



Notice of a public meeting of

Staffing Matters and Urgency Committee

To: Councillors Douglas (Chair), Kilbane (Vice-Chair),
Ayre, Lomas and Widdowson

Date: Monday, 20 May 2024

Time: 5.30 pm

Venue: West Offices - Station Rise, York YO1 6GA

AGENDA

1. Declarations of Interest

At this point in the meeting, Members and co-opted members are asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

2. Exclusion of Press and Public

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

Annexes A - E to Agenda Item 6 (Redundancy, Retirement and Settlement Agreements) 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 the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 1 - 8)

To approve and sign the minutes of the meetings of the Staffing Matters & Urgency Committee held on 21 March 2024 and 26 March 2024.

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 are set as 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering at this meeting is 5:00pm on Thursday, 16 May 2024.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

Webcasting of Public Meetings

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

During coronavirus, we made some changes to how we ran council meetings, including facilitating remote participation by public speakers. See our updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

5. Workforce Profile Report (Pages 9 - 24)

This report provides the committee with the workforce profile, covering the period of 1 April 2023 to 31 March 2024 (Quarter 4).

6. Redundancy, Retirement and Settlement Agreements (Pages 25 - 46)

This report advises on the expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below Chief Officer.

7. Work Plan (Pages 47 - 48)

To consider the Committee's draft work plan for the municipal year 2024-2025.

8. Urgent Business

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

Democratic Services Officer

Reece Williams

Contact details:

- Telephone – (01904) 55 4447
- Email – reece.williams@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 March 2024
Present	Councillors Douglas (Chair) and Kilbane (Vice-Chair)
In attendance	Ian Floyd – Chief Operating Officer Claire Waind – HR Manager Lindsay Tomlinson – Head of Democratic Governance

23. 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.

24. Exclusion of Press and Public

The committee was asked that the press and public be excluded from the meeting during the consideration of the confidential annex to Agenda Item 5 on the grounds that it contained information relating to individuals and the financial affairs of particular persons. This information was 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). It was:

Resolved: That this be deferred to the next meeting of the committee on 26 March 2024.

Reason: This meeting was not quorate and therefore could not transact business on the agenda.

25. Minutes

Resolved: That the approval of the minutes of the Staffing Matters and Urgency Committee held on 22 January 2024 be deferred to the next meeting of 26 March 2024.

Reason: This meeting was not quorate and therefore could not transact business on the agenda.

26. Public Participation

There were no registrations to speak at the meeting under the Council's Public Participation Scheme.

27. Proposed New Chief Officer Structure

Resolved: That consideration of this item of the agenda be deferred to the next meeting of 26 March 2024.

Reason: This meeting was not quorate and therefore could not transact business on the agenda.

Cllr Douglas, Chair

[The meeting started at 4.01 pm and finished at 4.04 pm].

Meeting	Staffing Matters and Urgency Committee
Date	26 March 2024
Present	Councillors Douglas (Chair), Kilbane (Vice-Chair), Lomas, Healey (Substitute for Councillor Ayre) and Waller (Substitute for Councillor Widdowson)
Apologies	Councillors Ayre, and Widdowson
In attendance	Ian Floyd – Chief Operating Officer Claire Waind – HR Manager

28. 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.

29. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of the Confidential Annex to Agenda Item 5 (Proposed New Chief Officer Structure) 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).

30. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 22 January 2024 be approved and then signed by the Chair as a correct record.

31. Public Participation

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

32. Proposed New Chief Officer Structure

The Chief Operating Officer (COO) and HR Manager presented the report and reported that there had been extensive consultation with Directors and Heads of Service, and the proposal set out a two-stage senior management review process. Feedback from the consultation was positive and there was support for the Directorates of Children and Education, Adults and Integration, and Public Health receiving no changes within the current proposal, as well as for the proposed changes within the finance directorate, and the assimilation of Housing, and Community Services.

The COO noted an amendment from the original proposal, presented to the committee on 26 January 2024, highlighting that it was now proposed that a City Development directorate be established alongside a directorate of Transport and Environment.

The COO suggested that following consultation, Planning could be placed under either the directorate of City Development, or Transport and Environment. Members discussed the potential for a conflict to arise with Planning sitting with Infrastructure Development, under City Development as stated within the report's proposals.

In response to questions from members, the COO and HR Manager confirmed that:

- References had been made within this report, and the report to the committee on 22 January 2024, to two Local Government Association (LGA) reports: Of which one was an informal discussion relating to City of York Council's senior management structures – there had been considerations of reducing layers of management in some areas following this report. The second report referenced was a draft Peer Review which was had not been published at the time of the meeting, and was focussed on broader strategic issues.
- As some directorates were staying the same, and some were adopting new responsibilities, time considerations would be taken to allow for directorates to fully understand new services.

- Stage 2 of the process would be done in such a way to achieve savings, as well as reducing layers, and reviewing areas that need additional investment and resourcing.
- Although the Directorates of Children and Education, Adults and Integration, and Public Health were exempt from changes during stage 1, all senior management would be included in considerations of stage 2.
- Within the report, the Directorate of Place had seen a greater level of restructuring than others due to a lack of statutory roles in comparison to other directorates.
- A Directorate of People's Services had been considered in the past, and this was found to be unworkable due to a large proportion of expenditure needing to be allocated to one directorate, and difficulties in recruiting a director at the necessary salary.
- Within the report, the Directorate of Governance was now the same as when the directorate was established in 2019, with the removal of changes to the directorate made in 2021.

[The committee entered into private session at 6:40pm for the consideration of the Confidential Annex of the report, and reconvened into public session 7:10pm].

The Chair moved, and it was seconded by Councillor Kilbane, that the committee would:

- Amend the proposals set out in Appendix 2 of the report, to move the role of Planning to sit underneath the Director of Transport and Environment.

The committee voted on the motion and the votes were as follows:

3 members voted for the motion (Cllrs Douglas, Kilbane, Lomas).
2 members voted against the motion (Cllrs Ayre, Widdowson) and the motion was declared CARRIED, and it was:

Resolved: That the above motion be approved.

The committee then voted on the amended recommendations of the report and the votes were as follows:

3 members voted for the recommendations (Cllrs Douglas, Kilbane, Lomas).

0 members voted against the recommendations.

2 members abstained from the vote on the recommendations (Cllrs Ayre, Widdowson), and it was,

Resolved:

That the Staffing Matters and Urgency Committee;

- i. Approved the new chief officer structure as set out within Appendix 2 (noting the proposed statutory officer roles), subject to the role of Planning being moved to the Director of Transport and Environment, from the Director of City Development.
- ii. Approved specifically as part of the new structure the deletion of the following 5 posts:
 - Director of Customer and Communities
 - Corporate Director of Place
 - Director of Economy, Regeneration and Housing
 - Director of Environment, Transport and Planning
 - Chief Finance Officer (Section 151 Officer)
- iii. Approved the creation of the following 4 posts:
 - Director of Transport and Environment
 - Director of City Development
 - Director of Housing and Community Services
 - Director of Finance (Section 151 Officer)
- iv. Agreed to a chief officer appointment panel for any roles that require a form of assessment, and to note that Council's Management of Change processes will be followed to determine appointments to the revised structure and new roles.

- v. Noted the potential financial implications of potential redundancies, including redundancy and pension strain where relevant, as set out in the Confidential Annex, and note that any final redundancy payments will require further approval by the committee.
- vi. Noted the revenue saving from the proposals relating to director roles of £165,000, prior to the consideration of any redundancy costs.
- vii. Noted that any redundancy costs will purely be those which arise due to terms and conditions of employment, these being the entitlement to redundancy in accordance with the Council's redundancy scheme, together with any entitlement to pension that may arise from a redundancy on grounds of efficiency.

Cllr Douglas, Chair

[The meeting started at 5.51pm and finished at 7.18pm].

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Staffing Matters and Urgency Committee

20 May 2024

Report of the Head of Human Resources and Organisational Development

Workforce Profile as at Quarter 4 2023/2024

Summary

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, covering the period of 1 April 2023 to 31 March 2024 (Quarter 4).

Background

2. The data provided in this report is already available throughout the Council to both employees and managers. The workforce data provided through the performance framework, is discussed with Corporate Management Team, Directorate Management Teams and Trade Unions.

Analysis

3. **Annex 1** gives a full overview of key performance indicators directly linked to the Council's workforce.
4. Headcount, FTE, new starters, resignations and leavers rates at the Q4 position in 2023 and 2024 are as follows;

	Q4 2023	Q4 2024	Trend
Headcount	2547	2605	Increase
FTE	2148	2212	Increase
Average Days Sickness	11.9 days	11.3 days	Decrease
New Starters	443	376	Decrease
Leavers	394	325	Decrease
Resignations	63%	73%	Increase
Retirements	17%	25%	Increase

5. Resignations are higher at the yearend position in 2024 compared to 2023, similarly retirements are also higher. New starters and leavers are lower in 2024 than 2023. The number of new starters are higher than leavers in 2024; these figures includes where agency staff have become employees in some services (place, children's and adults). It is notable that there are now only two agency social workers in children' services compared to over 25 in previous years (note that table 1.14 shows 6 - this is for the full year), other children and education assignments (table 1.15) include residential care cover where agency staff are key to providing cover arrangements at short notice.
6. Overall Work with York (WWY) assignments have continued to be used, and will continue to be used, albeit to a lesser extent in the future. Spend and usage of agency workers overall in the past year have been significantly reduced in comparison to previous years and agency placement numbers fall month on month.
7. There are also more starters than leavers as a result of the move to advertising more temporary contracts as direct employment opportunities rather than via agency placements, which also accounts for the reduction of longer-term agency workers engaged. Employee turnover is down overall from 16% (2023) to 13% (2024).
8. The Council will, in the next year, see further changes in the workforce profile as the need to downsize is required to meet a balanced budget and implement planned restructures. It is expected to also continue to reduce agency spend where we can.
9. **Table 1.11 and 1.12 in Annex 1** shows analysis of resignations by age and grades; trends are largely comparable between 2023 and 2024. More detailed information is not available on reasons for leaving other than information shown in **table 1.6**; the Council does not collect where an employee is moving to, for example to another local authority, private sector, to take up university / further education to spend time with dependents etc.
10. The age band of 50 to 64 is the highest workforce age band of the Council's workforce. The average age of the workforce has reduced slightly over the years (now 46 years old), and this age band makes up 46% of the Council's workforce, slightly higher than the percentage of Yorkshire and Humber (43%) and England from the Census data (41%).

11. Cost control measures continue to challenge spend, when a post becomes vacant, some remain unfilled or alternative options are considered including acting up arrangements for existing members of staff. HR are working with relevant managers to ensure creative recruitment for hard to fill vacancies that need to be filled. Wellbeing is at the heart of all considerations, it is repeatedly reinforced that employees are not expected to work excessive hours to cover unfilled vacant roles, and decisions around priorities and ways of working have to be considered creatively.
12. Sickness absence figures are steadily declining. The Council does have several employees who are on long term sickness with terminal illness, for these employees we explore ill health retirement options but employee absence continues to be part of the absence figures, this may in some cases distort absence figures in some directorates.
13. We continue to benchmark absence with neighbouring and regional councils and City of York Council are experiencing the same trends as other Councils.
14. The recent employee survey results had a focus on wellbeing. The survey had a 43% return rate, an improvement from previous rate of 37%. It is pleasing to report increase trends in results for the health and wellbeing questions, there remains further promotion of wellbeing support and ensuring that staff can ask for assistance and speak with their manager with regard to wellbeing – for example in terms of workload, the survey results are as follows;

Health and Wellbeing	2024	2023
I feel comfortable with the support in place to help me manage my health and wellbeing in the workplace	68%	60%
My work gives me a feeling/sense of personal achievement	70%	65%
I have a manageable workload	55%	53%
I feel our workplace enables me to lead a healthy lifestyle	52%	n/a

15. The employee survey also reported on equalities questions including;

Equalities	2024	2023
I feel I can be myself in the workplace	82%	76%
I think City of York Council respects individual differences e.g., cultures, working styles, backgrounds, ideas etc	75%	71%
I am treated fairly at work	78%	76%

16. In terms of equalities profiling, the workforce gender and age distribution remain largely comparable year on year. Similarly, the declaration of sexual orientation and disability remains largely the same, as is the figures for employees declaring Black Asian and Racially Minoritised Community (BARMC) and disability.
17. We continue to promote and request that employees update their sensitive information (for example disability, ethnicity, sexual orientation) status to allow us to have a closer comparison with our local community.
18. In practical terms we are also working to ensure that our recruitment opportunities are sent to a wide range of community groups to attract and ensure that these are promoted to as many areas as possible of our community.
19. On reporting the council's gender pay gap in March this year, which is mandatory, the council also reported its first ethnicity pay gap. It is proposed that a similar calculation will also be undertaken for disability in the coming year with the same caveat as ethnicity that the calculation is only based on the data that we hold but hopefully promotion and awareness can encourage future completion and a greater representative calculation.
20. The Council has recently received a report from a commissioned Equality / Inclusion Consultant responding to the Council's position against the Equalities for Local Government (EFLG) Assessment. Several recommendations have been created alongside an action plan which are currently being assessed and built into the workforce plan and relevant service plans to aid further development of a diverse workforce.

Consultation

21. The contents of the report and Annex have not been consulted on as the data is factual and already available through different sources.

Council Plan

22. The content of the report and annex are not material to the Council Plan but are valuable information to contribute to relevant workforce data evidence and the profile of the workforce has been included in the Council Plan 2023-2027.

Implications and risks

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

Risk Management

24. N/A.

Recommendations

25. Staffing Matters and Urgency Committee is asked to:

- i. Note the workforce profile provided in ***Annex 1***.

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

Contact Details

Author:

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Head of HR and OD
Ext 1622

Chief Officer Responsible for the report:

Helen Whiting,
Head of HR and OD
Ext 1622

Ian Cunningham
Head of BI
Ext 5749

**Report
Approved**

✓ **Date 8 May 2024**

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:

Previous Workforce Profile Reports;

Quarter 1 2023/2024 (2nd October 2023)

<https://democracy.york.gov.uk/documents/s170083/Workforce%20Profile%20Report%20SMUC%20October%202023.pdf>

<https://democracy.york.gov.uk/documents/s170084/Annexe%20A%20-%20CYC%20Workforce%20Profile%20Report%202023-24%20Q1%20v1.pdf>

Quarter 2 2023/2024 (22nd January 2024)

<https://democracy.york.gov.uk/documents/s172648/Workforce%20Profile%20Report.pdf>

<https://democracy.york.gov.uk/documents/s172649/Annex%20A%20-%20CYC%20Workforce%20Profile%20Report%20Q2%202023-24.pdf>

Annexes

Annex 1 – Workforce Data 2023/2024 Quarter 4

ANNEX 1

Business Intelligence Hub

CYC Workforce Profile 2023/24

Date Produced: 07/05/2024

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ANNEX 1

1. Key Performance Indicators

Below are tables containing details of KPI figures for 2020/21, 2021/22, 2022/23 and 2023/24. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure for the new Adults & Children's directorate. The majority of the data within this report is available publicly on the York Open Data platform - www.yorkopendata.org

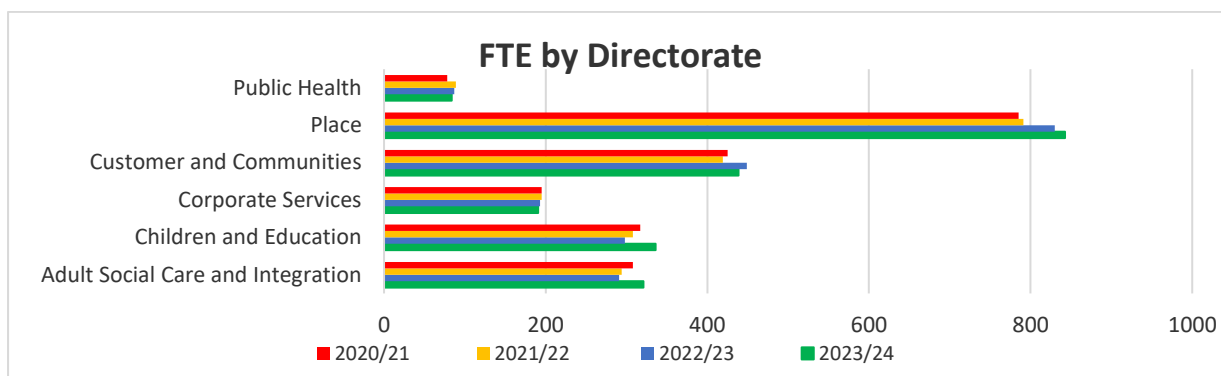
1.1 Staff Headcount (snapshot)

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	2550	2509	2547	2605
Adult Social Care and Integration	386	358	350	377
Children and Education	394	389	362	402
Corporate Services	214	212	208	205
Customer and Communities	594	576	618	602
Place	862	865	903	916
Public Health	100	109	106	103

1.2 Staff FTE's

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	2108	2096	2148	2212
Adult Social Care and Integration	308	294	291	321
Children and Education	317	308	298	336
Corporate Services	195	195	193	191
Customer and Communities	425	419	449	438
Place	785	791	830	842
Public Health	78	89	87	84

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1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	9	12	11.9	11.3
Adult Social Care and Integration	18	16	20.3	19.6
Children and Education	7	12	15.5	11.6
Corporate Services	5	7	5.8	6.4
Customer and Communities	6	7	6.6	6.2
Place	9	14	12.3	12.1
Public Health	7	8	8.7	10.4
Benchmark – CIPD (All Sectors)	5.8	N/A	7.8	N/A
Benchmark – CIPD (Public Sector)	8	N/A	10.6	N/A

1.4 Number of New Starters

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	194	364	443	376
Adult Social Care and Integration	15	88	80	70
Children and Education	59	65	80	81
Corporate Services	15	25	26	20
Customer and Communities	38	68	116	68
Place	53	94	130	122
Public Health	14	24	11	15

1.5 Number of Leavers

Directorate	2020/21	2021/22	2022/23	2023/24
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City of York Council (exc. schools)	267	383	394	325
Adult Social Care and Integration	75	84	83	54
Children and Education	46	74	82	56
Corporate Services	22	30	29	24
Customer and Communities	51	81	101	62
Place	61	92	90	111
Public Health	12	22	9	18

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2020/21	2021/22	2022/23	2023/24
Died in Service	1-2%	<1%	1-2%	1-2%
Dismissal - end of contract	7%	3%	1-2%	3%
Dismissal - lack of capability	1-2%	1-2%	1-2%	1-2%
Dismissal - misconduct	1-2%	<1%	<1%	2%
Dismissal - probationary period	<1%	0%	<1%	<1%
Not known	3%	3%	<1%	<1%
Redundancy	1-2%	4%	2%	<1%
Resignation	50%	68%	73%	63%
Retirement	19%	20%	17%	25%
Retirement - Ill Health	1-2%	<1%	1-2%	2%
Settlement Agreement	<1%	<1%	0%	0%
TUPE Transfer Out	14%	0%	1-2%	0%

1.7 Total Turnover % (rolling 12 months)

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	11%	15%	16%	13%
Adult Social Care and Integration	20%	23%	24%	15%
Children and Education	13%	19%	22%	15%
Corporate Services	10%	14%	14%	12%
Customer and Communities	8%	14%	17%	10%
Place	7%	11%	10%	12%
Public Health	12%	21%	9%	17%

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Benchmark – LGA (Public Sector)	9%	N/A	N/A	N/A
Benchmark – LGA (Public Sector – Y&H)	9%	N/A	N/A	N/A

1.8 Number of Voluntary Leavers

Voluntary Turnover occurs when an employee willingly chooses to leave their position through resignation.

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	138	259	275	204
Adult Social Care and Integration	20	51	61	33
Children and Education	32	53	61	42
Corporate Services	13	21	16	14
Customer and Communities	35	60	75	44
Place	34	59	54	56
Public Health	4	15	8	15

1.9 Voluntary Leavers by Age & Length of Service

Age	Less than 1 year	1 to 2 years	2 to 5 Years	5 to 10 years	Over 10 years
16-24	13%	19%	11%	0%	0%
25-34	21%	35%	27%	20%	1%
35-49	31%	23%	32%	27%	17%
50-64	31%	21%	25%	37%	48%
65+	3%	2%	5%	17%	35%

1.10 Voluntary Turnover % (rolling 12 months)

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	6%	10%	11%	8%
Adult Social Care and Integration	6%	14%	17%	9%

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Children and Education	9%	14%	17%	11%
Corporate Services	6%	10%	8%	7%
Customer and Communities	6%	10%	12%	7%
Place	4%	7%	6%	6%
Public Health	4%	15%	8%	14%

1.11 Resignation – Comparison of % for Ages and Grades compared to Previous Year

Age	2022/23				2023/24			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	4%	3%	0%	7%	3%	6%	0%	9%
25-34	14%	16%	0%	30%	7%	18%	0%	25%
35-49	10%	18%	2%	30%	8%	25%	3%	36%
50-64	15%	15%	1%	31%	12%	13%	1%	26%
65+	1%	1%	0%	2%	2%	2%	0%	4%
Total	43%	53%	4%	100%	32%	63%	5%	100%

1.12 Resignation – Comparison of % of Grades and Ages to wider current workforce

Age	Staff at Q4 2023/24				Resignations 2023/24			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	3%	1%	0%	4%	3%	6%	0%	9%
25-34	5%	8%	0%	13%	7%	18%	0%	25%
35-49	8%	23%	1%	33%	8%	25%	3%	36%
50-64	17%	26%	2%	45%	12%	13%	1%	26%
65+	2%	3%	0%	5%	2%	2%	0%	4%
Total	35%	61%	4%	100%	32%	63%	5%	100%

1.13 Work With York YTD – Total Assignments

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	972	995	665	463
Adult Social Care and Integration	159	117	140	119

ANNEX 1

Children and Education	186	165	122	77
Corporate Services	24	64	17	4
Customer and Communities	69	71	98	49
Place	335	330	286	211
Public Health	199	248	2	3

1.14 Work with York – Long Term Assignments (over 12 months)

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	110	126	83	47
Adult Social Care and Integration	12	14	13	10
Children and Education	24	22	10	6
Corporate Services	>3	>3	0	0
Customer and Communities	10	8	11	5
Place	62	57	48	26
Public Health	0	24	>3	0

1.15 Work with York – Current Assignments

Directorate	2020/21	2021/22	2022/23	2023/24
City of York Council (exc. schools)	434	486	254	151
Adult Social Care and Integration	39	66	68	38
Children and Education	68	84	41	21
Corporate Services	5	14	0	>3
Customer and Communities	25	43	36	12
Place	142	198	107	79
Public Health	155	81	>3	0

ANNEX 1

2. Equalities Profiling

The tables below summary the City of York Council's equalities profile. These were produced using a snapshot of available data taken on 30th April 2024. Councillors, casual and school staff have been excluded. Age data is provided by The local government earnings and demography survey (LGEDS) 2019/20 with all York and National figures used taken from the 2011 Census.

2.1 Gender

	2020/21		2021/22		2022/23		2023/24	
	Male	Female	Male	Female	Male	Female	Male	Female
City of York Council	38%	62%	38%	62%	38%	62%	37%	63%
Public Sector	34%	66%	34%	66%	34%	66%	34%	66%
York	49%	51%	48%	52%	48%	52%	48%	52%
National	49%	51%	49%	51%	49%	51%	49%	51%

2.2 Sexual Orientation

	2020/21	2021/22	2022/23	2023/24
Heterosexual	96%	96%	95%	95%
Non-Heterosexual	4%	4%	5%	5%

2.3 Age

		16-24	25-34	35-49	50-64	65+
2020/21	CYC	3%	13%	35%	47%	3%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2021/22	CYC	3%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2022/23	CYC	3%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2023/24	CYC	4%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%

ANNEX 1

2.4 Ethnicity

	2020/21		2021/22		2022/23		2023/24	
	White - British	BME	White - British	BME	White - British	BME	White - British	BME
City of York Council	94%	6%	94%	6%	93%	7%	93%	7%
Public Sector	90%	10%	90%	10%	90%	10%	90%	10%
Public Sector – Y&H	95%	5%	93%	7%	93%	7%	93%	7%
York	90%	10%	87%	13%	87%	13%	87%	13%
National	81%	19%	74%	26%	74%	26%	74%	26%

2.5 Disability

	2020/21		2021/22		2022/23		2023/24	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	95%	5%	94%	6%	93%	7%	93%	7%
Public Sector	N/A	N/A	92%	8%	N/A	N/A	N/A	N/A
Public Sector – Y&H	N/A	N/A	94%	6%	N/A	N/A	N/A	N/A
York	85%	15%	83%	17%	83%	17%	83%	17%
National	82%	18%	82%	18%	82%	18%	82%	18%

2.6 Disability Type (of declared disability)

	2020/21	2021/22	2022/23	2023/24
Learning disability	11%	9%	13%	15%
Long-standing illness	33%	35%	33%	32%
Mental illness	3%	9%	11%	10%
Physical	10%	10%	8%	8%
Sensory	6%	8%	9%	9%
Other	37%	30%	26%	26%

ANNEX 1

Note: The equalities data in these tables is based on staff information held by HR. Over 25% of staff have not provided information for Disability and Ethnicity, and over 36% for Sexual Orientation.

2.7 Equalities by Grade

		Grades 1-6	Grades 7-11	Grades 12 & Over
Gender	Male	43%	34%	47%
	Female	57%	66%	53%
Sexual Orientation	Heterosexual	95%	95%	94%
	Non-Heterosexual	5%	5%	6%
Age	16-24	7%	2%	0%
	25-34	15%	13%	3%
	35-49	24%	38%	40%
	50-64	49%	43%	56%
	65+	6%	4%	1%
Ethnicity	Bame	8%	6%	3%
	White British	92%	94%	97%
Disabled	Disabled	8%	7%	3%
	Not Disabled	92%	93%	97%

2.8 Gender Pay Gap

This is the link to the Gender Pay Gap reports which are produced by HR and are held on the York Open Data platform.

<https://data.yorkopendata.org/dataset/cyc-gender-pay-gap>



Staffing Matters and Urgency Committee**20 May 2024**

Report of the Chief Operating Officer

Redundancy, Pension or Exit Discretion**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below Chief Officer.

Background

2. The background and detailed case surrounding each proposal are contained in the individual business case(s) attached as confidential annexes to this report for noting.

Consultation

3. All of the proposed redundancy, pension or exit discretions have been subject to consultation in accordance with the Council's statutory obligations.

Approval

4. In accordance with Council policy the appropriate Chief Officer of Departmental Management Team and S151 officer have approved the attached business case(s). The decisions as to whether or not to make an employee redundant rest with the Chief Operating Officer or Officers nominated by him. In terms of payments related to redundancy the council is contractually obliged to make the payment set out in the business case. Only in exceptional circumstances can discretionary additional payments for redundancy be considered. The Section 151 Officer has decision making authority for all staff other than Chief Officers in this matter.

Analysis

5. The analysis of each proposal can be found in the respective business case. Below is an anonymised summary of these cases noting costs associated with each:

Employee	Business Case Annex	Type of Exit	Redundancy Costs £	Pension Costs £	Total £
1	A	Flexible Retirement	N/A	£218.10	£218.10
2	B	Flexible Retirement	N/A	N/A	£NIL
3	C	Flexible Retirement	N/A	N/A	£NIL
4	D	Flexible Retirement	N/A	N/A	£NIL
5	E	Flexible Retirement	N/A	£4,771.08	£4,771.08

Please note: all figures included are accurate at the time the business case is prepared.

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 are 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:
- Note the expenditure associated with each proposal as detailed in the annexes.

Reason: In order to provide an overview of expenditure.

Contact Details

Author:

Helen Whiting
Head of HR
Human Resources

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

**Report
Approved**

Date 08 May 2024

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
- Annex B – Confidential Business Case
- Annex C – Confidential Business Case
- Annex D – Confidential Business Case
- Annex E – Confidential Business Case

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Staffing Matters & Urgency Committee
Draft Work Plan 2024-25
(updated 8 May 2024)

Date	Proposed Reports
20 May 2024	<ol style="list-style-type: none"> 1. Workforce demographics as at 31 March 2024 (Q4) 2. Redundancy, Retirement and Settlement Agreements 3. Quarterly Retention Payments Update (if any new applications 1 Jan to 31 March)
Date to be confirmed	<ol style="list-style-type: none"> 1. Update on Chief Officer Restructure
15 July 2024	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update (if any new applications 1st April to 30 June)
2 September 2024	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
13 January 2025	<ol style="list-style-type: none"> 1. Workforce demographics as at 30 September 2024 (Q2) 2. Redundancy, Retirement and Settlement Agreements 3. Quarterly Retention Payments Update (if any new applications 1 July to 30 September)
24 February 2025	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update (if any new applications 1 October to 31 December)

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