



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 March 2023
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices
(G039)

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:

Annex A to Agenda Item 8 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 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 20 February 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 March 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 5 - 8)

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 Profile at Q4 (estimated) (Pages 9 - 20)

This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, estimated for quarter 4 year-end with information available at report writing.

7. Quarterly Retention Payments Update (Pages 21 - 24)

This report is for information and advises the Staffing Matters and Urgency Committee of retention payments approved and processed for payment.

8. Redundancy, Retirement and Settlement Agreements (Pages 25 - 30)

This report advises Staffing Matters and Urgency Committee of the expenditure and council activity on settlement agreements and the inclusion of a non-disclosure clause in accordance with council policy.

9. Urgent Business

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

Democracy Officer

Robert Flintoft

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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	20 February 2023
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and Douglas
In Attendance	Ian Cunningham (Head of Business Intelligence) Helen Whiting (Head of Human Resources and Organisational Development)

28. Declarations of Interest [17.31]

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.

29. Exclusion of Press and Public [17.31]

Resolved: That the press and public be excluded from the meeting during the consideration of Annex 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).

30. Minutes [17.31]

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 15 August 2022 be approved and then signed by the Chair as a correct record.

31. Public Participation [17.33]

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

32. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies [17.34]

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:

Health and Wellbeing Board

To replace 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.

Standing Advisory Council for Religious Education

To appoint Sue Bland, Headteacher at St Oswalds Primary School to the vacant Group B position.

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.

33. Workforce demographics as at November 2022 [17:34]

Members considered a report that provided an update on the workforce profile as at quarter 2. Annex 1 of the report gave a full overview of key performance indicators directly linked to the Council's workforce. The Head of Human Resources and Organisational Development outlined the report, noting the decrease in the number of agency staff and absence levels.

In response to a question from a Member regarding what measures were in place to reduce costs for agency staff in Place Directorate, the Head of Human Resources and Organisational Development explained that the council was trying to get the overall number of contract staff down. She noted that not all of the contract staff were FTE and that a number of placements were funded. She added that refuse collectors had been employed in November 2022 and had become CYC employees. The Head of Business Intelligence noted that a number of WWY posts in the directorate were for specific smaller independent tasks, for examples cycle trainers. He added that additional work had been undertaken regarding vacancies in Place Directorate to make the posts more attractive. He was asked and confirmed that appointments were on comparable wages as employees from day one. Members then;

Resolved: That the quarter 2 workforce profile be noted.

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

34. Work Plan [17.44]

The Committee considered their current work plan and made no changes to it.

Resolved: That the work plan be noted.

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

35. Death in Service Update [17.44]

Members considered a report which advised the Committee of a recent death in service. The Committee respectfully considered the valuable service that the employee had given to the Council and their sad passing.

Resolved: That the sad news associated with the passing of the employees who have died in service be noted.

Note: The above item was considered in private.

36. Redundancy, Retirement and Settlement Agreements [17.46]

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

Cllr K Aspden, Chair

[The meeting started at 5.30pm and finished at 5.52pm].

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Staffing Matters and Urgency Committee**20 March 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 2021/22 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:

SACRE (Standing Advisory Council on Religious Education)

Kirsty Wordsworth representing The Church of England Group on the SACRE Committee is stepping down from the Committee. The Staffing Matters and Urgency Committee is being asked to confirm the appointment of Joseph Hepplestone to replace Kirsty Wordsworth as a committee B member representing The Church of England Group.

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

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Bryn Roberts
Director of Governance and Monitoring
Officer
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Report

Date

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 March 2023**

Report of the Head of Human Resources and Organisational Development

Workforce Profile at Q4 (estimated)**Summary**

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, estimated for quarter 4 year-end with information available at report writing.

Background

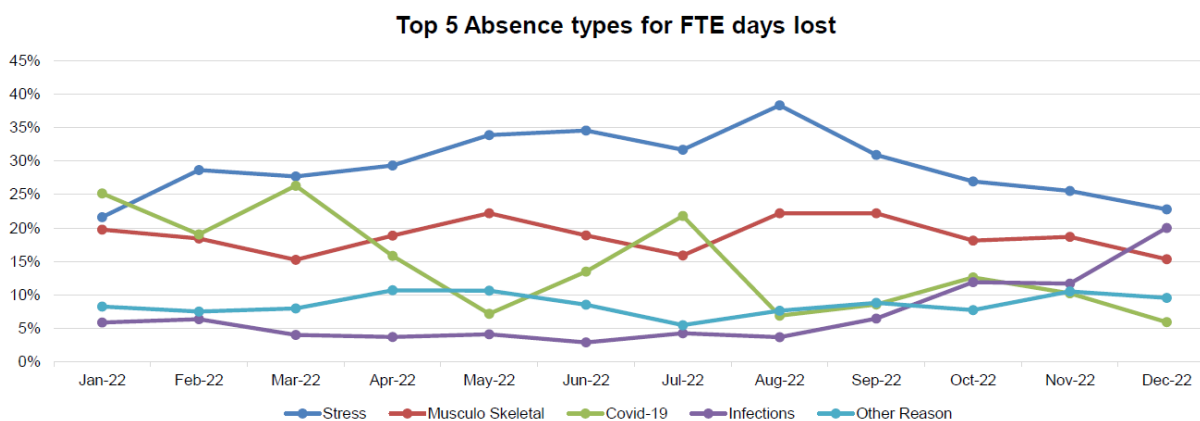
2. The data provided in this report is already available throughout the Council.
3. The workforce data provided through the performance framework, is shared with Scrutiny committees, and discussed at both Corporate Management Team and Directorate Management Teams.

Analysis

4. **Annex 1** gives a full overview of key performance indicators directly linked to the Council's workforce. Data is currently only available to the either the end or middle of February, and therefore with the date of the meeting, and the end of the current cycle, has been estimated for year end.
5. Comparing the year-end position to the 2021/2022 positions, headcount and FTE have increased slightly mainly due to some agency staff joining the organisation. There has been a small decrease in the numbers of leavers, and this has meant that the organisation turnover is lower than last year, although still higher than historic levels.
6. 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

opportunities further afield that were not formally considered. This is a trend across the region and nationally.

7. Work with York (WWY) assignments have continued to be used, these are directly associated with recruitment pressures across all directorates. At the Q4 position, figures are now significantly lower in all categories than the same period last year, and with greater controls on usage and end dates likely to reduce further
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 are predicted to be lower than outturns at Q1 and Q2 but are still higher than previous years. The higher level of sickness compared to pre-pandemic years 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. There are still a number of cases of Covid sickness cases within the workforce, but numbers are relatively low.
10. Information on types of absence was discussed at the last committee, and the graph below shows that “stress”, “musculo-skeletal” and “infections” are the greatest contributors to sickness in the Council. These splits in types of sickness are comparable to levels seen pre-2000. 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.



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 can 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 slightly increased 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 on 1st February 2023 and we'll be using these 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 Floyd Chief Operating Officer		
Ian Cunningham Head of BI Ext 5749	Report Approved		Date
	Yes		9/3/2023
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 4 (Estimated)

Business Intelligence Hub

CYC Workforce Profile Estimated 2022/23

Date Produced: 08/03/2023

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1. Key Performance Indicators

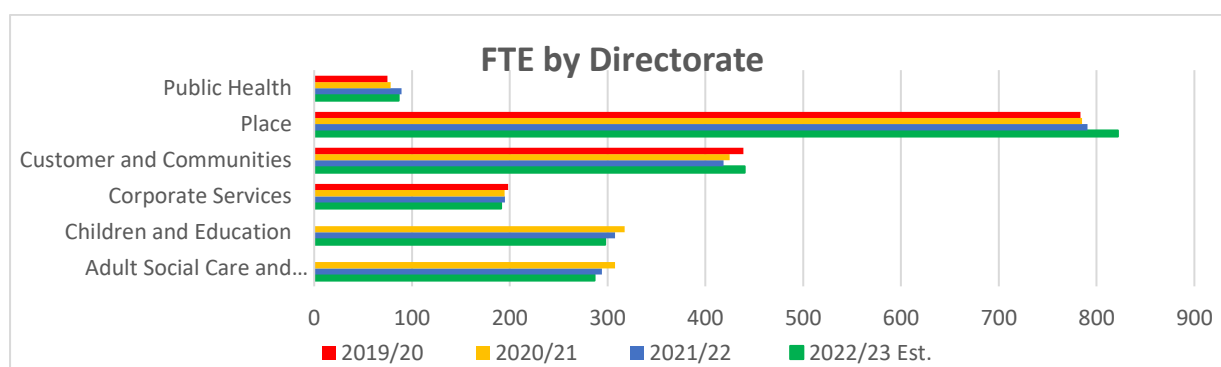
Below are tables containing details of KPI figures for 2019/20, 2020/21, 2021/22 and estimated year end 2022/23 figures as at 8th March 2023 when this report was produced. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data 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 Est.
City of York Council (exc. schools)	2590	2552	2500	2529
Adult Social Care and Integration	N/A	386	358	347
Children and Education	N/A	394	389	362
Corporate Services	218	214	212	207
Customer and Communities	613	594	576	608
Place	865	862	865	900
Public Health	96	100	109	105

1.2 Staff FTE's

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	2144.4	2116.9	2095.6	2124.7
Adult Social Care and Integration	N/A	307.6	294.2	286.7
Children and Education	N/A	317.3	307.7	297.5
Corporate Services	198.3	194.8	194.9	191.1
Customer and Communities	438.9	424.7	418.6	440.1
Place	783.4	785.1	790.7	821.9
Public Health	74.8	78.1	89.4	86.4



1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	11.6	8.8	11.8	12.8
Adult Social Care and Integration	N/A	18.3	16.0	20.5
Children and Education	N/A	7.1	12.1	16.4
Corporate Services	7.8	4.9	6.6	5.8
Customer and Communities	14.8	5.6	6.9	7.0
Place	7.6	8.8	14.2	13.4
Public Health	7.0	6.5	8.3	9.7
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 Est.
City of York Council (exc. schools)	325	194	365	395
Adult Social Care and Integration	N/A	15	88	63
Children and Education	N/A	59	65	70
Corporate Services	27	15	25	23
Customer and Communities	80	38	68	107
Place	107	53	94	123
Public Health	8	14	24	9

1.5 Number of Leavers

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	290	267	385	359
Adult Social Care and Integration	N/A	75	84	67
Children and Education	N/A	46	74	72
Corporate Services	25	22	30	25
Customer and Communities	69	51	81	99
Place	79	61	92	87
Public Health	1	12	22	9

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2019/20	2020/21	2021/22	2022/23 Est.
Died in Service	1-2%	1-2%	<1%	1-2%
Dismissal - end of contract	4%	7%	3%	1-2%
Dismissal - lack of capability	2%	1&%	1-2%	1-2%
Dismissal - misconduct	1-2%	1-2%	<1%	<1%
Dismissal - probationary period	0%	<1%	0%	<1%
Not known	2%	3%	3%	<1%
Redundancy	3%	1-2%	4%	2%
Resignation	66%	50%	68%	73%
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%	1-2%

1.7 Total Turnover % (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	11.3%	10.7%	15.4%	14.3%
Adult Social Care and Integration	N/A	19.6%	23.2%	19.1%
Children and Education	N/A	13.4	18.5%	19.5%
Corporate Services	11.5%	10.2%	14.3%	12.1%
Customer and Communities	11.4%	8.4%	14.0%	16.2%
Place	9.4%	7.0%	10.7%	9.9%
Public Health	2.7%	12.3%	21.4%	8.5%
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 through resignation.

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	198	138	259	261
Adult Social Care and Integration	N/A	20	51	53
Children and Education	N/A	32	53	58
Corporate Services	17	13	21	16
Customer and Communities	53	35	60	73
Place	44	34	59	53
Public Health	1	4	15	8

1.9 Voluntary Turnover % (rolling 12 months)

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	7.7%	5.6%	10.4%	10.4%
Adult Social Care and Integration	N/A	5.6%	14.1%	15.2%
Children and Education	N/A	9.0%	13.5%	15.7%
Corporate Services	7.8%	6.0%	10.0%	7.4%
Customer and Communities	8.7%	5.8%	10.4%	12.0%
Place	5.2%	3.9%	6.7%	6.1%
Public Health	2.7%	4.1%	14.6%	7.6%

1.10 Work With York YTD – Total Assignments

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	1082	986	996	673
Adult Social Care and Integration	N/A	159	117	133
Children and Education	N/A	186	165	137
Corporate Services	67	24	64	18
Customer and Communities	134	69	71	90
Place	412	335	330	294
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 Est.
City of York Council (exc. schools)	111	110	126	81
Adult Social Care and Integration	N/A	12	14	14
Children and Education	N/A	24	22	11
Corporate Services	0	2	1	0
Customer and Communities	8	10	8	8
Place	47	62	57	47
Public Health	0	0	24	1

1.12 Work with York – Current Assignments

Directorate	2019/20	2020/21	2021/22	2022/23 Est.
City of York Council (exc. schools)	423	434	486	257
Adult Social Care and Integration	79	39	66	65
Children and Education	100	68	84	50
Corporate Services	14	5	14	2
Customer and Communities	49	25	43	29
Place	179	142	198	109
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 Est.	
	Male	Female	Male	Female	Male	Female	Male	Female
City of York Council	36.4%	63.6%	37.8%	62.3%	38.0%	62.0%	37.9%	62.1%
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 Est.
Heterosexual	96.6%	96.2%	95.6%	95.2%
Non-Heterosexual	3.4%	3.8%	4.4%	4.8%

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 Est.	CYC	3.3%	13.2%	33.4%	45.8%	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 Est.	
	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%	93.5%	6.5%
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 Est.	
	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%	92.8%	7.2%
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 Est.
Learning disability	10.3%	10.8%	9.4%	13.1%
Long-standing illness	33.6%	33.3%	35.2%	31.7%
Mental illness	3.4%	3.3%	7.8%	11.0%
Physical	11.2%	10.0%	10.2%	7.6%
Sensory	5.2%	5.8%	7.8%	8.3%
Other	36.2%	36.7%	29.7%	28.3%

Note: The equalities data in these tables is based on staff information held by HR. Over 19% of staff have not provided information for Disability and Ethnicity, and over 32% for Sexual Orientation.



Staffing Matters and Urgency Committee

20 March 2023

Report of the Head of HR and Organisation Development

Retention Payments

Summary

1. This report is for information and advises the Staffing Matters and Urgency Committee of retention payments approved and processed for payment.

Background

2. It was agreed in September 2021 that quarterly reporting of the number of retention payments would be provided following the approval of the Retention Payment Protocol.
3. It was agreed that these would be presented to the Committee on a rolling basis each March, June, September, and December.
4. Details will be added to the Committee's Work Plan to include reference to these reports. Where there is a nil return / no retention payment, a report will not be submitted.
5. Since December 22, there has been two applications covering 120 employees. The applications have been assessed and approved by Management and the Trade Unions as part of the Pay Board. Payments are for a 12-month period unless stated otherwise. The following payments were approved in December 22 and February 2023;

Grade of post	Number of job holders	Effective date
9*	38	01/03/2023
*payments to this group was approved for a 9 month retention period, in February 2023.		
8**	4	31/01/2023
7	1	
6	25	
4	52	
** Payment to this group approved in December 2022 for a one-off payment		

Council Plan

6. Whilst retention payments are not material to the Council Plan, they are consistent with the required outcomes of the Organisation Development Plan of maintaining a skilled and experienced workforce to deliver Council Services.

Implications

7. The business cases for each of the retention payments have been assessed and implications have been considered prior to the approval by the Pay Board.

Financial Implications

8. The Departmental Financial Manager signs off financial implications for each business case prior to the application being presented to the Pay Board for full consideration and approval. Costs are met by the individual service area.

Equalities Implications

9. There are potential equalities implications in the application of any retention payment, but these are addressed via risk management. The risks are assessed to ensure that the payments are proportionate and reviewed in line with the agreed retention payment protocol.

Legal Implications

10. Individual legal risks are highlighted as part of any application and managed as part of risk management.

Crime and Disorder, Information Technology and Property

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

Risk Management

12. Each application has been assessed against the criteria identified in the Retention Policy. The risks of not applying a retention payment to the cases identified will impact on the Council retaining employee skills and experience which will directly impact on the delivery of Council Services.

Recommendation

13. Staffing Matters and Urgency Committee are invited to:

a. Note the number of retention payments made in the last quarter

Reason: In order to provide an overview of the number of payments made.

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

6 March
2023

Specialist Implications Officer(s):

None

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

All

For further information please contact the author of the report

Background Papers:

Emergency Retention Protocol 20 September 2022

<https://democracy.york.gov.uk/documents/s152173/Emergency%20Retention%20Protocol%20Report.pdf>

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Staffing Matters & Urgency Committee**20 March 2023**

Report of the Chief Operating Officer

Settlement Agreements and Non-Disclosure Clause**Summary**

1. This report advises Staffing Matters and Urgency Committee of the expenditure and council activity on settlement agreements and the inclusion of a non-disclosure clause in accordance with council policy.

Background

2. The background and detail surrounding the settlement agreement is contained in the individual business case attached as a confidential **Annex** to this report.

Consultation

3. The proposed settlement agreement has been subject to set conditions to make it a legally binding contract, used to end the employment relationship on agreed terms.

Options

4. The Committee is noting the payments made in accordance with the settlement agreement process as agreed by SMUC and Audit & Governance. The appropriate Executive member has been party to the parameters on which the settlement agreement has been based. The decision as to whether or not to end an employment relationship on agreed terms sits with the Chief Operating Officer or Officers nominated by him.

Analysis

5. The analysis of the proposal can be found in the respective business case in the confidential **Annex A**.

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 Organisational Development Plan.

Implications

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

Risk Management

8. The specific risks associated with the proposal and how it has been mitigated is contained in the 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 the proposed ending of an employment contract on agreed terms by a settlement agreement detailed in the annexes.

Reason: In order to provide an overview of the 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 06/03/2023
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

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

Document is Restricted

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