



Notice of a public meeting of

Staffing Matters and Urgency Committee

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and Douglas
- Date:** Monday, 20 February 2023
- Time:** 5.30 pm
- Venue:** The Snow Room - Ground Floor, West Offices (G035)

AGENDA

1. Declarations of Interest

At this point in the meeting, 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.

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 and annexes A to E for Agenda Items 9 and 10 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 meeting of the Staffing Matters & Urgency Committee held on 15 August 2023.

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 February 2023.**

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. **Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies** (Pages 9 - 12)

At the Annual Council meeting on 26 May 2022, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2022/23 municipal year. A further change is required to the membership, as set out below.

6. Workforce demographics as at November 2022 (Pages 13 - 24)

This report provides the Committee with the workforce profile, as at quarter 2.

7. Work Plan (Pages 25 - 26)

To consider the Committee's draft work plan for the municipal year 2022/23.

8. Urgent Business

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

9. Death in Service Update (Pages 27 - 30)

This report notifies the Committee of a recent death in service. The Committee are respectfully requested to take a moment to consider the valuable service that this employee has given to the Council and their sad passing.

10. Redundancy, Retirement and Settlement Agreements (Pages 31 - 50)

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

Democracy Officer

Angela Bielby

Contact details:

- Telephone – (01904) 552599
- Email – angela.bielby@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 (Polish)
własnym języku.

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	15 August 2022
Present	Councillors Hook, Widdowson (substitute for Cllr Aspden) and Douglas
In Attendance	Helen Whiting (Head of Human Resources and Organisation Development) Janie Berry (Director of Governance and Monitoring Officer) (remotely)
Apologies	Councillors Aspden and D'Agorne

16. Election of Chair (5:30)

Resolved: That Cllr Widdowson be elected as Chair.

17. Declarations of Interest (5:31)

At this point in the meeting, Members were asked to declare any disclosable pecuniary interests or other registerable interests that they might have in the business on the agenda, if they had not already done so in advance on the Register of Interests. None were declared.

18. Exclusion of Press and Public (5:31)

Resolved: That the press and public be excluded from the meeting during the consideration of Annex A to agenda item 9 and 11 and Annexes A, B, and C to agenda item 10 on the grounds that they contain 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).

19. Minutes (5:32)

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 7 July 2022 be approved and then signed by the Chair as a correct record.

20. Public Participation (5:32)

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

Cllr Warters made reference to the 10 December 2021 Full Council meeting where it was unanimously voted to initiate without delay a review of the council's supplementary document with regard to HMO's, specifically percentage thresholds. He expressed his concerns regarding the delayed time frame for the report to be presented to Executive and he confirmed he wished to submit a formal complaint against misleading statements that he felt were made by a senior officer.

Ms Swinburn spoke on agenda item 9, Council Agency Workers and Work with York Engagements and agenda item 10, Working as One Programme. She expressed her concerns regarding the complete exclusion of the annexes to the reports and that at most a redaction should have been included. Ms Swinburn commented on the costs related to temporary staff and fees to WorkwithYork, which she felt were distending out of control. She suggested the spending required full disclosure, with a scrutiny and a value for money audit. She also noted that remote working required a full and transparent conversation and she suggested that the report be reviewed by Scrutiny and Audit & Governance Committee.

21. Apprenticeships Update (5:38)

Members considered a report that provided an update of apprentices across City of York Council (CYC), the council's performance against the public sector apprenticeship target and details of how the apprenticeship offer was developing further across the council.

The Head of Human Resources (HR) and Organisation Development (OD) noted that:

- The apprenticeship Levy was ring-fenced for apprenticeship training.

- To support the wider city agenda, the council's Apprenticeship Levy Transfer Scheme, a total of £160,000, had been committed to support 9 local businesses and 27 apprenticeships.
- As of 31 March 2022 there were 79 active apprentices within the council and local authority maintained schools.
- Apprenticeships remained an integral part of the council's strategy to support succession planning and upskilling of the existing workforce and this approach had been used to create newly qualified social workers.
- £120,000 per year had been set aside to fund apprenticeships within hard to fill posts, such as business support and customer services, and some of these opportunities were also ring-fenced for our care leavers.
- The apprenticeship team also supported a number of other pathway interns and work experiment placements such as T Levels.
- The council were looking to agree a bespoke union apprenticeship charter with the three recognised CYC unions, GMB, Unison and Unite.
- The Government apprenticeship starting salary rates were £4.81p/h in year 1 of an apprenticeship. CYC paid a higher rate of £6.83p/h in year one, rising to £9.18p/h in year two and if the individual was over 23, then they were offered £9.50p/h.

In answer to Members questions, the Head of HR & OD confirmed the council currently had one care leaver who had secured a post in the council through an apprenticeship.

The Committee discussed and raised concerns regarding the salaries offered to apprentices. They agreed that the rates, particularly for the under 25's and care leavers, required reviewing.

The Committee also requested that details on the value of the Levy fund and how the council were utilising it be included in future reports and they also welcomed more exertion on the communications, to ensure any myths were being addressed.

Resolved:

- (i) That the current and proposed activity around apprenticeships, including the performance against the public sector target, be noted.

- (ii) That a review be undertaken into apprenticeship salaries and reported at a future meeting.
- (iii) That the value of the Levy fund and how the council were utilising it be included in future reports.
- (iv) That further communications be explored.

Reason: To support the recommendation in the OD plan to maximise use of Levy funds available and promotion of apprenticeships across the workforce.

22. Committee Appointments (5:50)

Further to the appointments to Committees made at the Annual Meeting, Staffing Matters & Urgency Committee has authority to deal with any in-year changes or appointments to any Committees and Outside Bodies, and the following proposed changes to the membership of Committees were considered:

Housing and Community Safety Policy and Scrutiny Committee
To appoint Cllr Heaton as a substitute.

Health and Adult Social Care Policy and Scrutiny Committee
To appoint Cllr Myers as a substitute.

Climate Emergency Policy and Scrutiny Committee
To appoint Cllr Norman as a substitute.

Standing Advisory Council for Religious Education
To appoint Karen Vincent of All Saints Roman Catholic School in place of Kate Bailey.

Health and Wellbeing Board
To appoint Martin Kelly, Corporate Director of Children's and Education, City of York Council.
To appoint Zoe Campbell, Managing Director (North Yorkshire, York and Selby); Tees, Esk and Wear Valleys NHS Foundation Trust and to appoint Amanda Hazelwood Care Group Director (North Yorkshire, York and Selby) Tees, Esk and Wear Valleys NHS Foundation Trust as a substitute.

Resolved: That the above changes to Committees and Outside Body appointments be approved.

Reason: In order to make appropriate Council appointments to Committees and Outside Bodies for the remainder of the current municipal year.

23. Appointment of Assistant Director of Adult Services (5:51)

The Committee considered a report that sought approval to permanently recruit to the post of Assistant Director of Adult Services, ahead of the current post holder vacating the role in October 2022.

Resolved:

- (i) That the filling of this post and remuneration package for the Assistant Director post with a salary range of £74,591 to £82,869, in accordance with the procedural rules set out in the Constitution for the appointment of chief officers (paragraphs 1 to 2 and 6 of the report), be approved.
- (ii) That an Appointments Sub-Committee consisting of three Members to include at least one member of the Executive (paragraphs 2, 8 and 9 of the report), be established.
- (iii) That it be noted that pending the formal acceptance and start date of the successful applicant, interim arrangements will be made to ensure that this role was fulfilled (paragraph 3 of the report).

Reason: To allow the timely appointment of the post of Assistant Director of Adult Services and to ensure that the service was able to meet its service obligations and support the workforce to deliver key priorities, including those identified in the Council Plan

24. Work Plan (5:52)

The Committee considered their current work plan and requested an update on apprenticeship salaries and training at a future meeting.

Resolved: That the work plan be noted.

Reason: To ensure the Committee maintains a program of work.

25. Council Agency Workers and Work with York Engagements (5:55)

Members considered a report and annex that provided a summary of the council's arrangements in place with City of York Trading operating as WorkwithYork (WwY) and detailed information on the current number of agency engagements in place across the Directorates.

Members were informed of the commercially sensitive content within Annex A to the report and following discussion, it was noted that a redacted annex could be published as an agenda supplement and be made available to view via the following link:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=120&MId=13524&Ver=4>

Resolved:

- (i) That the WorkwithYork (WwY) arrangements in place to engage agency workers, be noted.
- (ii) That the current recruitment market that the council and WwY face giving rise to an increase in agency engagements, their cost and length of engagement, be noted.
- (iii) That there was currently an exercise being undertaken to reduce, challenge and review agency spend and the number of agency workers, be noted.
- (iv) That the commercially sensitive content be redacted from Annex A and following approval from the Chair and Cllr Douglas, it be submitted onto the online agenda as a supplement document.

Reason: To keep Committee Members updated.

Note: The above item was considered in private session, in accordance with the decision in Minute 2.

26. Working as One Programme (6:14)

Members considered a report and annex that provided an update on the Working as One (Wa1) programme (the council's hybrid working programme).

Members were informed of the commercially sensitive content within Annex A to the report and following discussion, it was noted that a redacted annex could be published as an agenda supplement and be made available to view via the following link:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=120&MId=13524&Ver=4>

Resolved:

- (i) That the benefits and aims of the programme and the achievement to date and the ongoing initiatives as the programme continued to progress, be noted.
- (ii) That the commercially sensitive content be redacted from Annex A and following approval from the Chair and Cllr Douglas, it be submitted onto the online agenda as a supplement document.

Reason: To keep Committee Members updated.

Note: The above item was considered in private session, in accordance with the decision in Minute 2.

27. Redundancy, Pension or Exit Discretion (6:25)

Members considered a report which advised them of expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below the Chief Operating Officer. An overview of expenditure was provided in the table at paragraph 5 of the report.

Resolved: That the expenditure associated with each proposal, as detailed in the annexes to the report, be noted.

Reason: In order to provide an overview of expenditure.

Note: The above item was considered in private session, in accordance with the decision in Minute 2.

Cllr Widdowson, Chair

[The meeting started at 5.30pm and finished at 6.30pm].



Staffing Matters and Urgency Committee**20 February 2023**

Report of the Director of Governance and Monitoring Officer

Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies**Summary**

1. At the Annual Council meeting on 26 May 2022, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2022/23 municipal year. A further change is required to the membership, as set out below.

Background

2. Further to the appointments to Committees etc. made at the Annual Meeting, Staffing Matters & Urgency Committee has authority to deal any in-year changes or appointments to any Committees and Outside Bodies, and the following changes are put forward for consideration:

Health and Wellbeing Board

Humber and North Yorkshire Health and Care Partnership have a representative on the Health and Wellbeing Board and have requested that the membership be amended to replace their former Interim Director Simon Bell with Humber and North Yorkshire Health and Care Partnership new Director Sarah Coltman-Lovell as their representative on the board.

SACRE (Standing Advisory Council on Religious Education)

There is currently a vacancy on the SACRE Committee for representatives from Group B. The Staffing Matters and Urgency Committee is being asked to confirm the appointment of Sue Bland Headteacher at St Oswalds Primary School to the vacant position.

Consultation

3. Normal processes to consult the relevant political Group have been applied to ensure the Group nominates the Members of their choice. No other consultation is specifically required in this instance.

Options

4. There are no alternative options available as this is simply for Humber and North Yorkshire Health and Care Partnership to nominate appropriate candidates to either replace the Member concerned or to fill a position that has become available. This Committee will then consider and determine those nominations.

Council Plan

5. Maintaining an appropriate decision making and scrutiny structure and appointees that contribute to the Council delivering its core priorities set out in the current Council Plan, effectively.

Implications

6. There are no known implications in relation to the following in terms of dealing with the specific matter before Members:
 - Financial
 - Human Resources (HR)
 - Equalities
 - Crime and Disorder
 - Property
 - Other

Legal Implications

7. The Council is statutorily obliged to make appointments to Committees, Advisory Committees, Sub Committees and certain other prescribed bodies in accordance with the political balance rules. These rules may only be waived where no Member votes against the proposal.

Risk Management

8. In compliance with the Council's risk management strategy, there are no known risks associated with the recommendation in this report.

Recommendations

- 9. Staffing Matters and Urgency Committee is asked to consider and approve the change to committee and outside body appointments as set out in paragraph 2.

Reason: In order to make appropriate Council appointments to Committees and Outside Bodies for the remainder of the current municipal year.

Contact Details

Author:

Dawn Steel
Democracy & Member Support
Manager
Dawn.steel@york.gov.uk

Chief Officer Responsible for the report:

Bryn Roberts
Director of Governance and Monitoring
Officer
Bryn.roberts@york.gov.uk

Report **Date** 10/02/2023

Specialist Implications Officers

Not applicable

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes: None

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Staffing Matters and Urgency Committee**20 February 2023**

Report of the Head of Human Resources and Organisational Development

Workforce Profile as at Quarter 2**Summary**

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, as at quarter 2.

Background

2. The data provided in this report is already available throughout the Council.
3. The workforce data provided through the performance framework, is shared with Scrutiny committees and discussed at both Corporate Management Team and Directorate Management Teams.

Analysis

4. **Annex 1** gives a full overview of key performance indicators directly linked to the Council's workforce.
5. Comparing the Q2 position as at 2021/2022 headcount and FTE have increased slightly, but leavers have decreased. Of the leavers, resignations remain the highest reason for leaving followed by retirement. Resignations are in line with regional figures as numerous vacancies, new opportunities, promotions and career changes are being sought following the main pandemic period and for some staff the introduction of hybrid working has opened up opportunities further afield that were not formally considered. This is a trend across the region and nationally.
6. Turnover has increased but as mentioned above this reflects the current recruitment climate.
7. Work with York (WWY) assignments have continued to be used, these are directly associated with recruitment pressures across all directorates. At the Q2 position, figures are lower than the same

period last year. Fast forwarding to Q3 we are seeing further reductions in agency worker placements.

8. There are a number of vacancies that remain unfilled and acting up arrangements are in place with existing members of staff and HR are working with relevant managers to ensure creative recruitment for hard to fill vacancies.
9. Sickness absence figures fell at the end of 2020/2021, they have increased back to pre-pandemic levels of 2019/20 at the end of March 2022 and we are still seeing increases. This is a national trend and common across many of our neighbouring councils across the Yorkshire and Humber region. It should, however, be note that each Council records absence slightly different so direct comparisons are difficult, but there is a trend of reductions in absence during 2020/2021 and increases in 2021/2022 outturns. We continue to ensure that wellbeing support and good absence management is embedded into day-to-day management and teams looking out for each other. We will soon be engaging with our workforce regarding their wellbeing via a survey.
10. During December 2022, COVID and respiratory absences were common amongst staff, as they were with the general population and these absences have impacted on our overall workforce absence levels.
11. On top of day-to-day managerial practices for sickness cases, additional work is underway to assist and remind managers of the support and services that employees can access as well as the managerial role in ensuring the wellbeing and absence management of those employees absent, or those who remain at work but showing signs of reduced resilience. Managers are being reminded of the importance of timely absence support for individuals and teams, and employees are reminded of the self care that they need to exercise to ensure that they are able to perform their roles effectively.
12. In terms of equalities profiling, the workforce gender and age distribution remain largely comparable year on year. Similarly, the declaration of sexual orientation remains steady. Council employees declaring a disability in 2021/22 have decreased slightly as have those staff members declaring their ethnicity from a BME Community.
13. We have received preliminary data from the 2021 Census, and this gives the Council more up to date comparison information with our local community. Alongside this exercise we are continuing to promote and request that employees update the sensitive information

(for example disability, ethnicity, sexual orientation) status to allow us to have a closer comparison with our local community.

14. The York Profile and Ward profiles are updated quarterly, with the last update in 1st February 2023 and we'll be using this over coming months to analyse our workforce makeup compared to the city,
- a. York Profile: <https://data.yorkopendata.org/dataset/york-profile>
 - b. Ward Profiles: <https://data.yorkopendata.org/dataset/york-ward-profiles-2022-23-q3>

15. 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.

Consultation

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

Options

17. The Committee, in considering the workforce profile, may consider highlighting areas for consideration by the Customer and Corporate Scrutiny Committee.

Council Plan

18. The content of the report and annex are not material to the Council Plan.

Implications

19. There are no implications from the report.

Risk Management

20. There are no identified risk risks associated with the report.

Recommendations

21. Staffing Matters and Urgency Committee is asked to:
- i. note the workforce profile provided.
 - ii. consider if any area is to be referred to Customer and Corporate Services Scrutiny Committee.

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

Contact Details

Author:	Chief Officer Responsible for the report:		
Helen Whiting, Head of HR and OD Ext 1622 Ian Cunningham Head of BI Ext 5749	Ian Floyd Chief Operating Officer		
	Report Approved		Date
	Yes		8/2/2023
Specialist Implications Officer(s):			
Wards Affected: <i>List wards or tick box to indicate all</i>			All <input checked="" type="checkbox"/>
For further information please contact the author of the report			

Background Papers:

None

Annexes

Annex 1 – Workforce Data 2022/2023 Quarter 2

Business Intelligence Hub

CYC Workforce Profile

Date Produced: 18/11/2022

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1. Key Performance Indicators

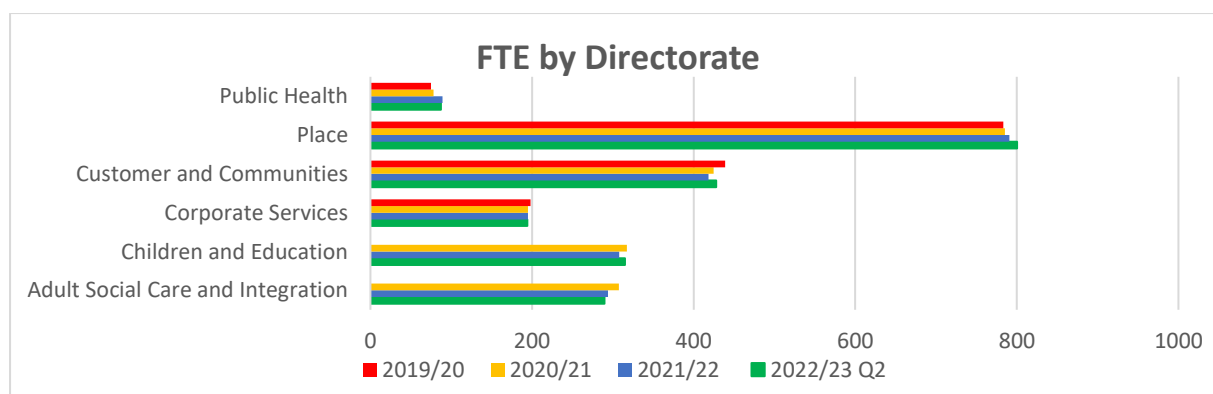
Below are tables containing details of KPI figures for 2019/20, 2020/21, 2021/22 and to Q2 2022/23. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure except for 2019/20 figures for the new Adults & Children's directorate as we could not map the data back accurately. 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	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	2590	2552	2500	2523
Adult Social Care and Integration	N/A	386	358	351
Children and Education	N/A	394	389	395
Corporate Services	218	214	212	210
Customer and Communities	613	594	576	592
Place	865	862	865	874
Public Health	96	100	109	107

1.2 Staff FTE's

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	2144.4	2116.9	2095.6	2113.9
Adult Social Care and Integration	N/A	307.6	294.2	289.6
Children and Education	N/A	317.3	307.7	314.9
Corporate Services	198.3	194.8	194.9	194.2
Customer and Communities	438.9	424.7	418.6	427.8
Place	783.4	785.1	790.7	800.4
Public Health	74.8	78.1	89.4	87.1



1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	11.6	8.8	11.8	13.0
Adult Social Care and Integration	N/A	18.3	16.0	18.7
Children and Education	N/A	7.1	12.1	16.4
Corporate Services	7.8	4.9	6.6	6.1
Customer and Communities	14.8	5.6	6.9	7.1
Place	7.6	8.8	14.2	14.6
Public Health	7.0	6.5	8.3	10.2
Benchmark – LGA (Public Sector)	8.4	7.1	N/A	N/A
Benchmark – LGA (Public Sector – Y&H)	10.0	8.0	N/A	N/A

1.4 Number of New Starters

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	325	194	365	233
Adult Social Care and Integration	N/A	15	88	38
Children and Education	N/A	59	65	48
Corporate Services	27	15	25	16
Customer and Communities	80	38	68	62
Place	107	53	94	64
Public Health	8	14	24	5

1.5 Number of Leavers

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	290	267	385	217
Adult Social Care and Integration	N/A	75	84	43
Children and Education	N/A	46	74	45
Corporate Services	25	22	30	17
Customer and Communities	69	51	81	56
Place	79	61	92	54
Public Health	1	12	22	2

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2019/20	2020/21	2021/22	2022/23 to Q2
Died in Service	1-2%	1-2%	<1%	2.4%
Dismissal - end of contract	4%	7%	3%	1-2%
Dismissal - lack of capability	2%	18%	1-2%	<1%
Dismissal - misconduct	1-2%	1-2%	<1%	<1%
Dismissal - probationary period	0%	<1%	0%	<1%
Not known	2%	3%	3%	0%
Redundancy	3%	1-2%	4%	1-2%
Resignation	66%	50%	68%	72%
Retirement	18%	19%	20%	17%
Retirement - Ill Health	1-2%	1-2%	<1%	1-2%
Settlement Agreement	1-2%	<1%	<1%	0%
TUPE Transfer Out	<1%	14%	0%	<1%

1.7 Total Turnover % (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	11.3%	10.7%	15.4%	16.3%
Adult Social Care and Integration	N/A	19.6%	23.2%	23.2%
Children and Education	N/A	13.4	18.5%	21.0%
Corporate Services	11.5%	10.2%	14.3%	14.9%
Customer and Communities	11.4%	8.4%	14.0%	15.5%
Place	9.4%	7.0%	10.7%	12.1%
Public Health	2.7%	12.3%	21.4%	13.3%
Benchmark – LGA (Public Sector)	N/A	9.0%	N/A	N/A
Benchmark – LGA (Public Sector – Y&H)	N/A	9.0%	N/A	N/A

1.8 Number of Voluntary Leavers

Voluntary Turnover occurs when an employee willingly chooses to leave their position, including retirement and resignation.

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	198	138	259	150
Adult Social Care and Integration	N/A	20	51	34
Children and Education	N/A	32	53	28
Corporate Services	17	13	21	11
Customer and Communities	53	35	60	42
Place	44	34	59	2
Public Health	1	4	15	15

1.9 Voluntary Turnover % (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	7.7%	5.6%	10.4%	10.7%
Adult Social Care and Integration	N/A	5.6%	14.1%	15.6%
Children and Education	N/A	9.0%	13.5%	13.1%
Corporate Services	7.8%	6.0%	10.0%	9.6%
Customer and Communities	8.7%	5.8%	10.4%	10.8%
Place	5.2%	3.9%	6.7%	7.6%
Public Health	2.7%	4.1%	14.6%	9.5%

1.10 Work With York YTD – Total Assignments

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	1082	986	996	539
Adult Social Care and Integration	N/A	159	117	89
Children and Education	N/A	186	165	120
Corporate Services	67	24	64	17
Customer and Communities	134	69	71	66
Place	412	335	330	245
Public Health	7	199	248	2

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

Directorate	2019/20	2020/21	2021/22	2022/23 to Q2
City of York Council (exc. schools)	111	110	126	103
Adult Social Care and Integration	N/A	12	14	13
Children and Education	N/A	24	22	9
Corporate Services	0	2	1	1
Customer and Communities	8	10	8	11
Place	47	62	57	68
Public Health	0	0	24	1

1.12 Work with York – Current Assignments

Directorate	2019/20	2020/21	2021/22	2022/23 Q2
City of York Council (exc. schools)	423	434	486	346
Adult Social Care and Integration	79	39	66	63
Children and Education	100	68	84	68
Corporate Services	14	5	14	8
Customer and Communities	49	25	43	39
Place	179	142	198	166
Public Health	2	155	81	2

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 September 2022. 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 2011Census.

2.1 Gender

	2019/20		2020/21		2021/22		2022/23 to Q2	
	Male	Female	Male	Female	Male	Female	Male	Female
City of York Council	36.4%	63.6%	37.8%	62.3%	38.0%	62.0%	37.6%	62.4%
Public Sector	33.7%	66.3%	33.7%	66.3%	33.7%	66.3%	33.7%	66.3%
York	49.0%	51.0%	49.0%	51.0%	49.0%	51.0%	49.0%	51.0%
National	49.4%	50.6%	49.4%	50.6%	49.4%	50.6%	49.4%	50.6%

2.2 Sexual Orientation

	2019/20	2020/21	2021/22	2022/23 to Q2
Heterosexual	96.6%	96.2%	95.6%	95.3%
Non-Heterosexual	3.4%	3.8%	4.4%	4.7%

2.3 Age

		16-24	25-34	35-49	50-64	65+
2019/20	CYC	2.6%	12.0%	37.0%	45.4%	3.0%
	Y&H	5.1%	13.8%	35.6%	42.7%	2.8%
	England & Wales	4.7%	14.7%	35.7%	41.3%	3.5%
2020/21	CYC	2.6%	12.7%	34.9%	46.5%	3.2%
	Y&H	5.1%	13.8%	35.6%	42.7%	2.8%
	England & Wales	4.7%	14.7%	35.7%	41.3%	3.5%
2021/22	CYC	3.3%	13.2%	33.3%	46.2%	4.1%
	Y&H	5.1%	13.8%	35.6%	42.7%	2.8%
	England & Wales	4.7%	14.7%	35.7%	41.3%	3.5%
2022/23 to Q2	CYC	3.6%	12.7%	33.0%	46.2%	4.4%
	Y&H	5.1%	13.8%	35.6%	42.7%	2.8%
	England & Wales	4.7%	14.7%	35.7%	41.3%	3.5%

2.4 Ethnicity

	2019/20		2020/21		2021/22		2022/23 Q2	
	White - British	BME	White - British	BME	White - British	BME	White - British	BME
City of York Council	95.0%	5.0%	93.8%	6.2%	93.7%	6.3%	93.4%	6.6%
Public Sector	89.9%	10.1%	89.9%	10.1%	89.9%	10.1%	89.9%	10.1%
Public Sector – Y&H	94.7%	5.3%	94.7%	5.3%	94.7%	5.3%	94.7%	5.3%
York	90.2%	9.8%	90.2%	9.8%	90.2%	9.8%	90.2%	9.8%
National	80.5%	19.5%	80.5%	19.5%	80.5%	19.5%	80.5%	19.5%

2.5 Disability

	2019/20		2020/21		2021/22		2022/23 to Q2	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	95.3%	4.7%	95.2%	4.8%	93.6%	6.4%	93.3%	6.7%
Public Sector	95.0%	5.0%	N/A	N/A	N/A	N/A	N/A	N/A
Public Sector – Y&H	96.3%	3.7%	N/A	N/A	N/A	N/A	N/A	N/A
York	85.0%	15.0%	85.0%	15.0%	85.0%	15.0%	85.0%	15.0%
National	82.0%	18.0%	82.0%	18.0%	82.0%	18.0%	82.0%	18.0%

2.6 Disability Type (of declared disability)

	2019/20	2020/21	2021/22	2022/23 to Q2
Learning disability	10.3%	10.8%	9.4%	13.9%
Long-standing illness	33.6%	33.3%	35.2%	31.4%
Mental illness	3.4%	3.3%	7.8%	10.2%
Physical	11.2%	10.0%	10.2%	8.8%
Sensory	5.2%	5.8%	7.8%	9.5%
Other	36.2%	36.7%	29.7%	26.3%

Note: The equalities data in these tables is based on staff information held by HR. Over 18% of staff have not provided information for Disability and Ethnicity, and over 30% for Religion or Sexual Orientation.

Staffing Matters & Urgency Committee

Draft Work Plan 2022-23

(updated 20th February 2023)

Date	Proposed Reports
20 th June 2022	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics as at 31st March 2022 3. Death in Service Update 4. Quarterly Retention Payments Update <i>(if any new applications 1st April to 30 June)</i> 5. Senior Recruitment Searches
7 th July 2022	<p>Extra Meeting Convened</p> <ol style="list-style-type: none"> 1. Appointment of the Director of Governance and Monitoring Officer
15 th August 2022	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Apprentice Update 3. Working as One Update (Hybrid working) 4. Work With York Agency Update 5. Appointment of Assistant Director of Adult Services
17 th October 2022	<p>Meeting cancelled – no substantive items</p> <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update <i>(if any new applications 1st July to 30 Sept)</i>
19 th December 2022	<p>Meeting cancelled – no substantive items</p> <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
20 th February 2023	<ol style="list-style-type: none"> 1. Death in Service Update 2. Redundancy, Retirement and Settlement Agreements 3. Workforce demographics as at November 2022 4. Quarterly Retention Payments Update <i>(if any new applications 1st Oct to 31st Dec)</i>
20 th March 2023	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update <i>(if any new applications 1st Jan to 31st March)</i>

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Staffing Matters and Urgency Committee**20 February 2023**

Report of the Head of Human Resources and Organisation
Development

Death in Service**Summary**

1. This report notifies the Committee of a recent death in service. The Committee are respectfully requested to take a moment to consider the valuable service that this employee has given to the Council and their sad passing.

Background

2. It is with sad news that we report the passing of the employee in *Annex A* whilst in service.

Council Plan

4. There are no implications associated with the Council plan.

Implications**Financial Implications**

5. Arrangements have been made to work with relevant family / next of kin contacts to ensure that pensions and any final salary details are paid.

Human Resources Implications

6. There are no specific HR implications. HR work with the relevant manager and lead on communications, provide and signpost support to teams and individuals who are impacted by the death of a colleague and liaise with the next of kin / family members to ensure pensions and other documentation are finalised.

Equalities and Legal Implications

7. There are no known equalities or legal issues.

Crime and Disorder, Information Technology and Property

- 8. There are no known crime and disorder, information and technology and property risks.

Risk Management

- 9. There are no specific risks for the Council.

Recommendation

- 10. Staffing Matters and Urgency Committee are invited to:
 - a. Note the sad news associated with the passing of the employees who have died in service.

Contact Details

Author:

Helen Whiting
Head of HR & OD
Human Resources

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

Report Approved **Date** 7/2/2023

Specialist Implications Officer(s):

Bryn Roberts - Director of Governance and Monitoring Officer

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

For further information please contact the author of the report

Annexes:

Annex A

Background Papers:

There are no background papers

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of the Local Government Act 1972.

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Staffing Matters and Urgency Committee**20 February 2023**

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 cases attached as confidential annexes to this report for noting.

Consultation

3. All 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 cases. The decisions as to whether 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	£0	£0
2	B	Flexible Retirement	N/A	£0	£0
3	C	Flexible Retirement – NHS Retire & Return	N/A	£0	£0
4	D	Compulsory Redundancy	£3,775.03	N/A	£3,775.03
5	E	Flexible Retirement	N/A	£0	£0

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: To provide an overview of expenditure.

Contact Details				
Author:		Chief Officer Responsible for the report:		
Helen Whiting Head of HR Human Resources		Ian Floyd Chief Operating Officer		
		Report Approved	✓	Date 09/02/2022
Specialist Implications Officer(s):				
Wards Affected: <i>List wards or tick box to indicate all</i>				All X
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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