



**Notice of a public meeting of  
Corporate and Scrutiny Management Policy and Scrutiny  
Committee**

**To:** Councillors Williams (Chair), Galvin (Vice-Chair), Crisp, D'Agorne, Fenton, Gates, Levene, Lisle and Reid

**Date:** Monday, 13 February 2017

**Time:** 5.30 pm

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

**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 - 14)**

To approve and sign the minutes of the Corporate and Scrutiny Management Policy and Scrutiny Committee meeting held on 7 November 2016 and the CSMC Call in meetings held on 21 November 2016 and 3 January 2017.

**3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday 10 February 2017**. Members of the public can speak on agenda items or matters within the remit of the Committee. To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

## **Filming, Recording or Webcasting Meetings**

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

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

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at [http://www.york.gov.uk/download/downloads/id/11406/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809.pdf](http://www.york.gov.uk/download/downloads/id/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

### **4. Report on Air Quality Motion referred by Council** (Pages 15 - 20)

This report presents information on a Motion around Air Quality submitted to Council for consideration in accordance with Standing Order 23.1.

### **5. Future Ways of Working in Scrutiny** (Pages 21 - 48)

This report provides an update on the ongoing work to examine alternative committee structures to support this council in delivering its scrutiny function, and reports back on the consultation with political groups and the Corporate Management Team.

### **6. Scrutiny Review Support Budget** (Pages 49 - 54)

This report sets out the current position in relation to available Council funding for research in support of scrutiny review work.

### **7. 2nd/3rd Quarter Finance & Performance Monitoring Report** (Pages 55 - 62)

This report provides a high level analysis for the services falling under the responsibility of the Corporate & Scrutiny Management

Policy & Scrutiny Committee, which include all corporate, strategic and business services.

**8. Schedule of Petitions (Pages 63 - 82)**

This report provides the committee with details of new petitions received to date, together with those considered by the Executive or relevant Executive Member/Officer since the last report to the Committee.

**9. Work Plan 2016-17 (Pages 83 - 84)**

Members are asked to give consideration to the committee's work plan for 2016-17.

**10. Urgent Business**

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

Democracy Officer:

Name: Laura Clark

Contact Details:

- Telephone – (01904) 554538
- E-mail – [Laura.Clark@york.gov.uk](mailto:Laura.Clark@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 (Polish)  
własnym języku.**

**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

---

Meeting	Corporate and Scrutiny Management Policy and Scrutiny Committee
Date	7 November 2016
Present	Councillors Williams (Chair), Galvin (Vice-Chair), Crisp, Fenton, Gates, Levene, Lisle, Reid and Craghill (Substitute for Councillor D'Agorne)
Apologies	Councillor D'Agorne

---

### 29. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they might have in respect of business on the agenda. None were declared.

### 30. **Minutes**

Resolved: That the minutes of the Corporate and Scrutiny Management Policy and Scrutiny Committee meeting held on 5 September 2016 be approved as a correct record and then signed by the Chair.

#### Matter Arising - Executive Leader and Deputy Leader Update on Progress in Implementing 12-Point Policy Plan (minute 23)

Members highlighted that a request had been made for information to be provided to the committee on the funding arrangements for Yearsley Pool on 13 June, and again on 5 September, which had not yet been received. Officers assured Members that the information would be chased up.

### 31. **Public Participation**

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme on the following item:

Item 6. Briefing Paper on Administration of Section 106 Agreements

Mr Mendus, Independent Member of the Audit and Governance Committee, spoke about the transparency and accessibility of Section 106 agreements. He stated that the open data spreadsheet was helpful, but only covered financial obligations. He suggested that there needed to be a clearer way for non-financial obligations to be monitored.

In response to Member questions he stated:

- As this issue had originally been raised at Audit and Governance committee, Veritau were aware of the points he had raised. However, the most recent audit was purely financial and only a partial audit.
- His main concerns were clarity and visibility. When major developers did not deliver non-financial obligations there needed to be clearer sight of this non-compliance.

**32. Schedule of Petitions**

Members considered a report which provided details of new petitions received to date, together with those considered by the Executive or relevant Executive Member/Officer since the last report to the committee.

Members were asked to consider the petitions received and actions reported, and agree an appropriate course of action in each case.

Resolved: That the petitions received and actions reported, as detailed in paragraph 5 of the report and Annex A be noted.

Reason: To ensure the committee carries out its responsibilities in relation to petitions.

**33. Update Report on Peer Review Action Plan**

Members considered a report which set out a brief summary of progress to date with the Peer Review 2016 Action Plan, ahead of the reporting being embedded into quarterly performance

monitoring from Quarter 3.

Officers gave a brief background to the report and stated that any relevant comments made by the committee would be reported back to the Executive as part of the Q3 Finance and Performance Monitoring cycle.

During discussions Members raised the following issues:

- The language in the report was not easily accessible and there was still a lack of key measurables.
- There were several items on the Peer Review Action Plan (Annex A) which it was felt should be marked as ongoing rather than complete.
- A key criticism in Peer Reviews had been relationship building, which some Members felt still needed to be addressed as part of the monitoring arrangements.

In response to issues raised Officers clarified:

- Where items were marked as complete on the action plan it was often because a process was complete but the outcomes were ongoing.
- The issue of relationships was raised in the 2013 Peer Review and this had been the focus of previous action plans, with significant work done in this area already.
- Officers would be looking again at engagement strategy with a report to Executive expected in March 2017. This would include scrutiny input.

Resolved: That Members;

1. Noted progress to date.
2. Noted the intention to report all future progress through a new quarterly strategic 'Organisational Health-Check' basket.
3. Request that the appropriate Executive Member be present when the Committee next considers the basket of improvements.

Reason: To be assured that action plans are implemented and proper progress is made in relation to peer review findings.

**34. Briefing Paper on Administration of Section 106 Agreements**

Members were asked to consider a report which presented information around Section 106 arrangements and how they are administered.

Officers provided a brief background to the report. In response to issues raised during public participation Officers stated:

- The same process was used to monitor both financial and non-financial obligations under S106.
- Planning enforcement looked at S106 agreements and liaised with planning and legal teams to ensure that obligations were being met.
- In terms of open data everything was already available to the public, but there was agreement that it was not always easily accessible. Work was currently being undertaken to make this clearer.
- Veritau would check that this work had been implemented.

In response to Member questions Officers stated:

- There was not currently a list or register of S106 agreements, however the information was all publicly available as part of the planning system.
- Money from S106 agreements came in to the Council, who acted as an intermediary, and was then passed on to the relevant departments/parish councils. They fed back to the Council when the money has been spent.
- Ward Member consultation on use of S106 funding did not always take place as needs assessments and Capital Programmes take priority.
- The deadline of 31 October 2016 for Agreed Action 1.1 (Annex 1, pg. 4) had passed, however this work would be complete within a month.
- Delays in meeting S106 obligations, such as the one at Derwenthorpe, were a rare occurrence.

Resolved: That Members;

1. Noted the information contained in the report, together with the Internal Audit Report and the actions to be implemented by Officers in response.



2. Request that an update is brought to committee around June/July 2017, together with a copy of the simplified public report on Section 106 Agreements.

Reason: To determine no further scrutiny is required in relation to Section 106 agreements.

**35. Work Plan 2016-17**

Members were asked to give consideration to the committee's work plan for 2016-17. At the Chair's request, Officers gave a brief update on the current status of the work of the Committee's 3 Task Groups, for information.

Resolved: That the work plan be approved.

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

Councillor D Williams, Chair  
[The meeting started at 5.30 pm and finished at 6.35 pm].

This page is intentionally left blank

Meeting	Corporate and Scrutiny Management Policy and Scrutiny Committee (Calling In)
Date	21 November 2016
Present	Councillors Williams (Chair), Galvin (Vice-Chair), Crisp, Fenton, Gates, Levene (arrived at 6pm), Lisle and Reid
Apologies	Councillor D'Agorne

---

## 8. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they might have in respect of business on the agenda.

## 9. **Public Participation**

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

## 10. **Called-In Item Pre-Decision: York Central - Consultation on Highway Access Options**

Members received a report which set out the reasons for the call-in and the role of the Committee, together with options available to it under the agreed pre-decision call-in arrangements.

In accordance with those arrangements, three Members (Councillors Cannon, Crisp and Derbyshire) had called in the above item from the Forward Plan for the following reasons:

- To provide input on the consultation before its format and content is agreed;
- To understand the extent and scope of the consultation to ensure it properly engages all Holgate ward residents; and
- To gain assurance that all possible access options are being treated and considered equally within the consultation.

At the outset, the Chair reminded Members of the process for pre-decision scrutiny. He highlighted that this meeting had been delayed and, that whilst the reasons for this were understood by Members, he hoped this would not happen again and reminded Officers that they did not need to submit final reports scheduled to be considered by the Executive, as the purpose of pre-decision was to enable Scrutiny involvement at the earliest stage possible.

Councillor Cannon spoke on behalf of the calling-in Members explaining their concerns in relation to:

- consultation and engagement with residents.
- technical information about the project being made publicly available.
- an option being chosen for access which faced heavy opposition and, as a result, could potentially cause problems in the future.
- decision making on this issue being based on a wide range of factors such as amenity, loss of green space, air quality and social issues, as well as economic ones.
- clarification on which railway lines might need removing.

The Executive Member for Economic Development and Community Engagement (Deputy Leader) spoke in response to the points made by call-in members. In response to the Chair, he clarified why he was attending the meeting as the relevant Executive Member. Namely, because the focus of this particular call in appeared to relate to processes for full and proper community engagement and consultation, responsibility for which came within his portfolio. He then went on to add that significant progress had been made now with the Local Plan and that he appreciated the importance of working with and engaging residents throughout this project, acknowledging specifically concerns of local residents relating to potential access routes.

The Executive Member then responded to various questions from the Committee and confirmed his support for technical information being transparent and publicly available, as well as support being made available for Holgate Ward Councillors through their Ward Forums, where considerable time was rightfully currently being dedicated to addressing resident concerns around this issue.

Officers were then invited to address the Committee and responded to various questions confirming that early engagement would be an integral part of the planning process. The Corporate Director of Economy & Place emphasised the importance to the Local Plan of creating an access route for York Central. Showing such a commitment to the overall site was vital to helping unlock funding for the scheme. Although Route E had been taken through to Gateway 1 with West Yorkshire Transport Fund (WYTF), their funding would contribute to exploring the viability of proposed access routes, to determine which was most appropriate, based on technical evidence.

Members then debated the 'call in' fully and considered their options outlined in the report, namely whether to make any formal comments to the Executive or not in relation to consultation on a proposed access route. In formulating some comments and recommendations for the Executive to take into account, the Committee was keen to ensure that high level resident engagement and consultation, over and above statutory planning requirements, should be undertaken on an access route for the site and that the current status of Route E as a route proposed to 'unlock' WYTF funding be clarified as a part of that consultation.

At the end of the meeting, a Member raised concerns as to why this, and an increasing number of public meetings, had recently been held in the Guildhall and not the Council's primary base at West Offices. Officers advised that this was due appropriately sized rooms not being available at West Offices but undertook to discuss the position further with the Facilities Management Team.

Resolved: That the reasons for the pre-decision 'Call in' be formally noted and in accordance with Option 1 in the report, the Committee makes the following recommendations to the Executive:

- I. high level, ongoing engagement across the City in relation to the access route for York Central be undertaken, with particular regard being given to residents most directly affected; and

- II. arrangements be made to ensure that any further consultation processes, in relation to the route and site, clarify the current status of Access Route E as being part of the package to unlock funding from the West Yorkshire Transport Fund (WYTF).

Reason: To provide scrutiny's views on the issue in advance of consideration by the Executive.

Cllr D Williams, Chair

[The meeting started at 5.30 pm and finished at 6.30 pm].

---

Meeting	Corporate and Scrutiny Management Policy and Scrutiny Committee (Calling In)
Date	3 January 2017
Present	Councillors Williams (Chair), Galvin (Vice-Chair), Brooks (Substitute for Councillor Lisle), Crisp, D'Agorne, Fenton, Gates, Levene and Reid
Apologies	Councillor Lisle

---

#### 11. **Declarations of Interest**

Members were asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which they might have in respect of business on the agenda.

Councillors Crisp and Reid both declared a personal interest as they had recently received their free bus passes.

#### 12. **Public Participation**

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

##### 3. Called-in Item: Park and Ride Service Operator Specification

Mr Dave Merrett spoke on the importance of the Park and Ride service to the City of York. He expressed his concerns around the air quality in the city, and the public health impact this had. He hoped that the Committee would recommend that Option 2 be amended to require all six routes to be Ultra Low Emission Vehicle (ULEV) based.

#### 13. **Called-In Item: Park and Ride Service Operator Specification**

Members received a report which set out the reasons for the call-in and the role of the Committee, together with options

available to it under the agreed pre-decision call-in arrangements.

In accordance with those arrangements, three Members (Councillors Craghill, D'Agorne and Kramm) had called in the above item from the Forward Plan for the following reasons:

- The recommended Option 2 would undermine Executive commitment made in Dec 2015 in Air Quality Action Plan 3 for the most frequent bus services in the city centre 'to be required to have zero emission capability by 2018' \* Local Air Quality Management (LAQM) Annual Status Report 2016.
- By not requiring rapid transition from two routes to fully ultra-low-emission vehicle (ULEV) status on all routes within the first half of the contract, CYC would undermine its 2012 Low Emission Strategy, in particular the proposed Clean Air Zone due to be introduced by 2018 in order to achieve compliance with the health based objectives for air quality. This was explicitly called for in representations to the Executive but ignored in their decision to move ahead on Option 2.
- Recent draft guidance from NICE (National Institute for Clinical Excellence) to local councils making specific proposals about designating Clean Air Zones had not been considered in this decision. The Executive had a statutory public health responsibility to 'improve the health of the local population'. Given that between 94 and 163 premature deaths in York were attributed to the effects of air pollution, the Executive should have ensured that the proposal was compliant with its approved Low Emission Strategy and draft Clean Air Zone to bring air pollution down to within safe limits.

Councillor Kramm spoke on behalf of the calling-in Members explaining their concerns in relation to Air Quality and the 2012 Low Emission Strategy. He stressed the importance of achieving a timescale for 100% ULEV operation and requested that the Committee refer this issue back to the Executive.

The Executive Member for Transport and Planning spoke in response to the points made by call-in Members. He stated that, whilst the Council were committed to improving air quality, the



decision made by the Executive was the right one to ensure the continued operation of the Park and Ride service.

Officers were then invited to address the Committee and responded to various questions. They clarified that the chosen option would not preclude a move to Ultra Low Emission Vehicles, but they had left this in the hands of operators, as too many restrictions could again leave the Council in a position with no compliant bids. They confirmed that the most viable options had been presented to the Executive to ensure that there was no reduction in service. They highlighted that York's sightseeing buses would be converting to electric vehicles and this would take the total number of ULEVs in the city to 18.

Members then debated the 'call-in' fully and considered the options outlined in the report, namely whether to make any formal comments to the Executive or not.

It was agreed by the Committee to request that the Executive Member for Transport and Planning attend an appropriate future meeting with a report as to how he would encourage bus operators to adopt ULEV standards over the course of the contract.

Councillor D'Agorne moved Option B, to make specific recommendations to the Executive on the report, Councillor Levene seconded. On being put to the vote this motion fell.

Resolved: That, in accordance with Option A, there are no grounds to make specific recommendations to the Executive in respect of the report. The original decision taken on the item by the Executive on 7 December 2016 will be confirmed and will take effect from the date of the CSMPSC (Calling-In) meeting.

Reason: To enable the called-in matter to be dealt with efficiently and in accordance with the requirements of the Council's Constitution.

Cllr D Williams, Chair

[The meeting started at 5.30 pm and finished at 7.00 pm].

This page is intentionally left blank



---

**Corporate and Scrutiny Management Policy & Scrutiny Committee****13 February 2017**

Report of the Assistant Director – Legal &amp; Governance

**Air Quality****Summary**

1. This report presents information on a Motion around Air Quality submitted to Council for consideration in accordance with Standing Order 23.1.

**Background**

2. At a full Council meeting on 15 December 2016 Cllr D'Agorne submitted a Motion around air quality and Council agreed to refer the issue to Corporate & Scrutiny Management Policy & Scrutiny Committee (CSMC) for further examination.
3. The Motion states:

## Council notes:

- that improving air quality is a key objective in the Council Plan and a matter of significant public concern;
- that recent data shows that between 94 and 163 people die prematurely in York each year due to the impacts of poor air quality (Local Air Quality Management Status Report 2016, City of York Council);
- that 50-70% of nitrogen dioxide pollution in York is from vehicle traffic, largely diesel vehicles and the annual average air quality objective for NO<sub>2</sub> is still being breached at numerous locations around the inner ring road (Local Air Quality Management Status Report 2016, City of York Council)

- a report by the Royal College of Physicians and the Royal College of Paediatrics and Child Health in Feb 2016 estimated that the adverse impact on public health caused by air pollution costs the UK economy more than £20bn per year – around 16% of the current annual NHS budget.
- the publication in December 2016 of draft guidelines by NICE (National Institute for Clinical Excellence) calling on local authorities to take a range of actions to reduce the impact of road traffic related pollution on health including putting air quality at the centre of Local Plans, introducing Clean Air Zones and reducing emissions from public transport.

Council further notes:

- that with the measures listed in York's Third Air Quality Action Plan (AQAP3) **in place**, together with the emission reduction measures through modal shift included in the Third Local Transport Plan (LTP3), the health based national air quality objectives for NO<sub>2</sub> would be met by 2021 in all the current air quality 'technical breach' areas in York.
- However, that while York has successfully secured 'Go Ultra-Low City' status and is making progress on establishing an electric charging network, there are significant actions identified in AQAP3 where a great deal still needs to be done to achieve targets. These include making tangible progress towards establishing a freight transshipment facility to keep delivery vehicles out of the city centre/urban areas, enforcement of anti-idling zones such as Rougier St, implementation of procurement requirements for council contracts, and firm plans for the establishment of a city centre Clean Air Zone by 2018.
- that the AQAP3 plan makes no strategic assessment of the likely growth in traffic by 2021 and beyond arising out of housing growth within the draft Local Plan.
- that the Council has a statutory public health responsibility to 'improve the health of the local population', with the overall management of air quality allocated to the Executive (section 3A, para. 2.1, no. 6 of the constitution).

Council therefore resolves to:

- request an annual joint strategic report to Executive by the Director for Place Services and the Director of Public Health on the progress towards targets and further actions proposed for all the elements of the Third Air Quality Management Plan (AQAP3), including the proposed Clean Air Zone for public transport, the Low Emission Strategy and the elements of the Third Local Transport Plan which relate to improving air quality.
  - request a report to the Local Plan Working Group and Executive setting out how the emerging Local Plan will ensure that development does not detract from improvements in air quality in York. The completion of the city-wide transport model should include a cost/benefit analysis of the options for investment in a tram, light rail or guided bus way system to facilitate very low emission/zero carbon development, drawing on the experience of other cities in the UK and abroad.'
4. While CSMC has an overarching responsibility to oversee and co-ordinate the work of the four standing Policy & Scrutiny Committees, the Motion as presented does not appear to fall into the remit of CSMC unless Members consider CSMC will be exercising its power to promote a culture of continuous improvement across all corporate, strategic and business services through developing, challenging and reviewing those services.
  5. Also, the Motion as presented does not appear to fall within the responsibility of more than one scrutiny committee.
  6. Specific elements of the Motion – air quality, carbon reduction, Local Plan, environment strategy and transport strategy – all fall within the service plan area of the Economic Development & Transport Policy & Scrutiny Committee.

### **Options**

7. Having considered the information in this report Members can:
  - i. Agree for this Committee to further examine issues around Air Quality as detailed in the Motion or;

- ii. Refer the Motion to the Economic Development & Transport Policy & Scrutiny Committee whose remit includes specific elements detailed in the Motion.

### **Analysis**

8. The Motion does not appear to fall within the remit of the Corporate and Scrutiny Management Policy & Scrutiny Committee and it does not fall within the responsibility of more than one scrutiny committee.
9. The Economic Development & Transport Policy & Scrutiny Committee receives regular detailed update reports on air quality, the Air Quality Action Plan and the council's Low Emissions Strategy. It considered a pre-decision call-in of the Air Quality Action Plan 3 and the views of the committee were fed into the Executive report. Air Pollution and Sustainable Travel comparison figures are standing elements of the committee's quarterly performance monitoring reports.
10. There is already a legal requirement for all local authorities to produce an 'annual report on progress towards measures and actions', it's called the Annual Status Report and the first one went to the Executive Member Decision Session 5 September 2016. Air quality improvement/deterioration is also reported in the LTP3 progress report via the specific air quality indicator (based on city centre diffusion tube monitoring).

### **Council Plan**

11. This report is linked to A Prosperous City for All, A Focus on Frontline Services and A Council that Listens to Residents elements of the Council Plan.

### **Risks & Implications**

12. There are no risks or implications arising from the recommendations in this report.

### **Recommendations**

13. Having considered the information and analysis contained in this report the Committee is asked to refer the Council Motion around Air Quality to the Economic Development & Transport Policy & Scrutiny for further consideration.

Reason: So the Council Motion on Air Quality is considered by the most relevant scrutiny committee.

**Contact Details**

**Author:**

Steve Entwistle

Scrutiny Officer

Tel: (01904) 554279

[steven.entwistle@york.gov.uk](mailto:steven.entwistle@york.gov.uk)

**Chief Officer Responsible for the report:**

Andrew Docherty

Assistant Director – Legal & Governance

Tel: (01904) 551004

Report Approved  Date 20/01/2017

Wards Affected:

All

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

This page is intentionally left blank





---

**Corporate and Scrutiny Management Policy & Scrutiny Committee**

13 February 2017

Report of the Deputy Chief Executive / Director of Customer & Corporate Services

**Future Ways of Working in Scrutiny****Introduction**

1. This report provides an update on the ongoing work to examine alternative committee structures to support this council in delivering its scrutiny function, and reports back on the consultation with political groups and the Corporate Management Team. The report asks this committee for further direction in examining the way forward.

**Background**

2. Issues Affecting Current Scrutiny Function  
Historically in York, there has been limited policy development scrutiny carried out since the introduction of overview and scrutiny in 2000. A majority of scrutiny review work has been reactive – looking at the way the Council delivers its services and holding to account previous Executive/Executive Member decisions.
3. The current scrutiny committee structure has been in place since 2009 and was designed around cross cutting Local Area Agreement themes. That agreement has long since been replaced by other working arrangements and there have been significant changes to the organisation's working model. This has resulted in a scrutiny function that bears little relation to the way in which the council currently operates or its structure.
4. Furthermore, the differing work priorities for previous Cabinets/ Executives and the scrutiny committees, and those in place for the current Executive, present a continuous challenge in terms of corporate capacity to consistently provide effective support to scrutiny. This has become an increasing challenge as the size of the senior officer corps continues to diminish, and has been compounded as some senior officers are now required to support the work of more than one scrutiny

committee. The knock on effect of this strain on corporate support is that some scrutiny committees struggle to identify suitable topics for review i.e. topics that will result in ambitious recommendations with measurable outcomes.

5. There is also the ongoing issue of scrutiny committee members being expected to participate in Task Group review work regardless of their interest in or knowledge of the subject matter, or their skills in regard to the purpose of the scrutiny work i.e. developing policy or holding to account.
6. Finally there are some very specific issues around the work of the Health Committee. It has completed only 9 scrutiny reviews since 2005, with the majority of its time spent on overview work, bringing together external health colleagues to discuss ongoing health issues within the city and region. How it works and the reports it receives has not changed even though Public Health is now a responsibility of the Council and a Health & Wellbeing Board has been introduced. Whilst the name and focus of all of the scrutiny committees has recently changed to policy and scrutiny, the Health Committee's workplan has remained predominantly focussed on overview.
7. Recent Changes  
Following the local election in 2015, in response to an Executive proposal for greater cross-party involvement in the decision making process, a new system for pre-decision scrutiny was introduced and new 'Policy & Scrutiny' committees were created. The purpose of this was to enable future decisions to be taken in a more open and transparent way, and to give policy and scrutiny committees the opportunity to debate and make comments on matters requiring an executive decision, before a final decision is taken.
8. To do this effectively, it was recognised that scrutiny committees would need reports on significant issues much earlier, in advance of the Executive considering them, in order to inform policy development and the contents of Executive reports. This would not preclude them from considering an Executive report in its final (or close to final) form and debating the report recommendations prior to the final decision being made. It was also hoped it would help shift the focus of scrutiny committees from an over emphasis on overview to one of policy development, to address the limited policy development work being undertaken and to bring the committees' work in line with the change to their committee titles.

9. Whilst supporting those changes, this Committee recognised the effect the additional work would have on the scrutiny committee workloads, and agreed that scrutiny committees may need to meet more frequently, and that discipline would be required to make the new system work, with improved Member commitment, and improved corporate engagement and support.
10. In September 2015 this Committee agreed to undertake a review of the scrutiny function based on the following review remit:

‘To review all options for revising the scrutiny committee remits, including the financial implications, in order to:

- Ensure an annual scrutiny workplan that better supports the Council’s priorities
- Improve the Council’s scrutiny function and working arrangements;
- Better balance the committees’ workloads;
- Increase corporate engagement;
- Encourage more policy development work, and;
- Allow for reactive scrutiny’

### **Progress Update**

11. An initial report containing an analysis of a range of possible scrutiny structures was considered by this Committee in March 2016, together with information on national best practice. However at that time the results of the review of the council’s operating model were yet unknown and the Committee were unable to consider the option of aligning scrutiny committee remits to Directorates.
12. In July 2016 when that review had been completed and the new structure of senior management roles agreed, this committee met again to consider all of the possible structure variations (including aligning scrutiny committee remits to directorates), and as a result were able to narrow down its preferred options to the following:
13. Option (iii) - Current structure with no change other than bringing remits in line with Directorates  
If this option was to be progressed and the scrutiny Committee remits revised to simply match the new directorates, it would result in the remits being imbalanced. In July 2016 this Committee therefore agreed to consult based on the following:

Scrutiny Committee	Proposed Remit
CSMC	Corporate Services & management of scrutiny function
Standing Committee 1	Children's Services
Standing Committee 2	Adult Services & Public Health
Standing Committee 3	Place Services Travel & Infrastructure: Highways Transport Parking Sustainable Development Planning & Environment Building Control & Property Information Economic Regeneration Infrastructure Programme Management Economy & Place Strategy Client Management: Make it York
Standing Committee 4	Place Services Environment & Assets: Public Realm / Parks & Open Spaces Waste Fleet Environmental Health & Trading Standards Licensing Bereavement Services
Standing Committee 4 Cont/d...	Estate Commercialisation Assets & Property Management Programme Management Client Management: YorWaste

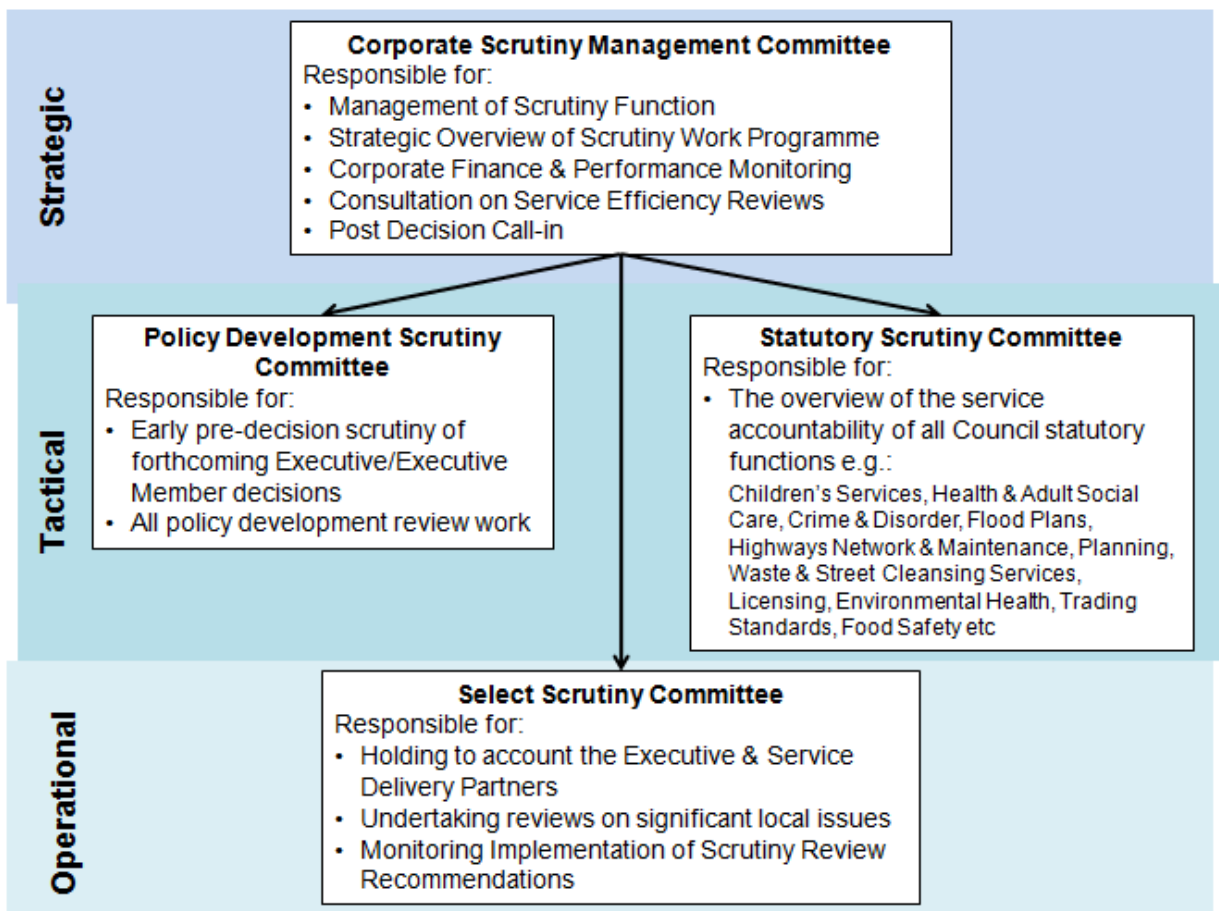
14. This proposed split would result in the same number of Committees as currently in place and would support the delivery of the council's new operating model taking account of a number of emerging national policy changes including new funding arrangements for councils; housing; education and schools; and devolution. However, its similarity to the current arrangements is unlikely to provide the level of cultural shift required to achieve full and proper engagement by Officers and Members across the roles of scrutiny. Further advantages and disadvantages of this option are detailed in Annex A.
15. The workplans for the proposed committees in option (iii) would require input from each Directorate and would need to reflect each Directorate management team's workplan in order to address the issues around corporate capacity and ensure support for the work of scrutiny.

16. Option (iv) – New structure based on scrutiny functional roles

This option would reduce the number of scrutiny committees from 5 to 4 resulting in a small saving of £5,200 i.e. the saving of 1 SRA. In addition there may be some savings through a reduction in the overall number of scrutiny meetings held per year, resulting in a reduction in print costs and Democracy Officer support time. This option would also support the delivery of the council's new operating model as referred to in paragraph 14 above. The scrutiny committees introduced in support of this option would be task orientated, each focussing on a specific scrutiny function, as follows:

- Corporate & Scrutiny Management Committee – Responsible for managing and monitoring the scrutiny function, this committee would also be responsible for having a strategic overview of the scrutiny work programme, corporate finance and performance monitoring, carrying out any post-decision call-ins, and being consulted on service efficiency reviews.
- Policy Development Scrutiny Committee - Responsible for all early pre-decision scrutiny of forthcoming Executive & Executive Member decisions, and any policy development scrutiny reviews e.g. the recent Housing Allocations Scrutiny Review where the review supported an ongoing officer led Allocations Service Development review, and the recent Economic Strategy review in which scrutiny members worked with partners and the business community to help develop a draft strategy for the Executive's consideration.
- Statutory Scrutiny Committee – Responsible for the overview of all the statutory scrutiny functions i.e. Health, Education, Crime & Disorder and Flood Plans, and the Council's statutory functions e.g. Highways Network & Maintenance, Planning etc. This would require a risk based approach to work programming to ensure those areas of greater risk were scrutinised regularly throughout the year e.g. Children's Services, and those with less associated risk scrutinised perhaps over a four year period e.g. Trading Standards.
- Select Scrutiny Committee – Focussing on operational matters, this committee would be responsible for holding the Executive to account and undertaking any reviews on significant local issues e.g. Bootham Hospital, Floods etc. This committee would also receive performance reports from partner organisations where appropriate e.g. York Explore, Make it York etc, and monitor the implementation of all previously approved scrutiny recommendations.

17. The individual committee roles are illustrated in the workflow diagram below:



18. The advantages and disadvantages of this option are detailed in Annex B. As this option proposes a new structure, to support Members in understanding how it might work in practical terms, a sample workplan has been drafted for each of the above Committees – see Annex C. These have been created using the items of business appearing in the current scrutiny committee's 2016/17 workplans and are only indicative of the type of business each committee would undertake.

### Consultation

19. The scrutiny team were instructed to consult with political groups and the Corporate Management Team (CMT) on the preferred options above.
20. Between September and December 2016, members of the scrutiny team attended group meetings of the Labour group, the Green group and the Conservative group. Meetings were also held with the Leader, the Deputy Leader, and the views of the independent members were sought. Some Cllrs also sought additional clarification on the preferred options

and expressed their individual views – group preferences are shown below:

Group	Option iii – In line with Directorates	Option iv – In line with scrutiny functional roles
Conservatives	✓	X
Green	X	✓
Labour	X	✓
Liberal Democrats	X	X
Independent		
Independent		

21. The Liberal Democrats confirmed their preferred option was not one of those proposed by this committee. They confirmed their preference would be to have scrutiny committee remits in line with Executive Member portfolios.
22. CMT discussed the options at a number of CMT meetings and the Chair of this Committee also met with CMT to examine which option might best:
  - Improve officer and Member engagement
  - Increase capacity for officers supporting scrutiny
  - Deliver an annual scrutiny workplan that assists the Council in achieving its priorities
  - Increase scrutiny's involvement in policy development
  - Improve non executive members involvement in the decision making process
23. As a result, CMT confirmed their views on a number of issues:
  - i. The current arrangements for pre-decision scrutiny are not working. There have been many instances where a forthcoming decision has been called-in just prior to the Executive decision date, allowing no time to debate and influence the contents of the report. CMT would welcome a move towards scrutiny's much earlier involvement in the process and confirmed their view that option (iv) would be most likely to achieve this through the introduction of a Policy Development Committee.
  - ii. The cycle of annual change to the membership of scrutiny committees (and particularly after a local election) has previously been detrimental to the productivity of scrutiny committees as the level of knowledge

and understanding within the committees is diminished. To address this, CMT suggested there should be a limit to the number of changes to the membership each year and new committee members should receive specific induction training and regular peer support to assist them to get up to speed as quickly as possible.

- iii. Added to this, whilst some Members choose to go on a scrutiny committee because of their interest in the subject matter e.g. education or adult social care, others are simply there to represent their group. Some Members skills are better suited to assisting in the development of policy. Others are more interested in holding the Executive to account. CMT agreed that option (iv) would enable scrutiny members to make a more informed choice about which Committee to be on based on either their interests or skills, which in turn was likely to have a positive effective on their level of engagement.
- iv. To address the recognised strain on corporate capacity to support the scrutiny function, CMT proposed there should be much closer collaboration between senior officers and scrutiny members to produce scrutiny workplans, to ensure they focus on the big issues facing the city and the priorities of the Council. To do this effectively CMT agreed CMT / DMT work plans should be made available to inform scrutiny workplan deliberations. Whilst this would ensure scrutiny made a more significant contribution to the council's direction of travel, it would not preclude reactive scrutiny on issues identified by non-executive members.
- v. Careful consideration should be given to nominating scrutiny Chairs as some struggle to commit the necessary time to their role due to other external commitments. Members signing up to the role of chair should receive mandatory training to ensure they have the necessary skills to:
  - Lead on the work of a scrutiny committee
  - Effectively examine and challenge etc
  - Encourage/support other committee members to engage and fully participate
- vi. Whilst it is recognised that scrutiny members have been offered extensive training in the past, take up has not always been high. Scrutiny members may benefit from specific training in how best to challenge and question effectively, particularly as the Council continues to move towards a commissioning role, requiring scrutiny to spend more time holding to account the delivery of services by external bodies.



- vii. Some areas of scrutiny may benefit from co-opting appropriate independent representatives to inform the work of scrutiny committees e.g. where Health issues are being considered.
- viii. Senior officers should be more instrumental in ensuring that scrutiny committees are kept informed of ongoing work in Directorates to ensure:
  - The timeliness of reporting to scrutiny
  - Scrutiny's engagement in policy development
  - Appropriate and time relevant topics are identified for review

24. Specifically in regard to the issues around the current Health Policy Scrutiny Committee, CMT commented:

- There is too much time spent generating overview reports and not enough time spent on identifying appropriate scrutiny review work to undertake.
- The Committee would benefit from pre-meetings to highlight issues and inform questioning.
- Understanding the role of CYC officers at the meeting – whilst they can advise the committee on technical issues they are also responsible for the delivery of some services and therefore should be subject to scrutiny in the same way as health partners.
- The role of the Health Scrutiny Committee and that of the Health & Wellbeing Board (HWB) should remain distinct i.e. Health scrutiny should focus on operational matters and the HWB on strategic aims. They should therefore not be receiving the same reports.
- The Committee should be meeting with their peers to question on service delivery e.g. the Chair of York Hospital Trust, and not the Chief Executive or responsible officer.
- Verbal updates from key partners are not appropriate as they prevent opportunities for informed challenge.

25. Health & Adult Social Care related items of business have been included in the sample workplans shown at Annex C (based on the Health Scrutiny committee workplan for 2016/17), to show how they would be incorporated into the workplans for the proposed scrutiny committees associated with Option (iv). However, the Corporate Director of Health, Housing & Adult Social Care proposed that an alternative approach to annual work planning may be required to ensure that going forward the scrutiny of Health & Adult Social Care is more focussed and fit for purpose.

26. Having agreed that all of the above would establish a positive platform from which both Members and Officers could deliver improved engagement and outcomes in scrutiny, CMT went on to agree that Option (iv) – 1 Parent Committee and 3 standing scrutiny committees with specific functional roles, was the more progressive option and most likely to achieve a positive cultural change across the organisation.
27. Further Proposals for Change  
Regardless of which option is progressed, this Committee is asked to consider its management role in progressing positive change in scrutiny, and agree what if any changes may be required e.g. whether in the future it wishes to:
- Invite the Leader and/or Deputy Leader to attend at the beginning of each municipal year (early June), to advise on key priorities for the Council for the year ahead. This would enable CSMC to feed potential areas for scrutiny involvement into scrutiny committee work planning discussions
  - Advise on and sign off each scrutiny committee's annual workplan (late July) – see example workflow at Annex D
  - Receive regular updates from the new scrutiny committees on progress with their workplans through regular meetings with the Chairs of the new scrutiny committees (November & May)
28. Currently each Executive Member reports annually to the appropriate scrutiny committee on their priorities and challenges. However, this Committee is asked to consider whether the current method is delivering on identifying issues of concern appropriate for scrutiny review and/or enabling scrutiny members to hold to account Executive / Executive Member decisions as well as it could.
29. If the current method is still considered fit for purpose and Option (iii) were progressed, a number of Executive Members would have to report to each Scrutiny Committee and some Executive Members may need to report to more than one.
30. If Option (iv) were progressed, a more flexible approach may prove more effective. For example, an invitation to attend scrutiny could be issued to the relevant Executive Member in support of a specific piece of work being undertaken by any of the scrutiny committees, as and when required. In addition, as a result of CSMC's consideration of the quarterly finance and performance monitoring reports, if specific issues are identified that require further examination, CSMC may choose to refer those issues to the next meeting of the Select Committee, to which

the relevant Executive Member(s) could be asked to attend – see example workflow at Annex D.

### **Implications**

31. The implications of each option in regard to their ability to deliver a robust and effective scrutiny function are detailed in Annexes A & B.
32. Finance – In regard to Option (iv) to have CSMC plus three standing Policy & Scrutiny Committees in line with corporate priorities - this option would reduce the number of Scrutiny Chair SRAs by one, leading to an initial annual saving of £5,200.
33. The costs associated with providing specific training to scrutiny chairs and all other non-executive members (see paragraph 23v & 23vi) would be in the region of £7-10k, dependent on the provider and the content of the training package(s) – see budget report elsewhere on this agenda.
34. HR – The implementation of either option would not change the level of officer support required.
35. Legal – Overview and Scrutiny is a required function of local authorities in England and Wales. It was introduced by the Local Government Act 2000 which created separate Executive and Overview and Scrutiny functions within councils.
36. Councils operating executive arrangements are required to create an Overview and Scrutiny Committee which is composed of Councillors who are not on the Executive Committee, or Cabinet, of that council. Overview and Scrutiny Committees are required to meet the rules on proportionality defined in the Local Government & Housing Act 1989 (i.e. the committee must reflect the respective sizes of the political groups on the council).
37. This is a specific duty for the Council put in place measure to enable the scrutiny of Education, Health, Crime & Disorder & Flood Plans, although there is flexibility as to how this duty is met. In relation to Health specifically the Council has a statutory obligation to scrutinise substantial developments of, or variations to, the health service in the council's area as well as NHS Bodies annual statement to the Care Quality Commission on how they have complied with the NHS core standards.
38. There are no other known implications associated with the implementation of either preferred option detailed in this report.

## Risk Management

39. An effective and robust scrutiny function can go beyond the traditional adversarial and organisational boundaries and be a genuinely creative force in generating new policy and ways of working. It also enables the public to engage in the difficult choices a council has to make and can play a significant role in ensuring implementation is done correctly. Without a robust function fit for purpose, this Council is at risk of not being able to demonstrate how non Executive members engage with the big issues facing the city and those shared across the country, or demonstrate how it is equipped to tackle and challenge those issues in an open, inclusive and democratic way.

## Recommendations

40. In light of the information contained within this report and the feedback gathered from the groups and the Corporate Management Team, Corporate & Scrutiny Management Committee are recommended to:
- a) Note the contents of this report
  - b) Recommend Option (iv) to Council
  - c) Identify any necessary changes to its management role to ensure it remains fit for purpose in light of the proposed changes to the scrutiny function
  - d) Receive a further report at its next meeting proposing terms of reference for the new scrutiny committees

Reason: To fulfil the scrutiny management role of this Committee, and enable any changes required to the scrutiny function to be presented to Full Council in March 2017 for approval.

## Contact Details

**Author:**  
Melanie Carr  
Scrutiny Officer  
Tel: (01904)  
552063

**Chief Officer Responsible for the report:**  
Andrew Docherty  
Assistant Director, Legal & Governance

**Report Approved**



**Date** 3 February 2017

**Wards Affected:**

**All**



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

**Background Papers:** N/A

**Annexes:**

**Annex A** – Option (iii) Advantages & Disadvantages

**Annex B** – Option (iv) Advantages & Disadvantages

**Annex C** – Sample Workplans for Committees proposed in Option (iv)

**Annex D** – Sample Workflow for Finance & Performance Monitoring  
proposed for Option (iv)

**Abbreviations:**

CfPS – Centre for Public Scrutiny

CMT – Corporate Management Team

DMT – Directorate Management Team

SRA – Special Responsibility Allowance

This page is intentionally left blank

## Review of Scrutiny Function

### Analysis of Option (iii) – No Change to current structure other than bringing remits in line with Directorates

#### 1. Disadvantages with Current Structure

Making no change to the current structure other than bringing remits in line with Directorates will do nothing to address the known disadvantages of the current arrangements, as detailed in paragraphs 2-9 of the main report e.g.:

- Lack of corporate capacity
- Limited number of suitable scrutiny topics submitted
- Limited number of ambitious recommendations and measurable outcomes
- Lack of engagement by non-Executive members
- Too much focus on Health overview – only 9 Health scrutiny reviews completed since 2005
- Minimal policy development work undertaken (The current pre-decision scrutiny arrangements put in place following the local election in 2015 have not resulted in the hoped for shift towards scrutiny's earlier involvement in the decision making process)

#### 2. Furthermore, there are some additional disadvantages of this option, as it would:

- Encourage directorate/silo working - working in silos has the potential for scrutiny committees to become less corporately supportive, and less outward looking – may require some other mechanism to ensure this
- Lose the independence and challenge of scrutiny as committees become 'owned' by directorates
- Become out of date quickly through regular directorate change
- Require finance and performance monitoring information to be aligned differently to how it is provided to the Executive and CMT.
- Does not guarantee a universal approach to scrutiny work planning or ensure a consistent level of corporate engagement.
- Result in Committee 2 – 'Adult Services & Public Health' being responsible for two of the main statutory scrutiny functions conferred on the Council by various Acts i.e. crime & disorder and health, which

would be time consuming based on the amount of associated overview and review work and the number of partners involved.

- The suggested split of Place Services would result in three Executive Members being required to attend meetings of the two Place Services Committees, with one of those having to report to both i.e. the Executive Member for Environment. This replicates the current situation with the Executive Member for Environment reporting to both the Economic Development & Transport Committee and the Communities & Environment Committee.

3. The advantages of this option over the current arrangements are:

- Officer clarity on which Committee they report to – ADs will be required to support one scrutiny committee only
- Scrutiny Committees and officers can establish a clear and consistent working relationship
- Senior officer support may be improved as they take more direct ownership
- Publicly transparent – easily understood reporting lines throughout organisation
- Better supports the new relationship between scrutiny committees and Executive members than the current arrangements, and may encourage more pro-active scrutiny i.e. more policy development work through closer working with Directorate management teams.



## Review of Scrutiny Function

### Analysis of Option (iv) - New Structure – 1 Parent Committee & 3 Standing Committees with specific functional roles

#### Advantages

- Scrutiny committee members could choose which scrutiny committee to be on based on their individual skills i.e. developing policy or holding the Executive to account etc and not just on their interest in or knowledge of a particular subject e.g. education or health.
- Finance and performance monitoring information could be reported in line with how it is reported to the Executive and CMT.
- Allows for the new Executive/scrutiny working arrangements detailed in paragraph 7 of the report and would help promote more transparently opportunities for earlier effective policy development work.
- Would better support the earlier involvement of scrutiny members in pre-decision scrutiny, by virtue of the scrutiny committees being more explicit in their function.
- Would help to minimise the issues currently with corporate capacity as the scrutiny committees would better reflect the ongoing work of senior officers and the Executive. For example, by reflecting CMT/DMT workplans and developing policies and practices, and delivering improvements in services.
- Would enable scrutiny to focus on the way it works in a more coherent and strategic way, by streamlining the purpose of each committee to a specific scrutiny function.
- Would help focus review topics before proceeding i.e. the purpose of each scrutiny topic would need to be clearly identified in order to identify which would be the appropriate scrutiny committee to consider it.
- Would help address the recognised issues with the current Health Scrutiny committee as detailed in paragraph 23 of the report.
- Prevents silo working.
- Not affected by future changes to Executive Member portfolios or changes in directorates.
- Would encourage more ambitious recommendations and measurable outcomes.
- This option is in line with best practice scrutiny elsewhere (as detailed in previous reports).

- Delivery of the council's statutory scrutiny functions would be streamlined and improved through improved work planning and alignment with key council plans and strategies, and partnership working arrangements. This would help address the issues with the current Health Scrutiny Committee – see paragraphs 23 & 24 of report.

### Disadvantages

- Senior officers would be required to attend more than one scrutiny committee as necessary, but not necessarily more meetings across the year.
- Because of the reduction in scrutiny committees, if committee membership remains at 7/8 members, not all non-Executive Members will be involved in Scrutiny. However a slight increase in committee membership (2 Committees with 9 and 2 Committees with 10) would address this.

## Review of Future Ways of Working in Scrutiny - Sample Workplans

### Corporate & Scrutiny Management Committee

<b>5 June 2017</b>	Attendance of Leader & Deputy Leader - Key Council Priorities & Challenges for the year ahead
<b>31 July 2017</b>	Year End Finance & Performance Report Overview of Scrutiny Committee Workplans
<b>Sept 2017</b>	
<b>9 Oct 2017</b>	Finance & Performance Monitor 1
<b>Nov 2017</b>	Update Report of Scrutiny Committee Workplans & Attendance of Scrutiny Chairs Bi-annual Update on Major Projects affecting Strategic Development of the City
<b>4 Dec 2017</b>	Finance & Performance Monitor 2
<b>Jan 2018</b>	
<b>26 Feb 2018</b>	Finance & Performance Monitor 3
<b>Mar 2018</b>	Update Report of Scrutiny Committee Workplans & Attendance of Scrutiny Chairs
<b>April 2018</b>	
<b>May 2018</b>	Bi-annual Update on Major Projects affecting Strategic Development of the City



### Policy Development Committee

<b>20 June 2017</b>	Report on CYC Priorities & Challenges for 2017/18
<b>18 July 2017</b>	Introductory Update on York Trial of 30 Hours Free Childcare for Working Families Consultation on Draft Alcohol Strategy Housing Allocations Policy Development Review Draft Final Report Update Report on the Housing & Planning Bill Report of Possible Topics for Scrutiny Review, including Feasibility on impact of arts and culture sectors on the economy of York. Draft Workplan 2017/18
<b>Sept 2017</b>	Feasibility report on modal shift in transport in the city Update report on impact of arts and culture sectors on the economy of York
<b>Oct 2017</b>	
<b>Nov 2017</b>	Draft Skills Strategy Update on Schools Response to White Paper Update on Development of Sustainability & Transformation Plan
<b>Dec 2017</b>	
<b>Jan 2018</b>	Draft Joint Health & Wellbeing Strategy Consultation Update Update on York Trial of 30 Hours Free Childcare for Working Families Update on School Meals Update report on Wage data. Guild of Media Arts Presentation
<b>Feb 2018</b>	
<b>Mar 2018</b>	Update on Academisation, Place Planning & Additional School Places Report on Modal Shift in Transport in the City Arts & Culture Scrutiny Review - Interim Report
<b>April 2018</b>	

<b>May 2018</b>	

## Select Committee

<b>14 June 2017</b>	Report on CYC Priorities & Challenges for 2017/18 Be Independent – end of Year Report Ward Funding Scrutiny Review Scoping Report
<b>5 July 2017</b>	York Museums Trust – Partnership Delivery Plan Bi-annual Update Report Report of Possible Topics for Scrutiny Review TEWV report on consultation for proposed new mental health hospital for York Healthy Child Service Board Performance Update Draft Workplan
<b>Sept 2017</b>	Bootham Park Hospital Scrutiny Review – Draft Final Report Explore York Libraries & Archives Mutual Ltd SLA & Bi-annual Update Make it York Bi-annual Update Presentation on Allerton Park Waste Recovery Treatment Centre Update Report from York Business Improvement District (BID) Manager
<b>w/c 23 Oct 2017</b>	CSMC Finance & Performance Referral (if req'd) & Attendance of appropriate Exec Mbrs (if req'd)
<b>Nov 2017</b>	Learning Services Biannual Update & Draft Self-Assessment Report York Theatre Royal SLA Performance Bi-annual Update Report Healthwatch York Bi-annual Performance Update Report on Ambulance Cover in York
<b>w/c 18 Dec 2017</b>	CSMC Finance & Performance Referral (if req'd) & Attendance of appropriate Exec Mbrs (if req'd) Be Independent Bi-annual Update Report
<b>Jan 2018</b>	York Museums Trust – Partnership Delivery Plan Bi-annual Update Report Update on Mixed Recycling & Waste Collection, including tangible timelines Ward Funding Scrutiny Review – Draft Final Report Update Report on York Central Project
<b>Feb 2018</b>	

<b>w/c 12Mar 2018</b>	CSMC Finance & Performance Referral (if req'd) & Attendance of appropriate Exec Mbrs (if req'd) Update on Implementation of Local Area Teams (Children's Services) Explore York Libraries & Archives Mutual Ltd SLA & Bi-Annual Update Make it York Bi-annual Update Update Report from York Business Improvement District (BID) Manager Update Report on Southern Gateway
<b>April 2018</b>	
<b>May 2018</b>	Healthwatch York Bi-annual Performance Update Learning Services Biannual Performance Update York Theatre Royal SLA Performance Bi-annual Update Report Implementation Update on Grass Verges Scrutiny Review Recommendations



## Statutory Committee

<b>22 June 2017</b>	Report on CYC Priorities & Challenges for 2017/18	
<b>18 July 2017</b>	Safeguarding Vulnerable Adults Annual Assurance report Health & Wellbeing Board Bi-annual Update Tees, Esk & Wear Valley's NHS Foundation Trust Annual Report Residential, Nursing & Homecare Services - Bi-annual Report Archways Intermediate Care Unit – Report on Change of Services Update on CCG Turnaround & Recovery Plans Draft Workplan	Health & ASC
<b>Sept 2017</b>	<u>Education</u> York Safeguarding Board Biannual Update  <u>Flood Plans</u> CYC Flood Defences Action Plan  <u>Highways</u> Grass Verges Scrutiny Review Draft Final Report	Education Meeting + Flood Plans
<b>Oct 2017</b>	Community Safety Plan - Partner Updates: CYC, North Yorkshire Police & Probation Service	Crime & Disorder Meeting
<b>Nov 2017</b>	<u>Education</u> CYC Biannual Progress Report on Safeguarding & Looked After Children School Improvement & Ofsted Update on Schools Performance  <u>Flood Plans</u> Feedback on Environment Agency Consultation on Flood Action Plan	Education Meeting + Flood Plans
<b>Dec</b>		

<b>2017</b>		
<b>Jan 2018</b>	Local Account Annual Report York Teaching Hospital Annual Report CCG & Update on Recovery Plans Residential, Nursing & Homecare Services - Bi-annual Report Health & Wellbeing Board Bi-annual Update Update on York's Elderly Persons' Homes	Health & Adult Social Care
<b>Feb 2018</b>		
<b>Mar 2018</b>	York Safeguarding Board Biannual Update SACRE Annual Report & Review of York Schools' Agreed Syllabus	Education Meeting
<b>April 2018</b>	Community Safety Plan - Partner Updates: North Yorkshire fire & Rescue, PCT & Lifeline	Crime & Disorder Meeting
<b>May 2018</b>	Attendance of Chair of Learning City CYC Biannual Progress Report on Safeguarding & Looked After Children	Education Meeting

	5 June 2017	13 July 2017	31 July 2017	28 Sept 2017	9 Oct 2017	w/c 23 Oct 2017	23 Nov 2017	4 Dec 2017	w/c 18 Dec 2017
<b>Executive</b>		Year End Finance & Performance Report		Finance & Performance Monitor 1			Finance & Performance Monitor 2		
<b>CSMC</b>	Attendance of Leader & Deputy Leader		<ul style="list-style-type: none"> <li>• Year End Finance &amp; Performance Report</li> <li>• Overview of Scrutiny Committee Workplans</li> </ul>		Finance & Performance Monitor 1			Finance & Performance Monitor 2	
<b>Select Committee</b>	<b>14 June:</b> Report on CYC Priorities & Challenges for 2017/18	<b>5 July:</b> <ul style="list-style-type: none"> <li>•Draft Workplan</li> <li>•Report on possible review topics</li> </ul>				CSMC Performance Referral & Attendance of relevant Exec Mbrs (if req'd)			CSMC Performance Referral & Attendance of relevant Exec Mbrs (if req'd)
<b>Policy Development Committee</b>	<b>20 June:</b> Report on CYC Priorities & Challenges for 2017/18	<b>18 July:</b> <ul style="list-style-type: none"> <li>•Draft Workplan</li> <li>•Report on possible review topics</li> </ul>							
<b>Statutory Committee</b>	<b>22 June:</b> Report on CYC Priorities & Challenges for 2017/18	<b>18 July</b> <ul style="list-style-type: none"> <li>•Draft Workplan</li> </ul>							

	<b>15 Feb 2018</b>	<b>26 Feb 2018</b>	<b>w/c 12 March 2018</b>
<b>Executive</b>	Finance & Performance Monitor 3		
<b>CSMC</b>		Finance & Performance Monitor 3	
<b>Select Committee</b>			CSMC Performance Referral & Attendance of relevant Exec Mbrs (if req'd)



---

**Corporate and Scrutiny Management Policy & Scrutiny Committee****13 February 2017**

Report of the Assistant Director – Legal &amp; Governance

**Scrutiny Review Support Budget****Summary**

1. This report sets out the current position in relation to available Council funding for research in support of scrutiny review work.
2. Corporate & Scrutiny Management Policy & Scrutiny Committee (CSMC) has a constitutional right, under its delegated authority to consider and recommend to the Executive a budget for scrutiny. This report seeks to consult Members on any recommendations it may wish to make to the Executive prior to the budget setting process for 2017/18.

**Background**

3. For the 2010/11 financial year, this Committee decided not to recommend any change to its then existing base scrutiny support budget, which stood at £15k. The Budget Council meeting, however, in February 2011, agreed to cut that support budget, as part of a savings exercise.
4. The then Budget Council decision was taken against an understanding that there had been little spend against the scrutiny support budget for the previous 3 to 4 years. This was with the notable exception of a consultation survey undertaken in relation to a scrutiny review into traffic congestion and its impact.
5. Subsequently, at Budget Council in February 2012 and upon the recommendation of the then Scrutiny Management Committee, Council agreed to reinstate a small support budget for scrutiny research work associated with reviews, in the sum of £5k, and since that time this Committee has allocated £1k annually to each Scrutiny Committee for that purpose.

## Analysis

6. In this current financial year to date 2016/17, the only scrutiny review that has required research / professional advice has been the Tour de France Scrutiny Review, in the amount of £350.
7. In 2015/16 there was no spending against this budget up to the end of January 2016, at which time it was agreed by this Committee that the budget could be used for member training purposes, subject to detailed proposals being agreed by the Head of Civic & Democratic Services, in consultation with this committee's Chair and Vice Chair. Subsequently, however, this Committee began to review its structure by which the scrutiny function operates. That review is still ongoing with a report due to Committee in February 2017. It was understood that Member training may be identified more specifically dependant upon the model chosen. As a result, it was considered prudent to await the outcome of the structural review before arranging Member training.
8. Members should also be aware that historically, spend against this budget has consistently been very little over the last few years, as follows:
  - 2007/8 - £93
  - 2008/9 - £620
  - 2009/10 - £41 + £17k (agreed by Council for the specific purpose of undertaking a public consultation survey in support of the traffic congestion scrutiny review ongoing at that time)
  - 2010/11 - £380
  - 2011/12 - £0
  - 2012/13 - £1,500 (health work shop facilitation)
  - 2013/14 - £0
  - 2014/15 - £2,500. Following a decision by this Committee in January 2015, the available budget was used for training purposes i.e.:
    - 3 cross party Members (and 2 officers) travelling to and attending the Annual Centre for Public Scrutiny Studies Conference and Awards;
    - £1k contribution to Leeds City Council to cover the cost of running the regional Joint Health & Overview Scrutiny Committee; and

- Some travel expenses for a Councillor attending an event in London to gather information for an ongoing scrutiny review; and
- 2 Members attending a Pupil Premium Conference

Despite the comparatively low spend on external research support for scrutiny over the last few years; it does not appear to have had a noticeable impact on Members undertaking scrutiny reviews.

9. Given the use of IT facilities and the internet in recent years as essential research tools, it is noticeable that there has been less need to 'buy in' paid external research in relation to the chosen reviews over the last few years. Where external research has been required in recent years, the specialist consultants used gave their time freely in support of that scrutiny work e.g. on the Bootham Park Hospital review completed by the Health & Adult Social Care Policy & Scrutiny Committee in September 2016.
10. Work continues on a number of other scrutiny reviews undertaken by the Scrutiny Committees during the current year:

#### **Corporate & Scrutiny Management Policy & Scrutiny Committee**

- E-Democracy Scrutiny Review - ongoing
- One Planet York - ongoing
- Electoral Arrangements – ongoing

#### **Health and Adult Social Care**

- Public Health Grant Spending - ongoing

#### **Communities & Environment**

- Ward Funding – ongoing
- Hate Crime Strategy – recently abandoned (January 2017)

#### **Learning & Culture**

- Tour de France Review – ongoing
- Play Provision – recently completed (January 2017)

#### **Economic Development & Transport**

- Impact of the arts and culture sectors on economic development in the city – ongoing
11. In addition, the Committees continue with a range of overview activities, and in the case of Health & Adult Social Care and Communities & Environment, with their statutory overview responsibilities in relation to health, and crime & disorder.
  12. Looking ahead to the coming municipal year, it is possible that there will be changes to the current scrutiny committee structure as a result of this Committee's ongoing review of the scrutiny function referred to previously in this report. In light of this, the Committee may well need to consider how best to allocate any scrutiny research budget most effectively. Equally, if scrutiny structures do change substantially, then there may be a need for more extensive training for Members. Members may take the view that this budget could be used to cover all or some training expenses supporting them in their scrutiny research. This does not prevent the Committee from agreeing in principle that a budget for external research and consultancy work is required for the coming financial year and to make an appropriate recommendation to the Executive, if that is the Committee's view

### **Consultation**

13. No consultation was required on this report at this stage, given that it provides this Committee with their constitutional opportunity to consider making a recommendation to Executive for a budget for scrutiny.

### **Options**

14. (i) Having regard to the analysis section in this report, to note the position and recommend to Executive not to provide any budget specifically to support external research and consultancy work for scrutiny in 2017/18 onwards; or
- (ii) To recommend Executive retains the current budgetary support for external research and consultancy work, explaining why; or
- (iii) To recommend Executive increases the current budgetary support for external scrutiny research/consultancy, explaining why and suggesting an appropriate figure; and



## **Council Plan 2015-19**

15. Whilst this report does not in itself materially affect how the work of scrutiny can support and develop the Council's overall priorities set out in the Council Plan 2015-2019, how scrutiny organises itself, selects and conducts its reviews could have a significant impact on how it contributes to the Council's development.

### **Implications**

16. **Financial** – There would, of course, continue to be some financial impact should this Committee recommend continuing with a scrutiny research support budget, if the Executive supported that proposal. If funding continues at a comparatively low level as currently provided, then that impact of course is minimal in comparison to the potential benefits of receiving support, where required.
17. There are no Human Resources, Equalities, Legal, Information Technology, Crime & Disorder or other implications associated with this report. Constitutionally, this Committee has the right to recommend to Executive an appropriate budget to support scrutiny research.

### **Risk Management**

18. Clearly, this Committee needs to address what it believes the current and future needs of scrutiny may be, taking into account the historical levels of spend in the area concerned and any potential impact on improvements to Council performance. Based on previous years level of spend in this area, there is a risk that any budget allocation made in the future could largely remain unused. Although, the ongoing scrutiny function review referred to could require some investment in Member training, to which any approved budget could potentially contribute.

### **Recommendations**

19. Members are asked to consider what recommendation to make to the Executive in relation to a scrutiny support budget for use on external consultation/market research, for consideration as part of the Council's budget setting process for 2017/18.

**Reason:** To address the Committee's constitutional right to comment to Executive on setting the above scrutiny budget.

**Contact Details**

**Author:**

Dawn Steel  
Head of Civic &  
Democratic Services  
Tel: (01904) 551030

**Chief Officer Responsible for the report:**

Andy Docherty  
Assistant Director  
Legal & Governance

**Report Approved**  **Date** 6 January 2017

**Specialist Implications Officer(s)**

Debbie Mitchell  
Principal Accountant  
Tel: (01904) 554161

All

**Wards Affected:**

For further information please contact the author of the report

**Background Papers:** None

**Annexes:** None



---

**Corporate and Scrutiny Management Policy & Scrutiny Committee****13 February 2017**

Report of the Deputy Chief Executive / Director of Customer & Corporate Services

**2016/17 Finance and Performance Monitor 2 and 3****Purpose of the Report**

1. This report provides a high level analysis for the services falling under the responsibility of the Corporate & Scrutiny Management Policy & Scrutiny Committee, which include all corporate, strategic and business services.

**Financial Analysis**

2. The council's net General Fund budget for 2016/17 is £117.9m and the net budget for the areas covered by this report is £19.8m. Following on from previous years, the challenge of delivering savings continues with £6m to be achieved in order to reach a balanced budget. £2.1m of these savings fall within the services covered by this report.
3. 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 identified one variation that requires action or mitigation. The delay in implementing the new Customer Relationship Management system continues to delay achievement of the associated saving. Some mitigating action has already been taken, and the remaining £150k will be achieved through vacancy management and other efficiencies. The pressure is being offset by savings achieved from vacant posts in a range of areas including Shared Intelligence (£98k) and Democratic Services (£49k). In addition, savings have been achieved ahead of schedule within Facilities Management (£86k) and by generating more rental income than forecast (£58k) from external partners accommodated within West Offices. The net result is a net underspend of £100k. All other savings proposals are progressing as forecast and work will continue to try and identify additional savings to help the overall Council position.

## Performance Framework

4. Agreement was made at Executive of a core strategic set of indicators to help monitor the council priorities and this will provide structure for future reporting. A number of new recording measures and metrics will be created over the next reporting period in order to understand progress on these strategic performance indicators. Indicators within the core strategic set for the services falling under the responsibility of the committee are reported in the table below.

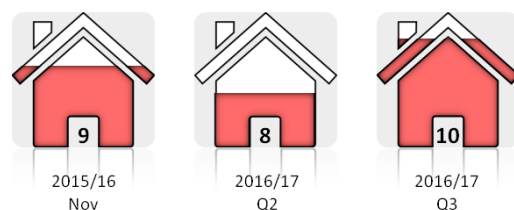
Performance – Overview			2015/16	Q1	Q2	Q3	Benchmark	DoT
A Focus on Frontline Services	Number of days taken to process Housing Benefit new claims and change events (DWP measure)		6	6	8	10	Above National Average	➔
A Council That Listens to Residents	Overall Customer Centre Satisfaction (%) - CYC		91.54%	92.26%	93.11%	92.01%	NC	➔
A Prosperous City for All	Business Rates - Rateable Value		NC	£246,114,424	£245,768,369	£246,410,839	NC	➔
Performance	Overall Council Forecast Budget Outturn (£000's Overspent / -Underspent)		-876	1,197	480	-155	NC	➔
	PDR Completion (%) - CYC - (YTD)		59%	8.00%	46.00%	85%	NC	➔
Employees	Staff FTE - CYC Total (Excluding Schools) - (Snapshot)		2104	2117	2109	2107	NC	➔
	Average sickness days lost per FTE - CYC (Excluding Schools) - (Rolling 12 Month)		10.1	10.1	10.3	9.9	Above National Average	➔
	Voluntary Turnover (%) - CYC Total (Excluding Schools) - (Rolling 12 Month)		7.00%	7.40%	7.13%	6.90%	NC	➔
Customers	% of external calls answered within 20 seconds - CYC		88.15%	88.95%	87.15%	N/C	Above National Average	➔
	% of complaints responded to within 5 days		Measure under development			79.00%	NC	➔
	FOI & EIR - % In time - (YTD)		88.10%	93.70%	93% (Estimate)	(Available Jul-17)	NC	➔
	Digital Services Transactions / Channel Shift		Measure under development				NC	➔

NC = Not due to be collected during that period.

## Performance Service Delivery

5. At the end of Q3, the average number of days it took to process a new Housing Benefit claim or a change in circumstance of an existing claimant was 10 days, which is an increase from Q2 (8 days) and longer than at the end of Q3 in 2015/16 (8 days).

Number of days taken to process Housing Benefit new claims and change events (DWP measure)



The online new claim form checklist, which prompts customers to supply proofs, is now operational and performance is now starting to come back on target. Regional performance is positive as we are still outperforming all authorities apart from East Riding. The work outstanding has also fallen to a record low at least as far back as our records started with just 670 items outstanding.

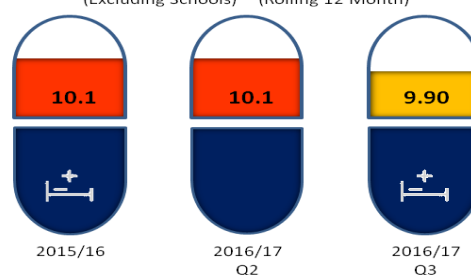
6. Overall, customer service satisfaction continues to be excellent. 92.01% of users said the service was either good or excellent during Q3 (78% rated the service as excellent). Over the next few months we will be developing surveys which will ask the resident to rate their customer satisfaction with the service area who delivered the service.
7. The rateable value is the legal term for the notional annual rental value of a rateable property, assessed by the valuation officers of the VOA (Valuation Office Agency). The latest valuation was undertaken in 2010 with the next revaluation taking effect from 1st April 2017. The draft list (published on 29th September) shows a 4.8% percentage change increase in the rateable value for York with Yorkshire and the Humber decreasing by 0.3% but England increasing by 9.1%. Currently English authorities keep hold of 50% of locally-collected business rates with the other half going into a central government pool and redistributed back to the local authorities according to need.
8. The collection rate for Business Rates at the end of Q3 was 83.30% compared with 82.99% in the corresponding period of 2015/16. The collection rate for Council Tax at the end of Q3 was 85.07% compared with 85.11% at the corresponding period of 2015/16.
9. In December, the Council signed the council tax arrears good practice protocol alongside Citizens Advice York which aims to ensure that York's council tax support scheme is efficient, effective, fair and transparent. This protocol outlines how the council and Citizens Advice York are committed to working in partnership to ensure good practice in respect of council tax support, collection and recovery.

### Performance – Employees

10. The number of people employed by the Council (excluding schools) has decreased to 2,650 (2,107 FTEs) at the end of December, from 2,651 (2,109 FTEs) in September.

11. The 12 month rolling average of sickness days per FTE (excluding schools) has decreased slightly to 9.9 days (from 10.3 in Q2) but still remains higher than the CIPD Public Sector average of 8.7 days. Stress related absence averaged 1.4 days per FTE between April and

Average sickness days lost per FTE - CYC  
(Excluding Schools) - (Rolling 12 Month)



December, down slightly from 1.8 days during the same period last year.

The Council has committed to the Public Health England Workplace Wellbeing Charter. This is a statement of intent showing the council's commitment to improving the health and wellbeing of the people who work for us. Our accreditation assessment will take place in March.

In February we are making changes to sickness absence reporting and making better use of iTrent so that managers report absence directly into this system. This is a more efficient process for managers but also allows us to produce them with email alerts about their staff who meet an absence trigger points along with web-links to information and guidance which will them to manage the absence.

12. The percent of employees voluntarily leaving the organisation over the past 12 months has fallen to 6.9% (7.1% in Q2) but remains higher than levels seen during the same period last year (6.3%).
13. City of York Council is committed to developing confident, capable people, working positively for York. As part of that commitment, all colleagues are entitled and encouraged to reflect on their performance and discuss future aspirations and work goals through regular one to ones and an annual Performance and Development Review (PDR) appraisal. At the end of Q3 85% of PDRs have been completed, or underway, and recorded against electronic employee records which are an improvement from last year's Q3 figure of 51%.

### **Performance – Customers**

14. York Customer Centre is the main point of contact for resident enquiries and in total 53,711 calls were received during Q3 with 97% answered (51,902), 80.2% in less than 20 seconds. This reflects the continuing improvement in the Customer Centres performance as this is the first time that the SSAC Industry Standard of (80%) has been achieved. During peak periods customers may experience increased waiting times and, although calls are typically not held in a queue for more than 42 seconds, customers can make use of the call back facility, although some choose to abandon the call. This impacts overall performance and satisfaction and call data is monitored on a daily basis to ensure a positive customer experience is maintained.
15. In Q3 the number of residents visiting the Customer Centre fell to 14,772 (17,365 in Q2) but the average wait time also decreased to 7.3

minutes (8 minutes in Q2), with 76% of customers served within the waiting time target of 10 minutes (73% in Q2).

16. In Q3 of 2016/17 the council received 236 stage 1 complaints and of these 21% were not responded to within the 5 day timescale due to either the complexity of the individual complaints or the volume of complaints some services areas received. Departments are working with the complaints and feedback team to look at ways of improving their response times.
17. There have been 22 (24%) less complaints or enquiries received by Local Government Ombudsman (LGO) about City Of York Council which is the reverse of the national picture in the most recent annual review period for year ending 31 March 2016. The current corporate customer complaint and feedback policy and procedure is under review and being updated in line with the Local Government Ombudsman's guidance on effective complaint handling and from best practice from high performing councils in dealing with complaints and previous feedback
18. The level of In-time compliance (responses made within 28 days) for FOIs (Freedom of Information requests) and EIRs (Environmental Information Regulations requests) has been achieved in accordance with Information Commissioner Office required levels, with 88% of cases dealt with "in-time" in 2015-16. Available data suggests this improving pattern continues in 2016-17.
19. There has been significant performance improvement for in-time compliance with Data Protection Act Subject Access to Records requests (SARs), an area where the Information Commissioner's Office (ICO) auditors have recommended we improve our performance and monitoring of responding to SAR requests within the legal timescale of 40 calendar days.

### **Performance – Other**

20. Work continues towards meeting outcomes from the Peer Review (2016) with; reviews of our Engagement Strategy and Media Protocol under way; the continued embedding and implementation of the new Performance Management Framework; and internal work undertaken on service plans and council values.

### **Performance – Procurement**

21. Following the procurement update provided to this Committee in July 2016, Members agreed that the performance information would in future be included in this report. The tables below summarises the

quarter 2 and quarter 3 position.

### Quarter 2

Size of business	2016/17 Q2 spend	2016/17 Q2	Of which in Yorkshire & Humber	Of which in a YO postcode
	£'000	% of total	£'000	£'000
Micro (less than 10 employees)	2,362	6	1,752	1,372
Small (11 to 49 employees)	10,874	30	8,743	6,013
Medium (50 to 249 employees)	6,755	19	3,985	1,968
<b>Sub total SME's</b>	<b>19,991</b>	<b>55</b>	<b>14,480</b>	<b>9,353</b>
Large (250 or more employees)	16,217	45	7,055	3,797
Supplier size not known	6	0	4	4
<b>Grand Total</b>	<b>36,214</b>	<b>100</b>	<b>21,539</b>	<b>13,154</b>

### Quarter 3

Size of business	2016/17 Q3 spend	2016/17 Q3	Of which in Yorkshire & Humber	Of which in a YO postcode
	£'000	% of total	£'000	£'000
Micro (less than 10 employees)	2,650	10	2,047	1,615
Small (11 to 49 employees)	11,185	42	8,957	6,112
Medium (50 to 249 employees)	6,849	16	3,414	2,176
<b>Sub total SME's</b>	<b>20,684</b>	<b>68</b>	<b>14,418</b>	<b>9,903</b>
Large (250 or more employees)	14,124	32	7,087	3,825
Supplier size not known	6	0	6	6
<b>Grand Total</b>	<b>34,815</b>	<b>100</b>	<b>21,512</b>	<b>13,735</b>

22. Spend to the end of December shows 68% of the total spend was with SME's, compared to 56% in a full year for 2015/16, 62% for Q1 and 55% for Q2. Local spend has remained broadly the same at 62% of the total (60% in 2015/16 and in Q1, 59% in Q2).

### Annexes

23. All performance data within this document is made available in machine-readable format through the Council's open data platform at



[www.yorkopendata.org](http://www.yorkopendata.org) under the “performance scorecards” section.

### Consultation & Options

24. This report is for information so no options are presented.

### Corporate Priorities

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

### Implications

26. The financial implications are all dealt with in the body of the report.

27. There are no other specific implications of this report.

### Recommendations

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

Reason: To update the Committee on the forecast position for 2016/17.

<b>Authors:</b>	<b>Chief Officer Responsible for the report:</b>			
Debbie Mitchell Corporate Finance & Commercial Procurement Manager Tel: (01904) 554161	Ian Floyd Deputy Chief Executive / Director of Customer & Corporate Services			
Ian Cunningham Group Manager – Shared Intelligence Bureau Tel: (01904) 555749	<b>Report Approved</b>	✓	<b>Date</b>	03/02/17
<b>Wards Affected:</b> All				
For further information please contact the authors of the report				

## **Abbreviations**

CIPD – Chartered Institute of Personnel and Development

CYC – City of York Council

DWP – Department for Work and Pensions

EIR– Environmental Information Regulations

FOI – Freedom of Information

FTE – Full Time Equivalent

ICO – Information Commissioner’s Office

LGO – Local Government Ombudsman

PDR – Performance and Development Review

SAR – Subject Access to Records

SME – Small and Medium-sized Enterprises

SSAC – Social Security Advisory Committee

VOA – Valuation Office Agency

YTD – Year to Date



---

Corporate and Scrutiny Management Policy &  
Scrutiny Committee

13 February 2017

Report of the Assistant Director - Legal & Governance

## Schedule of Petitions

### Summary

1. Members of this Committee are aware of their role in the initial consideration of petitions received by the Authority. The current petitions process was considered by the Audit and Governance Committee on 2 October 2014 and endorsed by Council on 9 October 2014. This process aims to ensure scrutiny of the actions taken in relation to petitions received either by Members or Officers.

### Background

2. Following agreement of the above petitions process, Members of the Corporate and Scrutiny Management Policy and Scrutiny Committee (CSMC) had been considering a full schedule of petitions received at each meeting, commenting on actions taken by the Executive Member or Officer, or awaiting decisions to be taken at future Executive Member Decision Sessions.
3. However, in order to simplify this process Members agreed, at their June 2015 meeting, that the petitions annex should in future be provided in a reduced format in order to make the information relevant and manageable. At that meeting it was agreed that future petitions reports should include an annex of current petitions and agreed actions, but only following consideration of the petitions by the Executive or relevant Executive Member or Officer.
4. This was agreed, in the knowledge that the full petitions schedule was publicly available on the Council's website and that it was updated and republished after each meeting of the Committee.

<http://democracy.york.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13020&path=0>

## 5. **Current Petitions Update**

A copy of the reduced petitions schedule is now attached at Annex A of the report which provides a list of new petitions received to date together with details of those considered by the Executive or relevant Executive Member/Officer since the last meeting of the Committee in November. Further information relating to petitions which have been considered by the Executive Members/Officers since the last meeting are set out below:

### **Petition Number**

#### **58. Ownership of Property and Land in York Plans**

This e-petition asked the Council to publish the identities of the owners and beneficial owners, when proposals for the development of land and/or property were made in the city. This included the enhanced value given by the grant of planning permission where it was estimated to exceed £1m, with estimates of the value of the granted planning permission being published and the dates at which the ownership and beneficial ownership commenced or when options were purchased.

The petition ran from 8 August 2016 to 29 September 2016 and gained 14 signatories. The petition was reported to the Local Plan Working Group meeting on 5 December 2016 at which time the Group agreed to note receipt and asked officers to investigate further with a view to bringing back a report to a future Decision Session. This report will be considered by the Executive Member for Transport & Planning at his next Decision Session on 9 February 2017, details of which will be reported to CSMC.

#### **59. “A-Frame” advertising boards**

This hard copy petition urged the Council to amend the proposed ban on advertising boards to ensure that it only prevented the placement of hazardous boards, or boards in cluttered or unsafe locations. The petition was handed in at the Executive meeting on 25 August 2016 by Sean Gill of Og Games and considered by the Executive Member for Transport and Planning at his decision session on 10 November 2016.

The Executive Member agreed to reaffirm the decision of the Executive on 25 August 2016 which was to approve:

- (i) The implementation of the Draft ‘A’ Board Policy, relating to the area of city centre as outlined in Option A and as shown on the plan at Appendix A of the report; along with,

- (ii) Option B, a 5 month transition period, to allow the policy to become fully communicated and put into practice for 1<sup>st</sup> February 2017, and
- (iii) Option D, the trial of Remote 'A' Board (RAB)/Shared 'A' Board (SAB) criteria/approvals, for 12 months.
- (iv) Option E, the undertaking of further assessment and consultation with regards to potential policy content for all areas outside of the city centre zone, requiring a further report and recommendations within 12 months, and
- (v) Option F the undertaking of analysis of the initial city centre policy, with a subsequent report one year post full implementation.

This decision had been made in order to provide adequate control of the many and varied obstructions (particularly for those with impaired mobility for example, blind and/or partially sighted) temporarily located on the public highway. It also took into account the Council's responsibilities under the Highways Act 1980, the Equality Act 2010 and Town & Country Planning Act 1990 and mitigated the impact on the visual amenity of the conservation area and setting of the many listed buildings in the city centre and contributed further to the removal of street clutter and improvement of the street scene and public realm.

#### **61. St Peters Quarter Parking**

A hard copy petition was presented to Cllr Cannon and a Council Officer on 6 October 2016 containing 116 signatories relating to 107 properties in the St Peters Quarter area. The petition requested the Council to engage in consultation with residents of the St Peter's Quarter in the selection of appropriate parking measures, including resident's priority parking, for the developments roads.

Consideration was given to the petition at a Decision Session of the Executive Member Transport and Planning on 10 November 2016 when the Executive Member agreed to approve initial consultation with residents to include Carlisle Street and Carleton Street, to progress the resident's requests.

#### **62. Save the Old Manor School Playing Fields for Acomb Residents**

This petition requested the Council to open up part of the Old Manor School playing fields for use by the community, with money paid to the

council from housing developers in the area to be used to develop leisure facilities.

The petition was handed over at Full Council on 20 October 2016 by Cllr Stuart Barnes and was signed by 284 residents on the paper copy and 262 online signatories. [www.change.org/p/city-of-york-council-save-the-old-manor-school-playing-fields-for-acomb-residents](http://www.change.org/p/city-of-york-council-save-the-old-manor-school-playing-fields-for-acomb-residents)

Consideration was given to the petition at the Executive Member for Finance & Performance at his Decision Session on 19 December 2016. An Officer report accompanying the petition confirmed that once a satisfactory planning consent had been obtained for the British Sugar site and, if appropriate, an option notice had been served on the Council by the owners of the British Sugar site to acquire land on the Council's site for an access road, then at this time discussions could take place on options for future uses of the remainder of the Council's site. This would also include the British Sugar site to ensure that the two sites were sympathetically developed. Any proposed disposal or re-use of the Council's land would then be reported to the Council's Executive at the appropriate time for a decision to be made. The Executive Member agreed to receive and note the contents of the petition and the Officer report.

**64. Strensall to Haxby (Moor Lane, Crossmoor Lane, Haxby Moor Lane)**

This e-petition was report to the City of York Council on 4 July 2016 and requested the lowering of the speed limit and the introduction of traffic calming measures such as chicanes and kerb extensions between Strensall and Haxby (Moor Lane, Crossmoor Lane, Haxby Moor Lane). The petition received 148 signatories and was considered at an Executive Member for Planning and Transport Decision Session, held on 10 November 2016.

Officers provided the Executive Member with a report which suggested that it would be unusual to introduce traffic calming measures of the type requested in this location, however there may be other features that could be considered if further investigation was carried out and resources were available.

The Executive Member agreed to note the petition and consider it as part of the annual accident and prevention measures across the city.

**65. South Bank Avenue, Between Trafalgar Street and Bishopthorpe Road**

This hard copy petition was presented to Highway Network Management on 13 June 2016 and had been signed by 28 signatories representing 27 of the 41 properties between Bishopthorpe Road and Trafalgar Street. This petition requested the introduction of a Residents Parking Zone for this part of South Bank Avenue. Written representations had also been received from Cllr Gunnell in respect of the petition.

Officers noted that the petition only represented part of the street and that the provision of a residents parking zone would not normally be confined to part of a street. However as the other section of the street mainly had properties on one side Officers felt that the parking issues may not have been of concern.

It was also noted that a new residents parking zone had just been implemented in Nunthorpe Grove. Officers noted that, whilst it would be usual to create a new zone for a new scheme it was suggested that if a scheme was progressed to implementation for South Bank Avenue (or part) then it should be proposed as an extension of the Nunthorpe Grove scheme. The reason suggested for this was that a larger scheme could be more flexible in meeting the residents' needs when looking for a parking space.

The Executive Member agreed to approve the initial consultation for the whole of the street, but bearing in mind the differences in the two parts of the street to agree the fall back option of taking forward a scheme if just the petition section of the street was in favour.

**66. Railway Terrace, St Paul's Terrace and surrounding Areas**

This hard copy petition, also requesting consultation on a Residents' Parking Scheme, was presented to Network Management on 7 July 2016 and contained 27 signatures which represented 26 of the 33 properties in the street. In addition, the local Liberal Democrat focus team had carried out some wider consultation in the area that indicated that there was reasonably strong support for residents parking in the surrounding streets.

This petition was also considered at the 10 November Executive Member for Transport and Planning Decision Session when Officers highlighted that within the area there were two private roads (Wilton Rise and Enfield Crescent). However, providing that all the residents of the private streets agreed then it would be possible for the necessary Traffic Regulation Order to be implemented. Although this situation complicated the usual

process slightly Officers noted that it shouldn't hinder the creation of a new residents parking zone in the adopted streets if, following the initial consultation, the usual majority of residents wished a scheme to be taken forward to the legal order phase.

Following consideration of the comments made under Public Participation and representations received the Executive Member agreed to undertake the initial consultation with minor amendments by Officers in the coverage of the area of consultation.

**67a. Millennium Bridge Area**

**67b. Beresford Terrace and Finsbury Avenue**

The first of these petitions was emailed to Officers on 15 April 2016, signed by seven residents requesting consultation on the implementation of a residents' only parking scheme in the Millennium Bridge area.

The second was a hard copy petition presented to Network Management on the 13 September 2016 signed by 23 local residents, representing 66% of properties in the area also requesting that consideration be given to a Residents' Parking Scheme.

These petitions were also considered at the Executive Member Decision Session on 10 November together with a number of enquires from other residents regarding the possibility of a residents parking scheme. In view of this and following receipt of comments under public participation the Executive Member agreed to approve initial consultation of a wider area, with a view to initially putting this area forward as an extension of the new residents' parking zone implemented to the immediate north of the area.

**63. Finsbury Street, York**

This petition was handed into West Offices reception on 28 October 2016 and requested the Council to consider balloting residents with a view to implementing Residents' Priority parking in Finsbury Street. The petition was signed by 41 local residents.

As this petition came in following preparation of the Officers report on parking petitions it was considered as an annex to the Officers report on at the Executive Member for Transport and Planning Decision Session held on 10 November. In conjunction with petitions 67a and 67b above the Executive Member agreed to undertake initial consultation for the wider area to include Finsbury Street.



## **68. Save Lowfield Playing Fields**

This petition requested the City of York Council not to build on the Lowfield Sports Field. The petitioners believed that any changes to the use of the field should only be considered after a Local Plan for the whole of the city has been subject to full consultation and formal adoption. This petition was emailed to the Executive on 6 December 2016, signed by Lowfield Residents Action Group (signed by 44 Households).

On 6 December the Executive gave consideration to the final report of the Older Persons' Accommodation Programme, relating to the Lowfield Green development which set out the business case to enable the programme to move forward for delivery of a care home, health facilities and housing.

Feedback on public engagement in respect of the spatial plan for the site was presented which it was noted had been supported by the majority of residents. However, Officers reported on opposition to the scheme from a small number of residents on the north and south west boundaries of the site and confirmed receipt of a petition signed by 44 households in opposition to the scheme.

Following concerns raised, amendments had been made to the scheme which would ensure that there was no 'cut through' from Tudor Road to Dijon Avenue. A review of the house layout and other uses on the north-west boundary would also be undertaken.

The Executive had subsequently agreed to note feedback from the public engagement for the redevelopment of the Lowfield site in Acomb following the previous agreement by Executive in July 2016 to move forward with the development of the Lowfield School site.

## **69. Save Our Clifford's Tower**

This petition, objecting to the proposed English Heritage Visitor Centre planned for the base of the mound of Clifford's Tower, York was handed in at Council on 15 December by Cllr Hayes. The petition contained 3,617 online signatories and 164 hard copy signatories.

A planning application by English Heritage for the erection of a visitor centre at the base of the motte together with a café unit on the roof deck, installation of a new staircase, tower floor, walkways, balustrading, roof-deck and restoration works had been considered by the Planning Committee on 27 October 2016 and approval had been granted subject to the imposition of a number of conditions.

Since then Councillor Hayes, has submitted an application for judicial review of the lawfulness of the Planning Committees' decision taken in October 2016 and this is currently awaiting the outcome of the application to the courts to judicially review the planning decision.

In the meantime, Executive at their meeting on 26 January 2017 considered reports on the York Castle Gateway and the disposal of land for the proposed Clifford's Tower Visitor Centre. The Executive agreed the vision for the Castle Gateway and the development of a masterplan for the area and the granting of a long lease for the land required for the construction of the English Heritage Visitor Centre to the Historic Buildings and Monuments Commission (HBMCE) for England. The decisions in relation to the disposal, lease and transfer of land to HBMCE have subsequently been called in for further consideration and scrutiny by Councillors Hayes, Flinders, Craghill and Warters. A meeting of the Corporate & Scrutiny Management Policy & Scrutiny Committee (Calling-In) will now be arranged to consider the reasons for call-in of the decision on a date to be agreed.

Members may wish to consider requesting Officers to refer this petition to English Heritage for their consideration.

## 6. **The Process**

There are a number of options available to the Committee as set out in paragraph 7 below, however 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**

7. Having considered the reduced Schedule attached which provides details of petitions received and considered by the Executive/Executive Member since the last meeting of the Committee; 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 Executive 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.

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

### **Consultation**

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

### **Implications**

10. 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**

11. 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**

12. Members are asked to consider the petitions received and actions reported, as set out in paragraph 5 above and on the attached Schedule at Annex A, and agree an appropriate course of action in each case.

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

**Contact Details:**

Author:  
Jill Pickering  
Democracy Officer  
Tel: (01904) 552061  
e: [jill.pickering@york.gov.uk](mailto:jill.pickering@york.gov.uk)

Chief Officer Responsible for the report:  
Andrew Docherty  
AD - Legal & Governance

Report  
Approved

Date

1 February 2017

Wards Affected:

All

**Background Papers:** None

**Annexes:**

Annex A – Extract from schedule of petitions received and action taken to date

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
<p><b>58. Ownership of Property and Land in York Plans</b> When proposals for the development of land and/or property are made in York, we petition the council to publish the identities of the owners and beneficial owners when the enhanced value given by the grant of planning permission is estimated to exceed one million pounds. For such proposals, estimates of the value of the granted planning permission should be published and the dates at which the ownership and beneficial ownership commenced or when options were purchased.</p>	<p>ePetition running 8.8.16 to 29.9.16</p>	<p>14</p>	<p>Martin Grainger Head of Integrated Strategy T: 01904 551317</p> <p>John Roberts 01904 551464</p>	<p>Executive Leader for Housing &amp; Safer Neighbourhoods</p> <p>and</p> <p>Executive Member for Economic Development &amp; Community Engagement (Deputy Leader)</p> <p>Executive Member for Transport and Planning</p>	<p>Local Plan Working Group</p> <p>5.12.16</p> <p>Executive Member for Transport &amp; Planning Decision Session</p> <p>09-02-17</p>	<p>Decision: To note receipt of the petition and for officers to investigate further with a view to bring back to a future Decision Session.</p> <p>TBC</p>	
<p><b>59. "A-Frame" advertising boards</b> – urge the Council to amend the proposed ban on advertising boards to ensure that it only prevents the</p>	<p>Handed in at Executive 25-08-16 by Sean Gill of Og Games</p>	<p>Approx 350</p>	<p>Neil Ferris Director of City &amp; Environmental Services T: 01904 551448</p> <p>Officer: Richard</p>	<p>Executive Member for Transport &amp; Planning</p>	<p>Executive Member for Transport &amp; Planning</p> <p>Decision Session</p>	<p>Decision: That the resolution of the Executive, of 25 August 2016 be reaffirmed.</p> <p>Reason: to provide adequate control of</p>	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
placemen of hazardous boards, or boards in cluttered or unsafe locations.			Bogg		10-11-16	<p>the many and varied obstruction temporarily located on the public highway, taking into account the Council's responsibilities under the Highways Act 1980, the Equalities Act 2010 and Town &amp; Country Planning Act 1990.</p> <p>To mitigate the impact on the visual amenity of the conservation area.</p> <p>To contribute further to the removal of street clutter improving the street scene and public realm</p>	
<b>61. St Peter's Quarter: Parking</b> – requesting the City of York Council to engage in consultation with the residents of St Peter's Quarter in the selection of appropriate parking measures, including residents priority	Hard Copy presented to Cllr Cannon and Sue Gill on 6-10-16	116 Equates to 107 properties	Alistair Briggs Traffic Network Manager T: 01904 551368	Executive Member for Transport and Planning	Executive Member for Transport & Planning  Decision Session  10-11-16	Decision: To approve the initial consultation to include Carlisle Street and Carleton Street  Reason: To progress Resident's requests	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
parking, for the developments roads							
<p><b>62. Save the Old Manor School Playing Fields for Acomb Residents</b> Acomb residents deserve more green open space. Request for CYC to open up part of the Old Manor School playing fields for use by the community, with money paid to the council from housing developers in the area to be used to develop leisure facilities <a href="http://www.change.org/p/city-of-york-council-save-the-old-manor-school-playing-fields-for-acomb-residents">www.change.org/p/city-of-york-council-save-the-old-manor-school-playing-fields-for-acomb-residents</a></p>	Handed over at Full Council by Cllr Stuart Barnes 20-10-16	284 paper copy 262 online	Tracey Carter Assistant Director, Finance, Property & Performance  T: 01904 553419	Executive Member for Finance & Performance	Executive Member for Finance & Performance Decision Session  19-12-16	The Executive Member agreed to receive and note the contents of the petition and the Officer report.  Reason: To show that the Council is listening to residents.	
<p><b>63. Finsbury Street, York</b> - requesting the City of York Council to consider balloting residents with a view to implementing Residents' Priority parking in Finsbury</p>	Handed over at reception, West Offices to Sue Gill, Traffic Management on 28-10-16	41 signatures	Alistair Briggs Traffic Network Manager  T: 01904 551368	Executive Member for Transport and Planning	Executive Member for Finance & Performance Decision Session  To be considered as	Approved initial consultation for the wider area as shown in the report to the Executive Member at the meeting.  Reason: To progress residents' requests	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
Street  (see Petitions 67a and 67b)					an Annex to report at decision session on  10-11-16		
<p><b>64. Strensall to Haxby (Moor Lane, Crossmoor Lane, Haxby Moor Lane)</b>                      Requesting speed limit is lowered and traffic calming measures are introduced such as chicanes and kerb extensions</p>	ePetition Reported to CYC on 04-07-16	148 on  <a href="https://www.change.org/p/york-city-council-reduce-the-speed-limit-on-cross-moor-lane-haxby">https://www.change.org/p/york-city-council-reduce-the-speed-limit-on-cross-moor-lane-haxby</a>	Alistair Briggs  Traffic Network Manager  T: 01904 551368	Executive Member for Transport and Planning	Considered at Decision Session on  10/11/16	Decision: That the petition be noted and that the issue be considered as part of the annual accident and prevention measures across the city.  Reason: To respond to residents concerns in a practical manner whilst prioritising the resources available to the reduction of injury on the highway in the authority area.	
<p><b>65. South Bank Avenue, Between Trafalgar Street and Bishopthorpe Road,</b>                      requesting consideration of introducing a Residents Parking Zone for this</p>	Hard Copy, presented to Network Management on 13-06-16	28	Alistair Briggs  Traffic Network Manager  T: 01904 551368	Executive Member for Transport and Planning	Considered at Decision Session on  10/11/16	Decision: To approve the initial consultation for the whole of South Bank Avenue, bearing in mind the differences in the two parts of the street with a fall back option of	



Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
part of South Bank Avenue						taking forward a partial scheme depending on results of consultation  Reason: To progress residents' requests	
<b>66. Railway Terrace, St Paul's Terrace and surrounding Areas</b> requesting consultation on a Residents' Parking scheme	Hard Copy, presented to Network Management on the 07-07-16	27  Supported by details of a street survey undertaken by the Liberal Democrats Focus Group	Alistair Briggs  Traffic Network Manager  T: 01904 551368	Executive Member for Transport and Planning	Considered at decision session on 10/11/16	Decision: that the initial consultation is approved with minor amendments by Officers in the coverage of the area of consultation  Reason: to progress residents' requests	
<b>67a. Millennium Bridge area</b> – to consider consulting residents on the implementation of a Residents Only Parking Scheme (Respark) in the Millennium Bridge Area  <b>67b. Beresford Terrace and Finsbury Avenue</b> , requesting	Emailed 15-04-16    Hard Copy, presented to Network Management on the	7    23  (represents 66% of properties),	Alistair Briggs  Traffic Network Manager  T: 01904 551368	Executive Member for Transport and Planning	Considered at decision session on 10/11/16	Decision: An initial consultation is approved over the wider area as outlined in Annex C3 of the officer report  Reason: To progress residents' requests	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
consideration of a Residents' Parking Scheme  (See Petition 63)	13-09-16	(item 63, petition from Finsbury Street also refers to this area)					
<b>68. Save Lowfield Playing Fields –</b> request the City of York Council not to build on the Lowfields Sports Field. We believe that any changes to the use of the field should only be considered after a Local Plan for the whole of the city has been subject to full consultation and formal adoption.	Emailed to Executive 06-12-16 from Lowfield's Residents Action Group (signed by 44 Households)		Roy Wallington  Programme Director, Older Persons' Accommodation  T: 01904 552822	Executive	Considered by Executive  06-12-16	The Executive agreed to  Note the feedback from public engagement regarding plans for the redevelopment of the Lowfield site in Acomb following agreement by Executive in July 2016 to move forward with the development of the Lowfield School Site.  Agree the spatial plan prepared for the Site as described in the report in order to deliver approximately 162 new homes, a care home, newly built accommodation for health & other public services as well as	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
						<p>public open space and an estimated capital receipt of £4.5m, with appropriate adjustments made to the arrangement of homes to the north west boundary of the Site in order to facilitate integration and to the traffic flows through the site to prevent a through-traffic route being opened up between Tudor Road and Dijon Avenue.</p> <p>Agree that the Older Persons' Accommodation Programme includes the procurement of a new residential care facility on the Site as part of the wider Lowfield Green development.</p>	

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
<p><b>69. Hands Off Clifford's Tower</b> – object to the proposed English Heritage Visitor Centre planning to be built within the mound of Clifford's Tower, York. Believe that this is a wrong decision by CYC and English Heritage and call for the plan to be cancelled</p>	<p>Handed over at Full Council by Cllr Hayes 15-12-16</p>	<p>3,617 online signatories 164 Hard copy signatories</p>	<p>Mike Slater  Assistant Director, Planning &amp; Public Protection  T: 01904 551300</p>	<p>TBC</p>	<p>Planning permission agreed for Visitor Centre at Area Planning Sub-Committee  27-10-16  -----  An application has been made to the courts to judicially review the planning decision by Cllr Hayes  -----  Executive  26-01-17  Agreed to the disposal of land to English Heritage for the proposed Clifford's Tower visitor</p>		

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
					centre ----- Executive decision called in for scrutiny by CSMC Date to be confirmed		
<b>70. Strensall Road (Earswick Parish) – petition for speed reduction</b> – support a reduction in the speed limit on the approx. third of a mile section of Strensall Road between Earswick and Towthorpe which is currently set at the national speed limit (60mph)	Handed over at Full Council by Cllr Doughty 15-12-16	73	Alistair Briggs Traffic Network Manager T: 01904 551368	Executive Member for Transport and Planning	Decision Session 13-04-17		
<b>71. Create more private housing and less student housing</b> - to stop giving companies consent to build/renovate student accommodation and instead turn these areas into private	ePetition running 15-11-16 16-01-17	1 signatory	Tom Brittain Interim Assistant Director Housing & Community Safety T:01904 551262	--	--	Note: Petition only received one signatory. Officers to respond	--

Petition Details	Petition Type	No of Signatures (Approx)	Responsible Officer	Decision maker (e.g. Executive Member, Director)	Date of Consideration	Action Agreed	Date of Consideration by CSMC & Outcome
homes for new buyers/for people on low incomes							
<b>72. A request for parking restrictions on the two entrance ways to the rear lanes of Claremont Terrace, York</b>	Hard copy presented to Network Management on the 12-12-16	19	Alistair Briggs Traffic Network Manager T: 01904 551368	Executive Member for Transport and Planning	Decision Session 13-04-17		
<b>73. A petition from Residents of St Aubyns Place requesting Residents' Priority Parking</b>	Hard copy presented to Network Management 20/01/2017	20 properties in support (out of 25)	Sue Gill Traffic Project Officer T. 01904 551497	Report to Director for permission to undertake a formal consultation, (Ward Cllrs and Political Cllrs consulted)	TBC Target Date by end of February		

## Corporate & Scrutiny Management Policy & Scrutiny Committee Work Plan 2016-17

Meeting dates @ 5.30pm	Corporate & Scrutiny Management Policy & Scrutiny Committee Work Plan 2016-17
13 June 2016	<ol style="list-style-type: none"> <li>1. Attendance of Executive Leader and Deputy Leader to outline Priorities and Challenges for 2016-17</li> <li>2. Schedule of Petitions</li> <li>3. Pre-decision report – Guildhall Project</li> <li>4. Annual Scrutiny Report</li> <li>5. Ideas for topics for review in this Municipal Year including potential review of elements of the TTIP motion to support the work of One Planet York.</li> <li>6. Work Plan 2016-17</li> </ol>
25 July 2016	<ol style="list-style-type: none"> <li>1. Attendance of the Executive Member for Finance and Performance</li> <li>2. Schedule of Petitions</li> <li>3. End of Year Finance &amp; Performance Monitoring Report</li> <li>4. Overview report on electoral organisation</li> <li>5. Update report on procurement activity</li> <li>6. Future Ways of Working in Scrutiny – update/review and financial implications</li> <li>7. Work Plan 2016-17</li> </ol>
5 Sept 2016	<ol style="list-style-type: none"> <li>1. Attendance of Executive Leader and Deputy Leader to update on Priorities and Challenges for 2016-17</li> <li>2. Schedule of Petitions</li> <li>3. 1<sup>st</sup> Qtr Finance &amp; Performance Monitoring Report</li> <li>4. Scoping Report on potential scrutiny review around One Planet York.</li> <li>5. Scoping report on potential scrutiny review around Peer Challenge review</li> <li>6. Work Plan 2016-17</li> </ol>

7 Nov 2016	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. 2<sup>nd</sup> Qtr Finance &amp; Performance Monitoring Report</li> <li>3. Update report on Peer Review Action Plan.</li> <li>4. Briefing paper on administration of Section 106 agreements</li> <li>5. Work Plan 2016-17</li> </ol>
13 February 2017  (re-arranged from 16 Jan 2017).	<ol style="list-style-type: none"> <li>1. Report on Air Quality Motion referred by Council.</li> <li>2. Future Ways of Working In Scrutiny.</li> <li>3. Scrutiny Review Support Budget.</li> <li>4. 2<sup>nd</sup>/3<sup>rd</sup> Qtr Finance &amp; Performance Monitoring Report (deferred from November)</li> <li>5. Schedule of Petitions</li> <li>6. Work Plan 2016-17</li> </ol>
6 March 2017	<p><b>Post-decision call-in:</b>  Disposal of land for proposed Clifford's Tower Visitor Centre</p> <p><b>CSMC</b></p> <ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. 3<sup>rd</sup> Qtr Finance &amp; Performance Monitoring report</li> <li>3. Report on Terms of Reference for Future Ways of Working in Scrutiny</li> <li>4. Work Plan 2016-17 including verbal update on One Planet York Scrutiny Review</li> </ol>
8 May 2017	<ol style="list-style-type: none"> <li>1. Schedule of Petitions</li> <li>2. One Planet York Scrutiny Review Draft Final Report</li> <li>3. Update Report on Electoral Arrangements Scrutiny Review</li> <li>4. Draft Work Plan 2017-18</li> </ol>

June / July update report on Section 106 Agreements together with a copy of the simplified public report