

**Update on Implementation of Approved Recommendations
Arising From Engaging Communities Scrutiny Review**

Approved Scrutiny Recommendation	Update on Implementation in November 2013	Update as of May 2014
i. Resident Association meeting dates to be included in the Council's Corporate Calendar, in the same way that Parish Council meeting dates are.	The dates for the Resident Forum meetings are currently uploaded via ModernGov. We are working with Resident Association to encourage them to contact the Council direct to update Agenda and Minutes of meetings.	Dates for Resident Association meeting are uploaded onto Mod Gov. Agendas and minutes are available through the designated council pages. http://www.york.gov.uk/info/200535/residents_associations/362/residents_associations
ii. Corporate Calendar to include both formal and informal Resident Forum meeting dates	Community and Equalities team uploaded as meetings are confirmed.	
iii. Introduce Resident Association and Parish Council Forum pages on the CYC website, for the Council to use to disseminate information quickly and regularly e.g. to highlight consultations etc	There is a Residents Association page on the CYC with links to each of the 19 Residents Associations. http://www.york.gov.uk/info/200535/residents_associations/362/residents_associations There is also a page for Parish Councils, again providing information about each Parish Council and a link to their website. http://democracy.york.gov.uk/mgListCommittees.aspx?PC=1&bcr=1	

<p>iv. Adjoining Parish Councils to be informed of significant planning applications which are likely to affect their parish</p>	<p>Planning Team to provide update</p>	
<p>v. Training on the importance of the relationship with Parish Councils and Residents Associations should be included in the induction programme for new Councillors.</p>	<p>We have approached the Federation to ask if they would work with us to help develop a training workshop that can be added to the annual training programme and induction programme. We will be taking the same approach with the Parish Council Liaison Group to co produce a training workshop. We have also produced a number of fact sheets as a resource for councillors including one on parish councils and one on residents associations and York Residents Federation and have run a drop in session with members to introduce and promote these.</p>	
<p>vi. Ward Councillors to receive the minutes from Parish Council and Resident Association meetings, and it should be considered good practice to attend PC & RA meetings</p>	<p>An article was placed in the Members newsletter, informing councillors of the links to the pages on the council website, so that they can access the meeting minutes of both the Parish Councils and Resident Associations. A high percentage of councillors attend their relevant Parish Council and Residents Association meetings.</p>	

<p>vii. In regard to council consultation, more time should be given to enable Parish Councils and Residents Associations to participate, as consultation needs to go to a meeting for discussion, not just to individuals.</p>	<p>A working group has looked specifically at this topic and developed new resources to support staff through the consultation and engagement process. A training workshop was delivered to staff on the 27th September – the first of a programme of workshops, to promote good practice, promoted through corporate training offer. The resources will be launched as part of the upgraded to the council’s intranet system.</p> <p>The Federation recently met with Kersten and offered to play a role in future council consultation – how this will operate will be worked up with the Federation.</p>	<p>We are working to make resources available to staff via the current intranet system due to technical difficulties with the proposed new site.</p>
<p>viii. The council to ensure that feedback is given to PCs and RAs on their consultation responses</p>	<p>This is improving following the work of the working group and further improvements should be seen through the resources available via the new intranet. Further workshops and training will be developed with the Federation and Parish Councils.</p>	<p>See above</p>
<p>ix. Council to notify PCs & RAs of significant changes to services e.g. Christmas recycling arrangements, green bin charges etc</p>	<p>Waste services inform RAs and PCs directly of any planned changes to services, usually by e-mail. Using a list of established contacts, all contacts are sent information directly informing them of the changes and providing any necessary</p>	

	literature that their organisation can display. This method is also used by Waste Services to deal with 'one off' issues that arise, resulting in potential service disruption, such as severe weather or floods.	
x. All Council service providers to use Parish Council/ Resident Association notice boards and newsletters more to communicate council information relevant to the area	The Communities & Equalities Team provides information about available notice boards and a list of contact key holders.	
xi. Council documents should be checked for jargon i.e. continued use of Plain English	From a Democratic Services perspective, wherever possible reports are checked for plain English and the use of abbreviations prior to publication. Logistically on occasion this is not possible when reports are received late by Democratic Services and the statutory deadline for publication has to be met. The Council's communications team issue guidance to all staff on the use of Plain English and the standards that should be observed on social media. Further advice will be issued to all staff.	
xii. Report authors to include appendix of abbreviations in reports where appropriate - to aid ease of reading. The list can be	Current practice is to state in full the name of an organisation/initiative etc for its reference in a report, with the abbreviation in brackets alongside. Throughout the	

<p>tailored to each committee and duplicated for all reports relevant to that committee, with revisions/additions where needed</p>	<p>report thereafter it is acceptable to use the abbreviation. Annexing a separate list of abbreviations may not be the most environmentally friendly solution. Neither would it be a user friendly solution, as the reader would have to flick back and forth to search for each abbreviation used. The appropriate use of a separate annex would be where a report contains a significant number of technical abbreviations. In addition, the Heads of Civic & Democratic Services and Strategy, Partnerships & Communication are planning to work together to deliver a revised report template, style guide and associated training to improve the way reports are presented to the public in general, which will include addressing this issue.</p>	
<p>xiii. Improve joint working at Ward Team Meetings by the adoption of the Statement of Intent shown at para 41 of the final report.</p>	<p>The Communities and Equalities Team are liaising with Councillors to add to discussions at Ward Team Meetings.</p>	
<p>xiv. Communities & Equalities Team to identify areas of the city where no Parish Council or Resident Association currently exists and identify a private resident association or some other type of community group to</p>	<p>Each Resident Associations page on the Council website now provides a map showing the area covered by the Association.</p> <p>Parish Council areas can be identified using the YorkMap on the council website.</p>	

disseminate council information through.	Work is continuing to identify community groups in areas not covered by either a Parish Council or Residents Association	
<u>Scrutiny Comments on Updates Received</u> Nov 2013 – No recommendations signed off – Further update required in six months (May 2014).		