



## **Notice of a public meeting of**

### **Staffing Matters & Urgency Committee**

**To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),  
Hook and D Myers

**Date:** Monday, 20 July 2020

**Time:** 5.30 pm

**Venue:** Remote Meeting

### **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 Annexes A and B to Agenda Item 6 (Pension or Exit Discretion) 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 - 6)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 15 June 2020.

**4. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. The deadline for registering is **5:00 pm on Thursday, 16 July 2020**. Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please contact Democratic Services, on the details at the foot of the agenda. You will then be advised on the procedures for dialling into the remote meeting.

**Webcasting of Remote Public Meetings**

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

During the coronavirus pandemic, we've made some changes to the way we run council meetings. See our coronavirus updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

**5. Work Plan** (Pages 7 - 10)

To consider the Committee's draft work plan up to December 2020.

**6. Pension or Exit Discretion** (Pages 11 - 24)

This report advises the Staffing Matters & Urgency Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

**7. Urgent Business**

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

## Democratic Services

Contact details:

- Telephone – (01904) 551031
- Email – [democratic.services@york.gov.uk](mailto:democratic.services@york.gov.uk)

For more information about any of the following please contact Democratic Services:

- 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**

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City of York Council

Committee Minutes

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Meeting	Staffing Matters & Urgency Committee
Date	15 June 2020
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and D Myers

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## 65. Declarations of Interest

Members were asked to declare at this point in the meeting any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that they might have in the business on the agenda. No interests were declared.

## 66. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during consideration of Annex A to Agenda Item 9 (Settlement Agreement), on the grounds that it contains 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).

## 67. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 17 February 2020 be approved as a correct record, to be signed by the Chair at a future date.

## 68. Public Participation

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

Gwen Swinburn spoke on Agenda Item 5 (CMT Restructure). She expressed concerns about the proposals in the report, in particular the number of posts reporting directly to the Chief Executive, and stressed the need for independent advice on any proposals.

## 69. Corporate Management Team (CMT) Restructure

Members considered a report which set out early options for a revised Corporate Management Team (CMT) to ensure that efficiencies were met, as agreed by the committee on 17 February 2020 (Minute 64 refers).

A minimum efficiency saving of £81k was required. The current structure, illustrated in paragraph 12 of the report, cost £989k per annum and was not yet fully implemented. The following potential alternative structures, prepared for illustrative purposes only, were set out as a first step:

**A** (paras. 20-22) - delete the Director of Finance & Investment post and appoint an Assistant Director of Finance;

**B** (paras. 23-27) – delete the Chief Executive and Director of Finance & Investment posts and appoint a Chief Operating Officer and an Assistant Director of Finance.

Officers corrected the error in paragraph 17 of the report and confirmed that a detailed consultation would take place in June and July, during which further options were expected to be identified for consideration in August. In response to Members' questions and matters raised under Public Participation, it was confirmed that the consultation would include input from the LGA Workforce Development Team, as referred to in paragraph 43.

- Resolved:
- (i) That the initial proposals to restructure the corporate management team, to ensure efficiency savings can be met, be noted.
  - (ii) That further consultation be carried out with staff directly affected by the proposals, trades unions, political groups and other key stakeholders, and with the LGA Workforce Development Team.
  - (iii) That the consultation be led by the Head of HR & Organisational Development, due to the roles involved.
  - (iv) That the committee receive the consultation feedback and a proposed structure in August 2020, subject to completion of the consultation and any further impact of Covid-19.
  - (v) That it be noted that, once the committee has identified and agreed proposed structure, a formal consultation will be carried out with affected staff in line with HR practices and procedures.

(vi) That the decision taken to extend the current interim arrangements from April 2020 to date be noted.

(vii) That during the consultation period the interim arrangements currently in place to cover for the Chief Executive and Head of Paid Service be extended.

Reason: To allow efficiencies to be made across the CMT structure.

## **70. Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies**

Members considered a report which sought approval for a number of changes to the Council's appointments to its committees and to other bodies, prior to these being carried over to the 2020-21 Municipal Year. This followed the cancellation of the Annual Council meeting due to the coronavirus pandemic, and the enactment of legislation enabling existing appointment to be carried over until the next Annual meeting could take place.

Existing appointments were set out in Annex A to the report. Proposed changes to these were set out in Annex B, and the following additional changes were reported at the meeting:

### Main Planning Committee

To appoint Cllr D Taylor as first Green substitute

To appoint Cllr Craghill as second Green substitute

### Area Planning Sub-Committee

To appoint Cllr D'Agorne as first Green substitute

To appoint Cllr D Taylor as second Green substitute

### Customer & Corporate Services Scrutiny Management Committee

To appoint Cllr Baker as Green substitute

### SACRE

To appoint Cllr Cuthbertson

### York Citizens Theatre Trust

Cllr Hook to replace Cllr Mason

In response to Members' questions, officers confirmed that the omission of 'Vice Chair' against Cllr Pavlovic's name at in the first page of Annex A

(Planning Committee) was an error, and that no changes were proposed to the existing Chair and Vice Chair appointments.

Resolved: (i) That the changes to appointments set out in paragraph 2 of the report, and the further changes reported at the meeting, be approved.

(ii) That it be noted that, subject to these changes, the existing appointments set out in Annexes 1 and 2 to the report will be carried over to the 2020/21 municipal year.

Reason: To ensure that appropriate Council appointments are in place for the 2020/21 municipal year.

## **71. Workforce Profile as at 31 March 2020**

Members considered a report which presented the Council's workplace profile as at the end of March 2020, for Members to note and to highlight any areas for consideration by the Customer & Corporate Services Scrutiny Committee.

The profile, attached as Appendix 1 to the report, brought together data that was already publicly available through the council and on the Open Data Platform.

Resolved: (i) That the workforce profile be noted.

(ii) That the next report on this subject include further detail on sickness absences, the impact of Covid-19 on staff sickness and morale, ethnicity data, and the use of interim and short term contracts.

Reason: To provide an overview of the workforce profile and keep the specific areas indicated under review.

## **72. Work Plan**

Members considered the committee's work plan to the end of the 2020 calendar year.

Resolved: That the work plan be approved, subject to the addition of the CMT Restructure report to the August 2020 meeting.

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



*[At this point the meeting went into private session, to enable Members to consider the exempt information referred to in Minute 66 above]*

### **73. Settlement Agreement**

Members considered a report which advised them of expenditure associated with the mutual termination of the contract of a member of staff, and the provision of a settlement agreement.

Resolved: That the expenditure associated with the dismissal on the ground of mutual agreement, through the provision of a settlement agreement as detailed in the annex, be noted.

Reason: So that the committee maintains an overview of the expenditure.

Cllr K Aspden, Chair

[The meeting started at 5.30 pm and finished at 6.17 pm].

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**Staffing Matters & Urgency Committee  
Draft Work Plan 2019-20**

2 December 2019	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. Draft work plan</li> </ol>
20 January 2020	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. Workforce demographics at 30 Sept 2019 (would normally be December ) <ul style="list-style-type: none"> <li>• FTE</li> <li>• Equality Data</li> <li>• Absence and Well Being</li> <li>• Starters and Leavers <ul style="list-style-type: none"> <li>○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement</li> </ul> </li> <li>• Agency</li> </ul> </li> </ol>
3 February 2020	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>
24 March 2020 (cancelled)	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. CMT Structure</li> </ol>
6 April 2020 (cancelled)	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>

5 May 2020 (cancelled)	1. Redundancy, Retirement and Settlement Agreements
8 June 2020 (moved to 15 June)	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. Workforce demographics at 31 March 2020 <ul style="list-style-type: none"> <li>• FTE</li> <li>• Equality Data</li> <li>• Absence and Well Being</li> <li>• Starters and Leavers <ul style="list-style-type: none"> <li>○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement</li> </ul> </li> <li>• Agency</li> </ul> </li> </ol>
20 July 2020	1. Redundancy, Retirement and Settlement Agreements
24 August 2020	<ol style="list-style-type: none"> <li>1. CMT Restructure</li> <li>2. Redundancy, Retirement and Settlement Agreements</li> </ol>
7 Sept 2020	1. Redundancy, Retirement and Settlement Agreements
19 Oct 2020	1. Redundancy, Retirement and Settlement Agreements
Nov 2020 (date tbc)	1. Redundancy, Retirement and Settlement Agreements

Dec 2020 (date tbc)	<ol style="list-style-type: none"><li>1. Redundancy, Retirement and Settlement Agreements</li><li>2. Workforce demographics at 30 September 2020<ul style="list-style-type: none"><li>• FTE</li><li>• Equality Data</li><li>• Absence and Well Being</li><li>• Starters and Leavers</li><li>• Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement</li><li>• Agency</li></ul></li></ol>
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**Staffing Matters and Urgency Committee****20 July 2020**

Report of the Interim Head of Paid Services

**Pension or Exit Discretion****Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

**Background**

2. The background and detailed case surrounding each proposal are contained in the individual business cases attached as confidential annexes to this report.

**Consultation**

3. All of the proposed pension or exit discretions 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 and/or pension 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 Executive 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 Workforce Strategy (People 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:

Consider each proposal as detailed in the annexes.

Reason: In order to provide an overview of expenditure and to consider whether the Council should exercise its discretionary powers to make enhancements.

**Contact Details**

**Author:**

Trudy Forster  
Head of HR  
Human Resources  
Ext 3984

**Chief Officer Responsible for the report:**

Ian Floyd  
Interim Head of Paid Services

**Report Approved**  **Date** 08/07/2020

**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



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

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