



Notice of a public meeting of

Staffing Matters and Urgency Committee

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and Kilbane
- Date:** Monday, 16 August 2021
- Time:** 5.30 pm
- Venue:** The George Hudson Board Room - 1st Floor West
Offices (F045)

AGENDA

1. Declarations of Interest

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

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

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

2. Exclusion of Press and Public

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annex A for Agenda Item 8 and Annexes A and B for Agenda Item 9 on the grounds that they contain information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of Private Document Pack the

Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 1 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 21 June 2021.

4. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation the meeting. The deadline for registering at this meeting is at 5.00pm on Thursday 11 August 2021.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this public meeting will be webcast including any registered public speakers who have given their permission. The public meeting can be viewed on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

5. Appointment of Sub-Committee for appointment of Assistant Director, Children's Services (Pages 5 - 22)

Following the resignation of the current post holder this paper makes proposals to permanently recruit to the post of Assistant Director, Children's Services.

6. Work Plan (Pages 23 - 24)

To consider the Committee's draft work plan for the municipal year 2021-22.

7. Urgent Business

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

8. Redundancy (Pages 25 - 30)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

9. Settlement Agreement (Pages 31 - 36)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

Democracy Officer

Robert Flintoft

Contact details:

- Telephone – (01904) 555704
- Email – robert.flintoft@york.gov.uk

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

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Staffing Matters and Urgency Committee
Date	21 June 2021
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and Kilbane
Apologies	

1. Declarations of Interest

At this point in the meeting, Members were asked to declare if they had any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. None were declared.

2. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Items 10 and 11 on the grounds that they contained information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under Paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

3. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 19 April 2021 be approved and then signed by the Chair as a correct record.

4. Public Participation

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

5. Update on progress to implement the new Corporate Leadership Group (CLG)

The Committee received an update on the progress to implement the new Corporate Leadership Group (CLG), it was confirmed that three positions

had now been filled and three more vacancies were progressed for advertisement.

Resolved:

- i. Noted the progress made to date.

Reason: To ensure the council has an appropriate Chief Officer structure to deliver the councils priorities.

6. Appointment of Sub-Committee for appointment of Assistant Director Adult Social Care

Officers introduced the report and noted that this request to advertise followed the work undertaken with the Corporate Leadership Group restructure.

Resolved:

- i. Approved the filling of this post and remuneration package for the Assistant Director posts at a job evaluated salary of £71,521 to £79,459. Establish an Appointments Sub-Committee consisting of three members, one from each main party (1 Liberal Democrat, 1 Labour and 1 Green) to include a member of the Executive.
- ii. That a recruitment agency be engaged, as per the councils' procurement rules, to support the appointments sub-committee with the recruitment and selection process. The remit for engagement and appointment to be agreed by the sub-committee.
- iii. The Appointments Sub-Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures

Reason: To allow appointment to the Assistant Director post to be made.

7. Workforce Profile as at 30 September 2020

Officers introduced the report and noted that all workforce profile data could also be found on Open Data. It was noted that structural changes at the Council would not be fully represented within the report until the next workforce profile report. Finally it was noted that sickness absence and staff movement had both declined in the last year.

Members discussed the report and enquired about the changing number of staff within the Place and Peoples directorates and it was noted that this was due to the Council's reorganisation which has moved Housing Services into the Place Directorate. An enquiry was raised in relation to the use of Work With York (WWY) for staffing Covid-19 testing sites and members asked for future reports to provide additional information in order to ensure the Council avoided using WWY for long term appointments.

The Committee highlighted that the report showed the City of York Council was less diverse in the employment of people from ethnic minorities backgrounds and non-heterosexual sexual orientation compared to the national average. Members requested that comparison data with other local authorities also be provided to assist the Council in further assessing its data compared with other local authorities, and to find best practice to assist the Council in matching the national average.

Resolved:

- i. Noted the workforce profile provided.
- ii. Comparison data with other local authorities regarding the employment of staff from ethnic minorities backgrounds, non-heterosexual sexual orientation, and individuals with a disability be provided within future Workforce Profile reports.

Reason: In order to provide an overview of the workforce profile.

8. Work Plan

Resolved:

- i. That the Work Plan be noted.
- ii. That the Work Plan be updated with regular items for the Committees 2021/22 work plan.

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

9. Redundancy, Retirement and, Settlement Agreements

Members considered a report which advised them of expenditure associated with redundancies. Details of the proposals and their implications were set out in the business cases in exempt Annex A.

Resolved:

- i. That the expenditure associated with the proposed redundancies as detailed in the report annexes be noted.

Reason: So that the Committee has an overview of expenditure associated with pension or exit discretions.

10. Pension or Exit Discretion

Members considered a report which advised them of expenditure associated with a reduction in a staff members hours. Details of the proposals and their implications were set out in the business cases in exempt Annex A.

Resolved:

- i. Noted the expenditure associated with each proposal as detailed in the annex.

Reason: In order to provide an overview of expenditure.

Councillor Aspden, Chair

[The meeting started at 5.30 pm and finished at 5.49 pm].



Staffing Matters & Urgency Committee**16 August 2021**

Report of the Corporate Director of People

Appointment of Sub-Committee for appointment of Assistant Director, Children's Services**Summary**

1. Following the resignation of the current post holder this paper makes proposals to permanently recruit to the post of Assistant Director, Children's Services.
2. This report seeks approval to:
 - i. Establish an Appointments Sub-Committee for Chief Officer Appointments. To delegate sufficient powers to the Sub-Committee enabling them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.
 - ii. To engage a recruitment agency to support the Sub-Committee with the recruitment process.

Background

3. This post is part of the senior management structure, (as approved by Staffing Matters and Urgency Committee in November 2020), reporting into the Corporate Director of People.
4. The current Assistant Director for Children's Social Care has resigned and will leave the authority at the end of October 2021.
5. Permission is sought to appoint permanently to this central role. This will enable the authority not only to discharge its statutory responsibilities in terms of children's social care, but will provide key strategic leadership in the delivery of some of the council's priorities.
6. Approval to recruit on an interim basis is being sought outside of this committee meeting.
7. A copy of the job description is attached at Annex A

Remuneration Package

8. Attached at Annex B are details of the pay package and Conditions of Service for the post of Assistant Director. The Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process. It is set at a job evaluated grade for Assistant Director with a salary of £73,488 to £81,644 with access to the standard set of Chief Officer Terms and Conditions. It is also proposed that relocation costs may be reimbursed up to a maximum of £7383 as per the Council's policy. There are no other enhancements recommended for this role.

Appointments Committee

9. The council's Constitution allows for an Appointments Committee, including at least one member of the Executive, to interview applicants for a post and to determine who should be offered the vacant post.
10. It is requested that the Appointments Committee shall be made up of one member from each of the main parties. The details of the process for each post will be approved by the Appointments Committee.
11. To attract the strongest field of candidates with the right knowledge and skills it is recommended that an external recruitment consultancy, that has experience and a proven track record in the sector, is engaged to support the Appointments Sub-Committee.

Consultation

12. Consultation has taken place with the Corporate Management Team as to the need for this appointment. It is requested the three largest political groups now nominate Members to participate in the Appointments Committee.

Options/Analysis

13. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post. The failure to create Appointment Committees at this stage would delay any subsequent appointment to the post.

Council Plan

14. Making an appointment to these posts will contribute to delivering the Council Plan and its priorities.

Implications

15. The following implications have been considered:

- **Financial** – The Assistant Director post is within the pay range £73,488 to £81,644. Including on costs this totals £95,057 to £105,740 for a full year. The cost of the post and associated recruitment costs will be managed within existing departmental budgets.
- **Human Resources (HR)** – The job description for the Assistant Director roles have been subject to the Council's established job evaluation mechanism and a grade established for the post. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex C).

A procurement exercise would need to be undertaken to engage a recruitment agency to support the recruitment activity to fill the position.

- **Equalities** - There are no equalities implications.
- **Legal** – The Appointments Committee is created pursuant to S.102 (1)(c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the Assistant Director posts. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment

committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are no other implications.

Risk Management

16. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

17. It is recommended that Council:
 - i. Approve the filling of this post and remuneration package for the Assistant Director posts at a job evaluated salary of £73,488 to £81,644. Establish an Appointments Sub-Committee consisting of three members, one from each main party (1 Liberal Democrat, 1 Labour and 1 Green) to include a member of the Executive.
 - ii. That a recruitment agency be engaged, as per the councils' procurement rules, to support the appointments sub-committee with the recruitment and selection process. The remit for engagement and appointment to be agreed by the sub-committee.
 - iii. The Appointments Sub-Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures

Reason: To allow appointment to the Assistant Director post to be made.

Contact Details

Author:
Claire Waind
HR Manager

Chief Officer Responsible for the report:
Amanda Hatton - Corporate Director for People

Report Approved



Date 05/08/2021

Specialist Implications Officer(s)

Legal: Janie Berry – Director of Governance

Finance: Richard Hartle - Finance Manager

HR: Claire Waind, HR Manager (Performance and Change)

Wards Affected:

All

For further information please contact the author of the report

Annex:

- A. Job Description –Assistant Director
- B. Conditions of Service – Assistant Director
- C. Chief Officer Recruitment Protocol

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Role Profile

JOB TITLE: Assistant Director Children's Services
DIRECTORATE: People Directorate
REPORTS TO: Director of Safeguarding People
DATE: Nov 2020

1 PURPOSE OF YOUR JOB

To provide services that protect vulnerable children, to prevent or reduce care need or where necessary provide services which allow them to thrive in care.

2 DIMENSIONS

Revenue income	£3,350,000
Revenue expenditure	£22,803,000
Direct reports	9
Indirect reports	270

3 PRINCIPAL ACCOUNTABILITIES

- For delivering statutory services as required for children in Need or Children in Care
- For the provision of Early Help services to vulnerable children and young people
- For ensuring the Quality Assurance and Performance oversight of Children's Social Care Services
- For the delivery of Provision for Children in Care, to include Fostering and Adoption services
- For providing a Youth Justice Service for children and young people who offend and to divert and reduce offending behaviour.
- For the Provision of Specialist Disability Services for children and young people.

4 JOB CONTEXT

The role is responsible for delivering the council's statutory children's social care services and the performance of the council in this area is subject to Ofsted inspection

The work is fundamental in protecting children and young people and is complex, emotive and subject to great degree of scrutiny.

The role represents the council at regional and national forums associated with the improvement of children and young people's emotional and mental health plus other key regional and national strategic and consultative groups, including; Regionalisation of Adoption – including the arrangements for City of York to develop and host the North and Humber agency, National Transfer Scheme for Unaccompanied Asylum Seeking Children – including the leadership of an action plan commissioned by the ADCS for a Yorkshire and Humber response

The job holder leads and sets the objectives for the range of services under their remit and is accountable for their delivery. They have the authority to make decisions within the Council's delegations. They can also make decisions without further reference for example on complex and technical issues relating to service delivery.

The job holder proposes strategy and policy for appropriate sign off through council decision making routes. This requires regular contact with council members through working with the executive member, presenting recommendations and reporting progress/results to various council committees.

The role is part of the Directorate management team and the job holder contributes to the strategic and operational management to ensure achievement of both directorate and corporate aims and objectives.

This role is part of the emergency panning rota and the job holder is on call for out of hours emergencies.

This role is an Information Asset Owner and must carry out the responsibilities of an Owner as required and set out in the council's 'Information Governance/Data Protection Roles and Responsibilities Rules'.

Will deputise for the Corporate Director as required.

5 IMPACT & INFLUENCE

The role impacts in the most significant way on individual children and their families. At the most critical level they provide services to protect children from significant harm.

The services the job holder is accountable for impact on preventing children and families entering children's social care, but when they do the extent and quality of services they receive is critical.

The job holder has influence on both the operational delivery of services and the strategic direction of these. They must work with partners in both the voluntary and private sector to develop diverse, safe and high quality social care provision to meet the needs of children.

There are many critical decisions the job holder must make in their role, for example, they make decisions on care placements and adoption, decisions that have significant long term impact for children.

The job holder designs, develops and leads multi agency strategic partnerships which all contribute to cohesive quality services for children and young people. They must communicate a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners

The Department for Education requires Local Authorities to discharge its adoption services through regional adoption arrangements; as such working in partnership with other relevant authorities also in the RAA is critical; effective relationships are key. Establishing and delivering best practice in this area is essential.

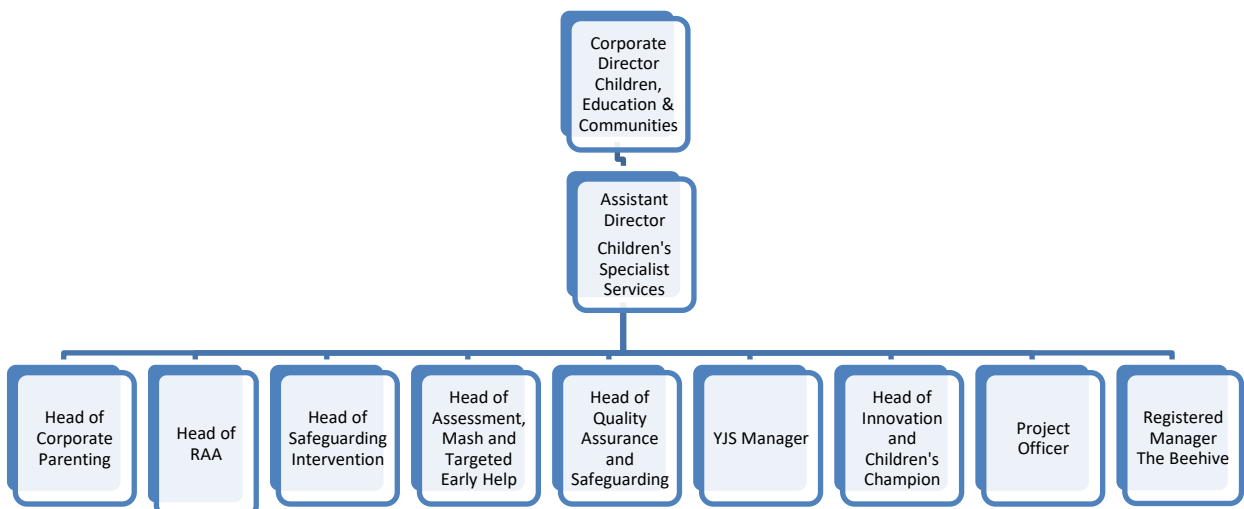
Leading the development of a local emotional and mental health strategy for children and young people in York also has direct impact, setting short and long term plans that will set the standards and services provided.

The role is required to deliver Peer Challenge in other local authorities so contributes to standards of care for children in other areas.

The success of the Youth Justice Service is important in reducing crime, supporting young people with community sentences and helping to change offending behaviour.

Critically, the post holder will work closely with Members to give assurance and confidence to support effective decision making.

6 ORGANISATION



Early Help and Local Area Teams – identification of children and families who need early intervention to prevent escalation of issues, provision of the Healthy Child Service and multi-agency partnership arrangements to ensure coordinated early help

Referral and Assessment – assessment of threshold for CSC intervention

Safeguarding Interventions – development of care plans, social work support and contact centre for looked after children

Achieving Permanence – care of looked after children, fostering and adoption, recruitment and marketing for foster carers and adopters, leaving care service.

Youth Justice Service - local crime prevention programmes, help for young people at the police station if they're arrested, help for young people and their families at court , supervision of young people serving a community sentence and stay in touch with a young person if they're sentenced to custody.

Residential Short Breaks, Community Short Breaks and Health and Disability social workers (temporary arrangement)

Quality Assurance – independent oversight of social care provided, systems and monitoring of quality, delivery of the statutory LADO role

Project Officer – transformation projects for children's social care, for example delivering the Centre of Excellence and Foster Care recruitment programme.

Head of RAA – oversees the effective discharge of adoption services across the sub-region; the RAA is hosted by CYC

7 COMPLEXITY OF THE JOB

This is a challenging role, in both scope and complexity.

The duty as Corporate Parent can provide challenging problems particularly with finding appropriate care for the most vulnerable and challenging children. Securing and keeping placements can be highly complex and require considerable negotiating skills.

The job holder has to manage services that work with the most challenging families and young people; this is emotionally difficult as well as requiring demanding decision making where there is potentially significant risk. Making the right choices all the time brings considerable pressure on both the job holder and the people within their teams.

Managing and developing the private market for care is challenging, more provision is needed and the job holder must build capacity whilst balancing quality, quantity and costs.

8 KNOWLEDGE SKILLS & EXPERIENCE

The role requires significant experience of senior leadership and management in children's' social care along with a professional social care qualification.

The job holder needs the ability to develop and deliver strategies to meet organisation objectives in a complex multi-functional organisation. They must be able to interpret complex information to develop plans and set priorities. Using high level problem solving skills to analyse information and trends, draw conclusions and prioritise decisions to manage risks.

The job holder must be experienced and highly skilled in the management of resources, large and complex budgets with the ability to identify efficiencies and value for money at a corporate and service level.

The ability to lead and motivate a large department is critical to ensure delivery of results. Outstanding interpersonal skills are needed to influence, negotiate and persuade all key partners both internal and external. Experience of developing collaborative relationships and inter-agency working is also important.

Experience of negotiating significant contracts, commissioning services and monitoring provision

9 ADDITIONAL INFORMATION

None.

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Conditions of Service
Assistant Director – Children's

This post is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council, and are advised not to give notice to terminate their present employment until clearance has been received.

Probationary period

Appointments from outside local government are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to the Director of Safeguarding (People)

Targets

Objectives and targets will be agreed with the Director of Safeguarding to reflect the Council's strategic priorities.

Salary*

The appointment will be made in the Assistant Director's grade range. The salary levels within the grade are as follows:

Point 4	£81,644
Point 3	£78,698
Point 2	£76,097
Point 1	£73, 488

The starting salary will be determined by the Appointments Panel of elected Members.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year.

Annual leave

The annual leave entitlement is 30 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

Pension

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

Car mileage for business use/Car parking

A mileage allowance of 45.0p per mile (up to 10,000 miles) is payable for business use.

Hours of Work

Working hours in this post will be subject to the needs of the service.

Whole time service

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

Sickness Absence

Any entitlements related to absence due to sickness or injury is as set out in the JNC for Chief Officers' agreement. Officers are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
3 rd year of service	4 months full pay and 4 months half pay
During 4 th & 5 th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

Retirement

The normal retirement age of all Council employees, irrespective of gender, is 65 years.

Period of Notice

The written notice required to terminate employment in this post will be three months on either side.

Canvassing

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

Political Restriction

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

Further Information

If you would like an informal discussion about the post, please contact Amanda Hatton, Corporate Director of People.

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Chief Officer* Recruitment Process - Officer / Members decisions

* A Chief Officer is defined as an officer who is employed under the Joint Negotiating committee for Chief Officers of Local Authorities Terms & Conditions. Key Recruitment & Selection decision stages

Stage	Key Recruitment & Selection decision stages	Officer Decision / Member Decision
1	<p>CMT Member:</p> <p>Develop business case to create a new or amend an existing Chief Officer post, either permanent or temporary.</p> <p>Business case to include:</p> <ul style="list-style-type: none"> ➤ Develop and agree job description and Person specification ➤ Grade (subject to Job evaluation in line with Chief Officer Pay Structure) ➤ Identify recruitment activity ➤ Identify recruitment budget 	Officer decision: Chief Executive or Director
2	<p>SMU</p> <p>Submit to Staffing Matters and Urgency who will consider the business case and agree to progress to recruitment through establishing an appointment sub committee</p>	Member decision
3	<p>Appointment Sub Committee</p> <p>ASC to agree:</p> <p>Job Details</p> <ul style="list-style-type: none"> ➤ Job Description and person specification ➤ Permanent / temporary and internal or external appointment ➤ Grade and salary in relation to the market; ➤ Current employment market situation; ➤ Design of post and likelihood of direct skills match; <p>Recruitment activity</p> <ul style="list-style-type: none"> ➤ In house or via consultants ➤ advertising media <p>Selection Process (this may have to be finalised throughout the advertising period)</p> <ul style="list-style-type: none"> ➤ structure of day, panels, assessments, interviews etc ➤ technical assessment, (Technical expertise being sought and ability to conduct technical assessment 	Member and Officer

	<ul style="list-style-type: none"> ➤ in-house) ➤ long-listing, ➤ shortlisting, ➤ Interview process 	
4	<p>If interim (less than 6 months) and Internal Appointment</p> <ul style="list-style-type: none"> ➤ Executive Member and Corporate Director to lead the interview process. 	Member and Officer
If longer than 6 months / permanent recruitment		
6	<p>Long Listing</p> <p>Officer leads through the long listing against the criteria and recommends to the appointments sub committee those candidates to be short listed</p>	Officer and Member
7	<p>Short listing</p> <p>Officer leads through the short listing against the criteria and recommends to the appointments sub committee those candidates to be short listed for interview / assessment centre</p>	Officer and Member
8	<p>Selection Process</p> <p>As agreed with the sub committee, the selection day goes ahead led by the Chief Executive / Corporate Director</p> <p>Results are fed back to the sub committee in preparation for the final interview</p>	Officer and Member (advised by Head of HR, or nominated substitute) and recruitment consultants (if appropriate)
9	Final Interview with the Appointments Sub Committee.	Members
10	Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
11	Agree Appointment	Appointments Committee subject to Standing Orders (objections from the Executive)

**Staffing Matters & Urgency Committee
Draft Work Plan 2021-22**

21 June 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 31 March 2021 <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers • Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency 3. Progress in implementing the new Corporate Leadership Group (CLG).
19 July 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
16 August 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
20 September 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
18 October 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
15 November 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
20 December 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements

	<p>2.Workforce demographics at 31 March 2021</p> <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers • Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
17 January 2022	1. Redundancy, Retirement and Settlement Agreements
15 February 2022	1. Redundancy, Retirement and Settlement Agreements
21 March 2022	1. Redundancy, Retirement and Settlement Agreements
25 April 2022	1. Redundancy, Retirement and Settlement Agreements
16 May 2022	1. Redundancy, Retirement and Settlement Agreements



Staffing Matters and Urgency Committee**16 August 2021**

Report of Chief Operating Officer

Redundancy**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

Background

2. The background and detailed case surrounding each proposal are contained in the individual business cases to be circulated at the meeting as annexes to this report.

Consultation

3. All of the proposed redundancies have been subject to consultation in accordance with the Council's statutory obligations.

Options

4. The Committee has the power within the Council's procedures to approve discretionary enhancements to redundancy payments. The Committee does not have the power to make lower payments. By law the decisions as to whether or not to make an employee redundant rests with the Chief Operating Officer or Officers nominated by him.

Analysis

5. The analysis of each proposal can be found in the respective business case.

Council Plan

6. Whilst the actions being proposed in the report are not material to the Council Plan they are consistent with the required outcomes of the Organisation Development Plan.

Implications

- 7. The implications of each proposal can be found in the respective business case.

Risk Management

- 8. The specific risks associated with each proposal and how they can be mitigated is contained in each business case. In summary, the risks associated with the recommended option are financial, legal, operational and reputational.

Recommendations

- 9. Staffing Matters and Urgency Committee is asked to:
 - 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annexes.

Reason: In order to provide an overview of the expenditure.

Contact Details

Author:

Trudy Forster
Head of HR
Human Resources
01904 553985

Chief Officer Responsible for the report:

Ian Floyd
Head of Paid Service

Report Approved



Date 03/08/21

Specialist Implications Officer(s):

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Confidential Business Case
Annex B – Confidential Business Case

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Staffing Matters and Urgency Committee**16 August 2021**

Report of the Chief Finance Officer / Section 151

Settlement Agreement**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

Background

2. The background and detailed case are contained in the individual business case as an annex to this report.

Consultation

3. All of the settlement agreements have been subject to the correct authorisation process as agreed through SMU committee on 5 August 2019.

Options

4. The business case is for noting only. The Executive Member has been involved and have approved the parameters of the settlement agreement prior to agreement.
5. Please note that the payment includes statutory elements such as holiday pay where there is no discretion.

Analysis

6. The analysis of the proposal can be found in the respective business case.

Council Plan

7. Whilst the actions being proposed in the report are not material to the Council Plan, they are consistent with the required outcomes of the Workforce Strategy (People Plan).

Implications

- 8. The implications of the proposal can be found in the respective business case.

Risk Management

- 9. The specific risks associated with the proposal and how they can be mitigated is contained in the business case. In summary, the risks associated with the recommended option are financial, legal, operational, and reputational.

Recommendations

- 10. Staffing Matters and Urgency Committee is asked to:
 - 1) Note the expenditure associated with the dismissal on the ground of mutual agreement through the provision of a settlement agreement as detailed in the annex.

Reason: In order to provide an overview of the expenditure.

Contact Details

Author:

Trudy Forster
Head of HR
Human Resources
Ext 3985

Chief Officer Responsible for the report:

Debbie Mitchell – Chief Finance Officer

Report Approved

Date 06/08/2021

Specialist Implications Officer(s):

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

All

For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Confidential Business Case

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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