

Meeting	Staffing Matters & Urgency Committee
Date	20 January 2020
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and D Myers

51. Declarations of Interest

At this point in the meeting, Members were asked to declare if they had any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda.

At a later stage in the meeting, during consideration of Agenda Item 6 (Appointment of Sub-Committee for Appointment of Assistant Director of Housing and Community Safety), Cllr D'Agorne declared a prejudicial interest in that his partner would be a panel member and he abstained from the discussion.

There were no further declarations of interest.

52. Exclusion of Press and Public

Resolved:

- (i) That the press and public be excluded from the meeting during the consideration of Annex A and B to Agenda Item 9, (Redundancy) on the grounds that they contained information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under Paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).
- (ii) At a later stage in the meeting Members agreed that the press and public be excluded from the meeting during the consideration of Agenda Item 6, (Appointment of Sub-Committee for

Appointment of Assistant Director Housing and Community Safety) on the grounds that the discussion regarding the recruitment of an agency to support the Sub-Committee contained exempt Information as described in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that information relating to the financial or business affairs of any particular person (including the authority holding that information).

53. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 9 December 2019 be approved and then signed by the Chair as a correct record.

54. 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, a local resident, raised concerns with the Chief Officer recruitment process, (Agenda Item 6, Annex C of the report) and she also thanked Officers for including the workforce profile as an agenda item. She suggested that the forward plan should include:

- An update on the current position of all staff who were employed through an agency, consultants, Work With York or on interim arrangements, particularly staff that had been working under these conditions for over 12 months.
- A report that highlighted City of York Council's recruitment model, as jobs advertised were very rarely seen on social media, particularly twitter.

She concluded by questioning if a report to monitor the sickness absence consultancy process would be provided bi-annually?

55. Interim cover for the Chief Executive

Further to the original decision Staffing Matters and Urgency Committee made in August 2019 and further consideration in October 2019, Members considered a report that provided an

update and recommendations on the continued provision to cover the Head of Paid Service duties in the ongoing absence of the Chief Executive.

The Head of HR gave an update and confirmed that should the Chief Executive return to work the interim arrangements would cease with immediate effect or be reviewed again in April 2020, if the Chief Executive remained absent.

Resolved:

- (i) That Option 1, as detailed in the report, be agreed and arrangements with the current interim be continued.
- (ii) That the additional supplements for Interim Head of Paid Service and Section 151 Officer, as detailed in Option 1 of the report, be paid.
- (iii) That all interim arrangements would cease with immediate effect upon the return of the Chief Executive, be noted.
- (iv) That the interim arrangements in April, if the Chief Executive remains absent, be reviewed.

Reason: To provide suitable cover in the absence of the Chief Executive.

56. Appointment of Sub-Committee for appointment of Assistant Director Housing and Community Safety

Cllr D'Agorne abstained from the discussion for this item.

Following the resignation of the current post holder Members considered a report that made proposals to permanently recruit to the post of Assistant Director of Housing and Community Safety.

The Corporate Director of Health, Housing and Adult Social Care was in attendance and she informed Members that this Chief Officer appointment required an executive search facility and the establishment of an Appointments Sub-Committee, to enable them to conduct the recruitment process, select and appoint a candidate.

In answer to Members questions the Head of HR confirmed that the Appointments Sub-Committee generally enlisted which recruitment agency should support them but that this Committee could consider the perimeters of the budget and agree an agency to recruit. It was agreed that this discussion would take place under exclusion of press and public and be considered as exempt Information as described in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that the information relates to the financial or business affairs of any particular person (including the authority holding that information).

The Chair confirmed that 2 Liberal Democratic and 1 Labour representatives should form the panel and not a member from each main party as stated in recommendation (i) of the report. The Chair also confirmed that one Liberal Democratic place would be nominated to the Green Party to allow Cllr Craghill, as Executive Member for Housing and Safer Neighbourhoods, to Chair the Appointments Sub-Committee.

Resolved:

- (i) That the filling of this post and remuneration package for the Assistant Director posts at a job evaluated salary of £71,521 to £79,459 be approved.
- (ii) That an Appointments Sub-Committee consisting of three members, (2 Liberal Democrat (1 to be nominated to the Green Party) and 1 Labour) be established.
- (iii) That the Appointments Sub-Committee consists of Cllrs Waller, Craghill and Pavlovic and that the Executive Member for Housing and Safer Neighbourhoods (Cllr Craghill) acts as Chair.
- (iv) That a recruitment agency be engaged, subject to the agreement of Staffing Matters and Urgency Committee, to support the Appointments Sub-Committee with the recruitment and selection process.

- (v) That the Appointments Sub-Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures

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

57. Workforce Profile as at 30 September 2019

The Committee considered a report that provided the workforce profile, as at the end of quarter two of 2019/2020.

The Head of HR and Head of Business Intelligence presented the report and informed Members of the key performance indicators and it was noted that this data would be provided to the Committee bi-annually.

Members discussed the statistics in relation to reasons for leaving, sickness days and Work With York total and long term assignments, where Officers confirmed that the next Workforce Profile could also include the following narratives:

- Further statistical data regarding the TUPE transfer out figure that was reported as a reason for leaving in 2017/18.
- Further data analysis and comparator data around age, and sickness absence, including the continued ongoing work across the Council and from the external contract that provided the new day one absence service.
- Long term Work With York assignments data and the Council's ongoing response to reduce the numbers.

Following discussions, Officers stated that the Customer & Corporate Services Scrutiny Management Committee received a quarterly attendance and wellbeing dataset update and in answer to Members questions they confirmed that:

- Work With York total and long term assignment figures did include casual staff.
- Advice would be sourced from the Monitoring Officer and from the Council's Constitution, which was

currently under review, regarding this Committees terms of reference.

- Constructive conversations would take place with employees to encourage more equalities data to be provided.

Members thanked Officers for their report.

Resolved:

- (i) That the workforce profile be noted, received on a bi-annual basis and updated to include the narratives stated above.
- (ii) That advice be obtained from the Monitoring Officer regarding referrals to Customer & Corporate Services Scrutiny Management Committee and this Committees terms of reference, subject to the Council's Constitution review.

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

58. Work Plan

The Committee considered its draft work plan for the municipal year 2019/20.

Resolved: That the work plan be approved.

Reason: To keep the Committee's work plan updated.

59. Redundancy

Members considered a report which detailed the expenditure associated with the proposed dismissal of three employees on the grounds of redundancy.

The background and detailed case surrounding the proposals were contained in the individual business cases, attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed dismissal of three employees on the grounds of

redundancy, as detailed in Annexes A and B of the report, be noted.

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

Cllr Aspden, Chair

[The meeting started at 5.30pm and finished at 6.20pm].

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