

Meeting	Corporate and Scrutiny Management Committee
Date	8 September 2014
Present	Councillors Runciman (Vice-Chair, in the Chair), Burton, Horton, King, Steward, Semlyen (sub for Cllr Potter), Hodgson (sub for Cllr Fraser) and Hyman (sub for Cllr Jeffries)
Apologies	Councillors Galvin, Fraser and Potter

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## 16. **Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal interests not included on the register of interests, any prejudicial interests or any disclosable pecuniary interest which they might have in respect of the business on the agenda. No additional interests were declared.

## 17. **Councillor Lynn Jeffries**

The Chair referred to the recent sad loss of Councillor Lynn Jeffries, a valued member of the Corporate and Scrutiny Management Committee and she invited all to stand and observe a minute's silence in her memory.

## 18. **Minutes**

Concerns were raised at the lengthy Annex attached to the minutes which comprised a number of updates to information provided at Appendix 1 of the Single Equality Scheme report, considered at the Committee's meeting on 14 July 2014. Members requested that similar attachments should not set a precedent.

Resolved: That the minutes of the last meeting of the Committee held on 14 July 2014 be approved and signed by the Chair as a correct record.

## 19. **Public Participation**

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

## 20. **Monitoring the Workforce Strategy 2012-15**

Consideration was given to a progress report on the Workforce Strategy 2012-15 on work undertaken between January and August 2014 for the development of the Council's workforce, through a number of core competencies.

Officers highlighted progress made in the following areas, since the last report to Committee:

- Skills and Behaviour Development
- Recruitment and Retention
- Wellbeing and Engagement
- Pay, Reward and Recognition
- Performance and Change

It was noted that Human Resources were supporting the Rewiring programme with the preparation of a detailed plan to assist staff and engage with the new ways of working. Officers confirmed that a new salary sacrifice scheme was being developed and that the next Workforce Strategy for 2015-18 was in the process of being drafted.

In answer to a number of questions raised by Members, Officers made the following points:

- They confirmed the request regarding the Master Class entitled 'Turning a Service into a Business' that this would not lose the focus that the authority was a service organisation for residents of the city
- Of the 260 staff, subject to health surveillance, the majority were in physical roles in the Communities and Neighbourhoods directorate
- The term 'salary sacrifice scheme' was a common term which described how staff could trade part of their salary for a benefit e.g. childcare vouchers, in order to stagger costs and reduce their taxable salary
- Confirmation that staff questionnaires did request inclusion of personal details, although a number of questions were not compulsory. However it was in staff's interest to complete all questions so that management could ensure the safety of all staff in the workplace.

- As requested information on absenteeism rates, trends by department etc would be included in future reports to Committee
- Confirmation that the authority did not undertake random testing for drink/drugs. The authority had a zero tolerance policy to alcohol/drugs, and there had been no data to suggest that any member of staff had been dismissed for this behaviour
- Following discussion of options with staff the recruitment of a new shared Head of Health and Safety with NYCC had been the preferred option
- Confirmation that online performance reviews were now taking place which recognised both talent and those staff who required support. Further information on the high level results of the reviews would shortly be reported to the Corporate Management Team.

Following further discussion the Chair thanked Officers for their comprehensive update and it was

- Resolved:
- (i) That the update on progress made against the Workforce Strategy between January and August 2014 be received and noted.
  - (ii) That a further update report be brought back to CSMC in six months, to include absenteeism rates, trends by department etc together with information on a review of all the achievements of the current Strategy which came to an end in March 2015.<sup>1</sup>

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

Action Required

1. Note report back to March 2015 meeting to include absenteeism rates etc

TW

**21. Single Equality Scheme Update and Refresh**

Members considered a report which provided an update on the refresh of York's Equality Scheme, which would form a key piece of evidence in the Local Government Association Equality Assessment in January 2015. At that time it was hoped that the Council would move from 'Achieving' to 'Excellent' in the

Equality Framework for Local Government. It was noted that the revised scheme would move from being a Council document to a partnership document as no one agency was able to tackle York's inequalities alone.

Following consideration of the emerging priorities at the Committee's last meeting in July, the following four draft priorities had now been identified and developed, as at Annex 1 of the report:

- Economic Wellbeing
- Learning and Educational Wellbeing
- Health and Wellbeing
- Community Wellbeing

Draft outcomes for each of these priorities were detailed in the report and it was noted that updates would be provided via the Workforce Strategy monitoring report and details included in future Finance and Performance monitoring reports.

As the focus for the Corporate and Scrutiny Management Committee centred around Economic Wellbeing which included tackling employment and training inequalities, Members were asked to consider whether the list of draft outcomes to be achieved were appropriate for monitoring by the Committee.

Following discussions earlier in the meeting, Officers confirmed that the Annual Report would include details of staff sickness levels and staff makeup compared to the city's workforce.

In answer to Members questions, Officers confirmed that the partners referred to in paragraph 3 of the report included the Voluntary and Community sector, York Racial Equality Network, York Unifying and Multicultural Initiative, Health and Wellbeing Board and the Fairness Commission.

Following further discussions on the economic wellbeing outcomes for inclusion it was

- Resolved: (i) That information on the progress made on the refresh of York's Equality Scheme be received and noted.
- (ii) That the listed Economic Wellbeing outcomes for this Committee, as listed on pages 35 and

36 of the report be confirmed subject to the following additions:

- 'listen to' in the final point (% of staff who feel that they are consulted and informed..)
- Decrease staff sickness levels
- Details of staff who work flexibly inc. job share
- Increase the number of buildings with disabled access <sup>1</sup>.

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

Action Required

1. Add additional priorities to CSMC's Economic Wellbeing outcomes.

SB

**22. Update on Implementation of Recommendations from the Previously Completed Loans and Grants Scrutiny Review**

Members considered a report which provided them with their first update on the implementation of the recommendations arising from a previously completed scrutiny review on Loans and Grants.

Officers provided a progress report highlighting the challenge of implementing all the recommendations, although it was reported that any new grants issued would now follow the new procedures. It was also confirmed that the quarterly Finance Monitor being presented to Cabinet the following day, included a review of any outstanding loans over £100k as agreed as part of the scrutiny review.

Timescales for full implementation of the phased approach agreed for review of previously agreed Service Level Agreements were questioned and Officers agreed to check legal's work plan and circulate the timescales to Members. <sup>1</sup>.

Following receipt of further Officer comments, it was agreed not to sign off recommendations (i), (iii) (v) and (vi) as they were still in progress.

Resolved: That recommendations ii), iv), vii) viii) and ix) a) and b) arising from the Loans and Grants

Scrutiny Review, be signed off as completed with the remaining recommendations being brought back to the Committee for review in six months.

Reason: In order to conclude the Committee's review and to raise full awareness of those recommendations which are still to be fully implemented.

Action Required

1. Circulate time scales for implementation to members of CSMC, following contact with Legal. DM

**23. Work Plan 2014/15**

Consideration was given to the Committee's work plan for the 2014/15 municipal year. It was noted that the Committee's April meeting would take place on Tuesday 7 April 2015 at 5pm, rather than Monday 6 April.

Resolved: That the Committee's work plan for 2013/14 be received and noted, subject to the above amendment.

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

Councillor C Runciman, Chair  
[The Meeting started at 5.00 pm and finished at 6.05 pm].