



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Gillies (Chair), Aspden (Vice-Chair) and Looker
- Date:** Thursday, 11 October 2018
- Time:** 2.00 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

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 the following:

Annex A to Agenda Item 7 on the grounds that it contains information relating to individuals and information which is likely to reveal the identity of an individual. This information is classed as exempt under paragraphs 1 and 2 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 last meeting of the Staffing Matters & Urgency Committee held on 3 September 2018.

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 on **Wednesday 10 October 2018 at 5.00pm**. Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please contact the Democracy Officers for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

Please note that, subject to available resources, this meeting will be filmed and webcast, or recorded, including any registered public speakers who have given their permission. This broadcast can be viewed at <http://www.york.gov.uk/webcasts>. or, if recorded, this will be uploaded onto the Council website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officers (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at http://www.york.gov.uk/download/downloads/id/11406/protocol_film_or_webcasting_film_and_recording_of_council_meetings_20160809.pdf

5. Interim arrangements for the cover of the Assistant Director of Adult Social Care (Pages 7 - 22)

This report seeks approval to allow the Interim Corporate Director of Health, Housing and Adult Social Care to progress recruitment for an interim Assistant Director, Adult Social Care without the need for an appointments sub-committee.

6. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies (Pages 23 - 26)

This report seeks approval for amendments to regional local authority and other bodies as detailed in the report.

7. To agree to formal consultation for changes to the Council's Operating Model and the restructure of Customer and Corporate Services (Pages 27 - 30)

Staffing Matters and Urgency Committee are requested to agree that the Chief Executive commences with formal consultation on options for key changes to the Council's operating model and a refocusing of the Customer and Corporate Services (CCS) of the Council.

8. Urgent Business

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

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy Officers named above).

For more information about any of the following please contact the Democratic Services Officers 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 & Urgency Committee
Date	3 September 2018
Present	Councillors Gillies (Chair), S Barnes (Substitute for Councillor Looker) and Fenton (Substitute for Councillor Aspden)
Apologies	Councillors Aspden and Looker

20. Declarations of Interest

At this point in the meeting, Members were asked to declare if they had any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. None were declared.

21. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Items 7, 8 and 9 on the grounds that they contained information relating to individuals and the financial affairs of particular persons. This information was classed as exempt under Paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

22. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 6 August be approved and then signed by the Chair as a correct record.

23. Public Participation

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

24. Interim Arrangements for the Cover of the Assistant Director, Education and Skills

Members considered a report seeking formal approval for the Corporate Director of Children's Services, Education and Communities to progress interim arrangements to cover the post of Assistant Director, Education and Skills without the need for an Appointments Sub-Committee, in line with the Council's Constitution.

The Corporate Director of Children's Services, Education and Communities and Head of HR attended the meeting to present the report,

In response to Member questions they stated:

- A firm decision was yet to be made on the way this position would be filled, be that with one interim Assistant Director or with several people covering aspects of the role. If Members were minded to approve the recommendation in the report it would allow the Corporate Director of Children's Services, Education and Communities to progress with the most suitable arrangement;
- The decision as to whether or not to convene an Appointments Sub-Committee was taken on a case by case basis. In this case as this was an interim appointment, to replace someone in another interim role, it was considered a particularly time sensitive; and
- Any decision taken would be communicated to Members via the relevant Portfolio Holder and this Committee.

Resolved: That Members approve the Corporate Director of Children's Services, Education and Communities proceeding to backfill the role of Assistant Director - Education and Skills, with current CYC Officers, on a temporary basis, without the need for an appointment sub committee (in line with para3.1 of section 4d of the constitution).

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role required to deliver the Council's statutory responsibilities.

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

Members noted that at the Annual Council meeting on 24 May 2018, appointments were made to committees, sub-committees and other bodies for the 2018/19 municipal year and that it was now necessary to make changes, to the membership of committees and other bodies.

Members agreed that Staffing Matters & Urgency Committee had the authority to deal with any changes or appointments to committees and other bodies, and they noted the following changes:

West Yorkshire Combined Authority- Overview and Scrutiny Committee

- Cllr Jenny Brooks to be appointed as the Conservative Substitute.
- Cllr Michael Pavlovic to replace Cllr Fiona Derbyshire as the Labour Substitute.
- Cllr Ann Reid to be appointed as the Liberal Democrat Substitute.

West Yorkshire Combined Authority Inclusive Growth and Public Policy Panel

- Councillor Keith Aspden to become the council's representative on the WYCA Inclusive Growth and Public Policy Panel.

York Museums Trust

- Cllr Ashley Mason to replace Cllr Ian Cuthbertson.

Transport for the North (TfN) Scrutiny Committee

- To appoint Councillor Peter Dew as a substitute.

Resolved: That the above changes to committees and other bodies be agreed.

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

26. Redundancy

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

The background and detailed case surrounding the proposal was contained in the individual business case, attached as a confidential annex to the report.

Resolved: That the expenditure associated with the proposed dismissal of an employee on the grounds of redundancy, as detailed in Annexes A of the report, be noted.

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

27. Pension or Exit Discretion

Members considered a report which detailed expenditure associated with pension or exit discretions in accordance with Council policy.

Members considered the background and detail surrounding the proposals, which were contained in the business cases attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed pension or exit discretions, as detailed in Annexes A and B of the report, be considered and approved.

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

28. Urgent Business

Resolved: That agenda item 9a be considered as an urgent item.

Reason: In order that the Council could appoint to the Interim Corporate Director for Health Housing and Adults Social Care without delay.

28a) Appointment of the Interim Corporate Director for Health, Housing and Adult Social Care

Members were informed that, in accordance with section 100B(4)(b) of the 1972 Local Government Act, the Chair had agreed for the Committee to consider this report under urgent provisions in order that Executive can proceed with this appointment.

The report asked that, following the appointments sub-committee that sat on Friday 31 August to appoint to the post of Interim Corporate Director for Health Housing and Adults Social Care, Members ratify the sub-committee recommendation before Executive is asked to approve.

Resolved:

1. That Members approve the recommendation of the sub-committee.
2. That Members agree to progress to Executive approval.

Reason: To progress this appointment and reduce risks highlighted in the report in relation to this critical role, required to deliver the Council's statutory responsibilities.

Councillor Gillies, Chair

[The meeting started at 5.30 pm and finished at 5.40 pm].

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Staffing Matters and Urgency Committee**11 October 2018**

Report of the Interim Corporate Director of Health Housing and Adult Social Care

Interim arrangements for the cover of the Assistant Director of Adult Social Care**Summary**

1. Approval is sought to allow the Interim Corporate Director of Health, Housing and Adult Social Care to progress recruitment for an interim Assistant Director, Adult Social Care without the need for an appointments sub-committee. This request is made in line with the council's constitution and the decision made at Staffing Matters and Urgency on 3 September 2018.

Background

2. Michael Melvin, Assistant Director for Adult Social Care was appointed as interim Corporate Director for Health, Housing and Adult Social Care by a member appointments sub committee on 31 August 2018. Whilst the appointments sub committee is holding interviews for a permanent replacement on 5 October 2018 it is unlikely that a permanent replacement will be in post before the New Year.
3. Approval is therefore being sought to backfill the Assistant Director post, through either a secondment or a combination of acting up arrangements from amongst the council's existing employees.
4. The current role of Assistant Director of Adult Social Care provides senior management and leadership for the following adult social care service areas:

Assessment and care management; Safeguarding, Mental Health and Learning Disabilities Provision and Provider services.
5. The constitution, section 4D para 3.1 states that "This standing order applies to the appointment of all Chief Officer posts including temporary appointments. It does not apply, however where it is purposed that the appointment be made exclusively from amongst the council's existing officers".

6. Agreement is also sought from Staffing Matters and Urgency Committee to agree that the interim Corporate Director of HHASC can progress with the interim arrangements for filling this post without the need for an appointments sub committee.
7. The interim Corporate Director will communicate with members of SMU and portfolio lead with his proposal. Normal recruitment process / assessment will take place as applicable and in line with HR advice

Consultation

8. Consultation has taken place with the Chief Executive, Council Management Team Portfolio Lead member and the Leader of the Council.

Options/Analysis

9. The alternative is to require an appointment sub-committee to carry out the recruitment.

Council Plan

10. Making an appointment to this post will contribute to the delivery of the Council Plan and its priorities.

Implications

11. The following implications have been considered.

Financial - The temporary appointment will be made to the current salary band which is £70,119.00 to £77,901.00

Equalities - The post will be recruited to in accordance with the Councils Recruitment policy.

Human Resources- The job description for the position of Assistant Director – Adult Social Care is subject to the Council's established job evaluation mechanism and the grade confirmed for the position.

Crime and Disorder – There are no crime and disorder implications

Information Technology (IT) – There are no IT implications

Property – There are no property implications

Other – There are no other implications

Risk Management

12. Appointing to this post, on an interim basis, until the secondment of the substantive post holder comes to an end will ensure the council can fulfil its duties in Adult Social Care. This will ensure momentum in delivery of the priorities of the Council Plan.

Recommendations

13. Staffing Matters and Urgency Committee is asked to:

Approve that the Interim Corporate Director can progress the backfilling of the Assistant Director Adult Social Care, from amongst current Officers, on a temporary basis without the need for an appointment sub committee, in line with para 3.1 of section 4d of the constitution.

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role.

Contact Details

Author:

Trudy Forster
Head of
Human Resources
01904 553984

Kay Crabtree
HR Manager (Performance
and Change)
01904 554218

Chief Officer Responsible for the report:

Michael Melvin, Interim Corporate
Director of Health Housing and Adult
Social Care

Report Date
Approved 26/9/18

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes:

- A Chief Officer Recruitment Protocol
- B Role Profile
- C Conditions of Service – Interim Assistant Director of Adults Social Care

Abbreviations:

HHASC - Health, Housing and Adult Social Care

SMU - Staffing Matters and Urgency

Chief Officer* Recruitment Process - Officer / Members decisions

* A Chief Officer is defined as an officer who is employed under the Joint Negotiating Committee for Chief Officers of Local Authorities Terms & Conditions.

Key Recruitment & Selection decision stages	Officer Decision / Member Decision
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director
2. Establish a new temporary or permanent Chief Officer post	Member decision
3. Develop and agree Job description & Person Specification	Officer decision
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure
5. Agree recruitment budget	Officers decision subject to budgetary provision
6. Commence recruitment activity	Officer proposal subject to Member decision
7. Establish Appointments Committee	Officer proposal subject to Member decision
8. Confirm method to source applicants i.e. advert, use of search / consultancy services	Appointments Committee subject to proposal from Officers (Chief Executive or Director and Head of Human Resources or nominated substitute). Proposal to include recommendation on advertising media and a recommendation to use external recruitment consultants or run in-house and if so, what services to use. Options include search, response handling, technical assessment, long-listing, shortlisting, support at final stage or a combination

	<p>therein. Criteria to be considered are:</p> <ul style="list-style-type: none"> i. Grade and salary in relation to the market; ii. Current employment market situation; iii. Design of post and likelihood of direct skills match; iv. Technical expertise being sought; v. Ability to conduct technical assessment in-house; vi. CYC capacity to handle in-house.
9. Long-list applicants	Officer decision in accordance with job description and person specification
10. Interview long listed applicants / conduct selection tests / assessment centre	Officer panel or recruitment consultant
11. Short list applicants	Officer decision in accordance with job description and person specification
12. Informal reception event(s) for short listed candidates (not part of the recruitment process)	Officer decision in consultation with Appointments Committee to determine invitees
13. Final selection process	Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and recruitment consultants (if appropriate)
14. Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
15. Agree appointment	Appointments Committee subject to Standing Orders (objections from the Executive)



ASSISTANT DIRECTOR ROLE PROFILE

JOB TITLE: Assistant Director – Adult Social Care

DIRECTORATE: HEALTH HOUSING AND ADULT SOCIAL CARE

REPORTS TO: Corporate Director of Health Housing and Adult Social Care

DATE: September 2018

1 PURPOSE OF YOUR JOB

To provide strategic leadership and performance delivery within a City of York portfolio

2. DIMENSIONS

Revenue Budget

Gross Expenditure: £71.8m

Income £25.8m

Net Budget £46.0m

Capital Budget £10.1m

People C 300 FTE

Premises as per portfolio

Equipment as per portfolio

Projects as per portfolio

2 PRINCIPAL ACCOUNTABILITIES

Strategic

- As a member of the Council Leadership Group, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the Directorate and the whole organisation meets the needs of the current administration

- Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.
- Leads the formulation and application of strategy for the portfolio within the context of the overall CYC Council plan
- Ensures that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio
- Makes decisions critical to the organisation's success in respect of the wider City of York agenda and the specific portfolio responsibility
- Takes lead responsibility for seeking opportunities to develop the revenue of CYC through partnerships, new ventures and delivers activity that grows revenue and minimises cost without detriment to services

Business operations

- Leads and ensures the delivery of the operational activity within the relevant portfolio
- Ensures a quality, cost effective portfolio performance
- Accountable for the financial performance across the portfolio
- Takes lead responsibility for the effective utilisation of resources, e.g. financial, people, premises (where applicable), electronic, and hardware, identifying efficiencies and savings where appropriate without detriment impact on service and performance
- Identifies income generation opportunities for CYC and works with the right people and organisations to realise

Partnership

- Identifies key stakeholders and develops an engagement plan that ensures that CYC is engaging appropriately to deliver improved partnerships and, consequently, service outcomes

- Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable
- Leads the development and sustainability of collaborative working arrangements internally within CYC and with partner organisations and where appropriate commissioning, to agree strategic priorities and ensure integrated and cost effective service design and provision.
- Develop and maintain positive and effective working relationships with elected Members of the Council to ensure effective communication, engagement and leadership of the Council.
- Builds robust cross service relationships and plans that ensure a “One York” service delivery

People Leadership and Management

- Ensures that all members of the portfolio team are aware of the requirements of their role and how that contributes to the success of CYC and how it benefits the residents of CYC
- Takes personal responsibility for identifying and nurturing talent from across the whole organisation and at every level within the organisation and ensures that people with potential are pro-actively supported to deploy their talent and progress to the benefit of CYC
- Leads individuals and teams through change, ensuring that service is protected and people are actively engaged in the seeking of, developing of and delivering of change initiatives which add value to CYC performance and service
- Ensures that each member of the team have clear annual targets and have the resources available to deliver
- Ensures the performance management of the team and individuals within it are effectively and continuously managed and that underperformance is dealt with positively and robustly

- Ensures that all people resources add value to the organisation and the City and that structures are clear, efficient and well targeted

Programme and Project Management

- Is responsible for sponsoring and delivering complex programmes of work that improve performance of CYC and delivers exceptional service to residents and partners
- Takes lead responsibility for identifying, sponsoring and ensuring the delivery of performance improvement projects
- Accountable for ensuring project delivers sustainable results for the benefit of the organisation and the City of York

Equality and Diversity

- Takes lead responsibility for equality, diversity and fairness issues
- Takes personal responsibility for ensuring that all services, employees and service users are treated with dignity and respect
- Ensures that the service portfolio is inclusive for all users and is flexible to meet the diverse needs of service users

3 KNOWLEDGE SKILLS AND EXPERIENCE

Knowledge

- Knowledge and understanding of local government
- A degree level qualification and/or professional managerial qualification (such as DiPSW or equivalent) or equivalent;
- Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement

Skills

- Ability to successfully develop and deliver strategies to meet organisation objectives and achieve planned results in a complex multi-functional organisation;
- Ability to manage large and complex budgets with an emphasis on value for money and efficiencies

- Highly effective leadership and motivational skills and behaviours (as identified in CYC Leadership and Management Standards) that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Outstanding interpersonal, negotiating and commissioning skills;
- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- IT skills and the ability to fully exploit access to modern Information technology;
- Highly developed skills in numeracy and budget management; Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.
- Ability to keep equality of opportunity and diversity at the heart of all strategic management and operational activity
- Ability to advise, influence, persuade, command confidence and act assertively in a political environment with all key partners, internal and external

Experience

- A successful track record of achievement in a senior management role
- Substantial record of achievement in successfully managing change and large-scale projects;
- Significant experience of successfully motivating, managing, persuading and leading staff;
- Wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- Experience of significantly improving service delivery;
- Evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
- Experience of managing performance within a complex environment where there is constant challenge and change
- Experience of negotiating significant contracts, commissioning services and monitoring provision

4 Statutory or specialist knowledge, skills and/or experience required

- A successful track record of achievement in Adult Services (Health, Local authority or other partners)
- Significant experience of senior leadership and management of adult assessment and adult safeguarding services
- Thorough knowledge and understanding of the legislative frameworks and key practice developments relating to adult assessment and adult safeguarding
- Thorough knowledge and understanding of the legislative frameworks and key practice developments relating to adult social care provision
- Knowledge and understanding of adult social care issues in a local government context
- Experience of leading transformational change in a relevant local authority/health context
- Evidence of success in building constructive working relationships with regulators/government departments and wider partnerships

Conditions of Service Interim Assistant Director Adult Social Care

The post you are interested in is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council, and are advised not to give notice to terminate their present employment until clearance has been received.

Probationary period

Appointments from outside local government are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to the Chief Executive

Targets

Objectives and targets will be agreed with the Chief Executive to reflect the Council's strategic priorities.

Salary*

The appointment will be made in the Chief Officer Grade 10 range. The salary levels within the grade are as follows:

61	70119
62	72608
63	75090
64	77901

The starting salary will be determined by the recruiting officer in accordance with the Council's policy.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year.

Annual leave

The annual leave entitlement is 30 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

Pension

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

Car mileage for business use/Car parking

A mileage allowance of 45.0p per mile (up to 8,500 miles) is payable for business use.

Hours of Work

Working hours in this post will be subject to the needs of the service.

Whole time service

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

Sickness Absence

Any entitlements related to absence due to sickness or injury is as set out in the JNC for Chief Officers agreement. Officers are entitled to receive sick pay for the following periods:

During 1 st year of service months service)	1 month's full pay and (after completing 4 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
3 rd year of service	4 months full pay and 4 months half pay
During 4 th & 5 th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

Retirement

The normal retirement age of all Council employees, irrespective of gender, is 65 years.

Period of Notice

The written notice required to terminate employment in this post will be three months on either side.

Canvassing

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

Political Restriction

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

Further Information

If you would like an informal discussion about the post, please contact Michael Melvin, Interim Corporate Director Health Housing Adult Social Care

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Staffing Matters and Urgency Committee**11 October 2018**

Report of the Assistant Director - Legal and Governance

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 24 May 2018, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2018/19 municipal year. Further changes are now required to the membership of regional local authority and other bodies, 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 with any in-year changes or appointments to any Committees and Outside Bodies and the following changes are put forward for consideration.

York Outer Ring Road (YORR) Lead Members Board

3. Cllr Cuthbertson to be appointed to this Board.
4. A replacement for Cllr Dew is still to be decided and will be confirmed at the meeting.

West Yorkshire Combined Authority - Overview and Scrutiny Committee

5. For clarification, Cllr Brooks is to retain her place on this committee (agreed at Annual Council on 24 May 2018) and Cllr Lisle is to be appointed as the conservative substitute on this committee.

Quality Bus Partnership (QBP)

6. That the representation on the QBP be amended to one place (plus one substitute) per political group and confirmed as follows:

- Green Group – Cllr D’Agorne with Cllr Craghill as substitute
- Conservative Group – Cllr Dew with Cllr Richardson as substitute
- Lib Dem Group – Cllr Fenton with Cllr Reid as substitute
- Labour Group – Cllr Cannon with Cllr N Barnes as substitute

Consultation

7. 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

8. There are no alternative options available as this is simply for the Groups concerned to nominate appropriate candidates to either replace the Member concerned or to fill the position that has become available. This Committee will then consider and determine those nominations.

Council Plan

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

Implications

10. 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

11. 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

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

Recommendations

- 13. Staffing Matters and Urgency Committee is asked to consider the changes to Committee and Outside Body memberships as outlined in paragraphs 3 to 6 of the report.

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

Contact Details

Author:
Dawn Steel
Head of Civic and Democratic Services
Tel: (01904) 551030

Chief Officer Responsible for the report:
Andy Docherty
Assistant Director, Legal and Governance

Report **Date** 2 October 2018

Specialist Implications Officers
Not applicable

Wards Affected: All **All**

For further information please contact the author of the report

Background Papers: None

Annexes: None

Abbreviations:
QBP - Quality Bus Partnership
YORR - York Outer Ring Road

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Staffing Matters and Urgency Committee**11 October 2018**

Report of the Chief Executive

To agree to formal consultation for changes to the Council's Operating Model and the restructure of Customer and Corporate Services**Summary**

1. Staffing Matters and Urgency Committee are requested to agree that the Chief Executive (CEX) commences with formal consultation on options for key changes to the Council's operating model and a refocusing of the Customer and Corporate Services (CCS) of the Council.
2. Whilst the Chief Executive is responsible as the Head of Paid Service to undertake any changes in accordance with the Council's Constitution, the options set out in this report affect the statutory (Section 151 and the Monitoring Officer) roles of the Council and therefore the Staffing Matters and Urgency Committee are requested to consider the proposals for change and consultation in the first instance.
3. Formal consultation will take place in accordance with existing Council policies with staff directly affected by the proposals. In addition, a wider consultation will be undertaken by the CEX with Heads of Services within CCS, Trade Unions, CMT and members.

Background

4. The background and detailed case surrounding the proposed options for the restructure and consultation process are contained in the business case to be provided to Members as exempt information in the form of an annex to this report.

Consultation

5. The formal consultation referred to will follow the Council's formal policy and procedures on Supporting Transformation.

Options

6. The Committee are asked to consider whether, or not, they wish to endorse the Chief Executive's proposals to consult on suggested changes to the Customer and Corporate Services structure. If agreed, a further report will be received by the Committee on progress and outlining recommended final changes in December.

Analysis

7. The analysis of the proposed restructure can be found in the business case.

Council Plan

8. The objectives of these key changes are to ensure that the Council's Customer and Corporate Services are effective and resilient enough to support frontline services, and are responsive enough to address future financial, governance and customer challenge to ensure we continue to deliver improved outcomes for residents and communities.

Implications

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

Risk Management

10. The specific risks associated with the proposal and how they can be mitigated is contained in the business case. Broadly speaking, the Chief Executive's proposals are aiming to strengthen financial, customer and governance arrangements within the Authority, to mitigate the risks set out in the business case.

Recommendations

11. Staffing Matters and Urgency Committee are asked to endorse the Chief Executive's proposals to consult on the proposed restructure of Customer and Corporate Services.

Reason: To keep Members informed of this high level review, affecting statutory roles.

Contact Details

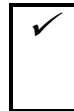
Author:

Trudy Forster
Head of HR
Human Resources
01904 553985

Chief Officer Responsible for the report:

Mary Weastell
Chief Executive

**Report
Approved**



Date 03/10/18

Specialist Implications Officer(s):

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Business Case - To follow

(This information is classed as exempt under paragraphs 1 and 2 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006))

Abbreviations

CCS – Customer and Corporate Services
CEX – Chief Executive
CMT – Corporate Management Team
SMU – Staffing Matters & Urgency

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