 @ 5.30pm	<ol style="list-style-type: none"> <li>1. Introductory Report including ideas on potential topics for review in this Municipal Year.</li> <li>2. Update Report on Scrutiny Arrangements around Make it York.</li> <li>3. Attendance of the Managing Director of Make it York</li> <li>4. Work Plan 2015/2016</li> </ol>
22 July 2015 @5.30pm	<ol style="list-style-type: none"> <li>1. Attendance of Executive Members for: <ul style="list-style-type: none"> <li>• Economic Development and Community Engagement;</li> <li>• Transport &amp; Planning;</li> <li>• Housing and Safer Neighbourhoods;</li> <li>• Environment,</li> </ul> to detail their priorities and challenges for 2015/16 </li> <li>2. End of Year Finance and Performance Monitoring Report</li> <li>3. Economic Dashboard Update</li> <li>4. Work Plan 2015/2016</li> </ol>
15 September 2015 @ 5.30pm	<ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Quarter Finance &amp; Performance Monitoring Report</li> <li>2. Overview Report on Low Emissions Strategy including update of Air Quality Action Plan</li> <li>3. Update Report on Implementation of the Recommendations in Higher Value Jobs Scrutiny Review</li> <li>4. Work Plan 2015/2016</li> </ol>
18 November 2015 @ 5.30pm	<ol style="list-style-type: none"> <li>1. 2<sup>nd</sup> Quarter Finance &amp; Performance Monitoring Report</li> <li>2. Update Report on Universal Credit</li> <li>3. Six Monthly Update Report on Major Transport Initiatives</li> </ol>

	<ol style="list-style-type: none"> <li>4. Six Monthly Update Report on Major Developments within the city</li> <li>5. Update of Implementation of Recommendations in Online Skills / E-commerce scrutiny Review</li> <li>6. Economic Dashboard Update</li> <li>7. Work Plan 2015/2016</li> </ol>
19 January 2016 @ 5.30pm	<ol style="list-style-type: none"> <li>1. Work Plan 2015/2016</li> </ol>
16 March 2016 @ 5.30pm	<ol style="list-style-type: none"> <li>1. 3<sup>rd</sup> Quarter Finance &amp; Performance Monitoring Report</li> <li>2. Economic Dashboard Update</li> <li>3. Work Plan 2015/2016</li> </ol>
20 April 2016 @ 5.30pm	<ol style="list-style-type: none"> <li>1. Work Plan 2015/2016</li> </ol>
18 May 2016 @ 5.30pm	<ol style="list-style-type: none"> <li>1. Six Monthly Update Report on Major Transport Initiatives</li> <li>2. Six Monthly Update Report on Major Developments within the city</li> <li>3. Economic Dashboard Update</li> <li>4. Work Plan 2015/2016</li> </ol>


CIRCULATED AT MEETINGS

# York Economic Strategy

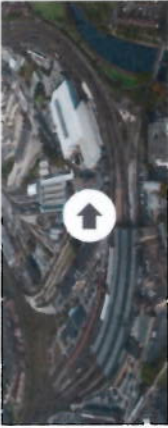
Work to date and potential Policy & Scrutiny  
Committee involvements

- York's Economic Strategy is currently being refreshed. Following a cross-sector (and cross-political party) workshop led by York's Economic Partnership; from a long list of possibilities, the following draft priorities were identified.

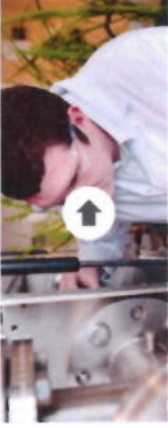
**OUR OBSESSIONS**




**A TANGIBLE SHIFT TO HIGHER VALUE SECTORS & JOBS**



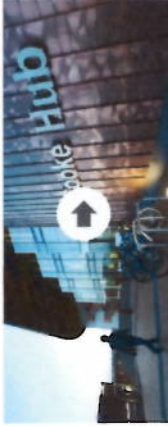
**UNLOCKING BROWNFIELD SITES FOR JOBS & HOUSING**




**A WORLD LEADER IN BIORENEWABLES & AGRI-TECH**




**A CREATIVE CITY UNIQUELY UTILISING ITS DISTINCT HERITAGE**



**ENTERPRISING SKILLS AT EVERY AGE**



**TACKLING CONGESTION TO EMPLOYMENT SITES**



**A LEADING RAIL HUB IN EVERY WAY**

**WE WILL BE FAMOUS FOR BEING**

- These are meant to be city priorities, not just Council priorities.
- Confirmation of these as draft priorities will be sought at the next Economic Partnership meeting
- The major part of the process is developing and deciding tangible actions under these priorities; whether as things businesses, the Council, Make it York or Universities will do; or projects where we may seek external funding.



- The strategy must be more than words and page and help us determine in practice what the Council should prioritise and do on this agenda the focus of Make it York in delivering its objectives.
- Given this is the major piece of economic policy development over the next year – we believe the Policy & Scrutiny Committee should be involved and contribute strongly in the process, particularly for the Council elements, working in tandem with the wider citywide and business-led workshops and consultation
- These slides are only an introduction and we would like to provide a more detailed analysis for the next meeting. Are Scrutiny happy for a proposal to be made for how this might best be done for July Committee?

