

**Notice of a public meeting of
Staffing Matters & Urgency Committee**

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

Date: Monday, 3 June 2019

Time: 5.30 pm

Venue: The King Richard III Room (GO49) - West Offices

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Exclusion of Press and Public

To consider the exclusion of the press and public from the meeting during consideration of annexes A - C to Agenda Item 7 (Redundancy) on the grounds that they contain information relating to individuals, information which is likely to reveal the identity of individuals and information relating to the financial or business affairs of particular persons (including the authority holding that information). 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 Monday 1 April 2019.

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 **Friday 31 May 2019 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_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

5. Appointment of Director of Governance and Improvement
(Pages 5 - 28)

This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and makes proposals to permanently recruit to the newly created post of Director of Governance & Improvement.

6. Changes to Membership of Committees and Other Bodies
(Pages 29 - 32)

This report seeks approval for amendments to appointments to committees and outside bodies as detailed in the report.

7. Redundancy (Pages 33 - 42)

This report advises the Committee of the expenditure associated with the proposed dismissal of employees on the grounds of redundancy.

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 (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 & Urgency Committee
Date	1 April 2019
Present	Councillors Looker, Cuthbertson (Substitute for Cllr Aspden) and Steward (Substitute for Councillor Gillies)
Apologies	Councillors Gillies (Chair) and Aspden (Vice Chair)

73. Chair

Members were asked to elect a Member to act as Chair of the meeting in the absence of the Chair and Vice Chair.

Resolved: That Councillor Steward be appointed to Chair the meeting.

74. 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.

75. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Items 5, 6 and 7 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).

76. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 18 March 2019 be approved and then signed by the Chair as a correct record.

77. Public Participation

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

Michael Hammill, a resident, spoke under the general remit of the Committee on a complaint he had made against a Senior Council Officer. He referred to the circumstances which had led to his complaint and to the personal stress and cost caused to him as a result. Finally, he stated that all complaints should be fully investigated, with proper communication between CYC and the complainant.

Gwen Swinburn, a resident, spoke on issues around the way complaints were currently being handled by CYC. She expressed concern about the lack of process, and length of time taken, to deal with citizen complaints. She stated that she felt the Council should establish a Standing Chief Officer Investigations & Disciplinary Committee, as several other councils did. Finally she commented on expensive pay outs to Chief Officers despite poor performance and poor conduct.

78. 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 a confidential to the report.

Resolved: That the expenditure associated with the proposed pension or exit discretions, as detailed in Annex A to 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.

79. Redundancy

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

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

Resolved: That the expenditure associated with the proposed dismissal of employees on the grounds of redundancy, as detailed in Annex A to the report, be noted.

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

80. Complaint Investigation

Members considered a report which set out the process for considering a complaint received and seeking approval to take next steps in relation to that complaint.

The Head of HR attended the meeting to present the report. She explained that, since the agenda for this meeting was published, further information had been received and she asked that Members consider deferring this item to a future meeting of this Committee to allow her to update the report.

Resolved: That the item be deferred to a future meeting of this Committee.

Reason: In order that the Head of HR could update the report to the Committee with information which had been received since agenda publication.

Councillor Steward, in the Chair

[The meeting started at 5.30 pm and finished at 5.50 pm].

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Staffing Matters & Urgency Committee

3 June 2019

Report of the Chief Executive

Appointment of Director – Governance & Improvement**Summary**

1. This report makes proposals to permanently recruit to the newly created post of Director of Governance & Improvement.
2. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to that Sub-Committee to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment. Appendix 1 details the Chief Officer Recruitment Protocol.

Background

3. The review of the Corporate Service Structure, approved by Staffing Matters and Urgency in December 2018, saw the deletion of the post of Assistant Director Legal & Governance and the creation of this new post Director of Governance and Improvement.
4. The formal restructure process concluded in March 2019.
5. This report is still seeking approval to establish an appointments sub committee to deal the consequential appointment of a Director of Governance and Improvement in accordance with normal procedures for appointment of a chief officer.
6. Attached at Annex 2 is a copy of the job description as agreed at Staffing Matters and Urgency Committee in December 2018.
7. Council approved the new chief officer graded pay structure in March 2019, and therefore this role falls within the Director pay band.

Remuneration Package

8. The Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process which is set at £87,623 - £97,149 subject to the Chief Officer Terms and Conditions set out in Appendix 3.
9. If appropriate the successful candidate would be able to access relocation.

Appointments Committee

10. The Council's Constitution allows for an Appointments Committee of no less than three elected members, including at least one member of the Executive, to interview applicants for a post and to determine who should be offered the vacant post.
11. It is suggested that the Appointments Committee shall be made up of two members from the Liberal Democrat Group and one member from the Labour Group.

Consultation

12. Consultation has taken place in line with the Customer and Corporate Services restructure and the Council's transformational change policy and procedure.
13. As part of the consultation process, nominations to the Appointments Sub Committee have been requested from the Liberal Democrat Group and the Labour Groups.

Options/Analysis

14. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post.

Council Plan

15. Making an appointment to this post will contribute to delivering the Council Plan and its priorities.

Implications

16. The following implications have been considered:

- **Financial** – The Corporate Director post is within the pay range £87,623 - £97,149. The cost of the posts and associated recruitment costs will be managed within existing departmental budgets.
- **Human Resources (HR)** – The job profile is based on the revised Job Description used in the Customer and Corporate Services restructure. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex 1).
- **Equalities** - There are no equalities implications.
- **Legal** – The Appointments Committee is created pursuant to S.102 (1)(c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the Assistant Director posts. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

The proposed distribution of seats meets the political balance requirements contained in the Local Government and Housing Act 1989.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not 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

- 17. There are no known risks associated with the recommendations in the report other than the potential risk to delivery of services if the committee either fails to or delays setting up an Appointments Sub Committee for the recruitment of this post.

Recommendations

- 18. The committee is asked to:
 - 1. Approve the filling of this post and remuneration package for the Director post at a job evaluated salary of £87,623 - £97,149, in accordance with the procedural rules set out in the constitution for the appointment of chief officers.
 - 2. Establish an Appointments Sub-Committee consisting of three members (2 Liberal Democrats, and 1 Labour) to include a member of the Executive.

Reason: In order to appoint to the newly created post of Director of Governance and Improvement

Contact Details

Author:

Trudy Forster
Head of Human Resources
01904 553984

Chief Officer Responsible for the report:

Mary Weastell
Chief Executive

**Report
Approved**



Date 20/5/19

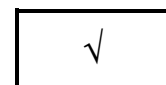
Specialist Implications Officer(s)

Human Resources: Trudy Forster, Head of HR

Finance: Debbie Mitchell, Finance Manager

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Background Papers:

None

Annexes:

1. Job Description
2. Chief Officer Recruitment Protocol
3. Chief Officer Terms and Conditions
4. Structure Chart

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D I R E C T O R R O L E P R O F I L E

JOB TITLE: Director – Governance and Improvement – Final

DIRECTORATE: Governance and Improvement

REPORTS TO: Chief Executive

DATE: December 2018

1 PURPOSE OF YOUR JOB

To provide strategic leadership and support to members and officers to enable effective decision making and ensure transparency and compliance across the council by championing good governance. To work with the Councils Executive to ensure the achievements of the corporate objectives and the needs of the council are met. To be the guardian of the Council's constitution and democratic process.

To work collaboratively with other partners in the wider city and region governance systems. To ensure robust and transparent governance arrangements for the Council and to maximise the opportunities for residents and communities.

To strategically lead a number of professional services across the council, and improve the customer experience to achieve a better outcome for residents.

To support the Chief Executive in the corporate and strategic management of the Council.

2 DIMENSIONS

Total Expenditure Budget:	£ 55m
Total Income Budget:	£49m
People:	c 200 fte (of which the AD has 166 fte)
Premises:	as per portfolio
Equipment:	as per portfolio
Projects:	as per portfolio

3 PRINCIPAL ACCOUNTABILITIES

Strategic

- 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.
- To ensure that members and officers are aware of their roles and provide the necessary training and development to ensure consistency and quality of decision making.
- To ensure that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio.
- To support executive members in policy formation, development and providing briefings in their respective portfolio areas.
- To support the Council and Chief Executive in the corporate management of the Council. Lead, plan and deliver the Council's corporate priorities including existing and new legal responsibilities and functions conferred upon the council.
- As a member of the Corporate Management Team, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Pro-actively seeks opportunities to represent the organisation at high levels with stakeholders across the Yorkshire Region and nationally, where applicable.
- 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.
- To lead the formulation and application of strategy for the portfolio within the context of the overall CYC Council plan
- To lead and deliver on the customer service strategy for CYC, ensuring the service provided is fit for service and delivers for the residents of York.
- To lead and provide reassurance on the council's performance and business assurance framework.
- 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 supports revenue and ensures growth.

Business operations

- Lead the governance framework and the Council's decision making process to ensure effective and timely decisions are made in accordance with the law and the Council Constitution.
- To perform the statutory Monitoring role and functions for the Council.
- To work in partnership with Members and the Chief Executive to provide effective policy development and implementation to support the decision making processes of the Council.
- To review, interpret and report new and revised legislation, guidance and practice and recommend appropriate action and policy development.
- To ensure governance models either internally or externally are robust and transparent for the Council and proactively develop new approaches to ensure the Council maximises the best opportunities for residents and communities.
- Strategically develop a Member leadership development programme to support members in their community and council leadership.
- Responsibility for the strategic lead of Audit functions and arrangements for the Council. Providing assurance through the council's committee structure as required.
- To co-commission with the Director of Finance and Investment to implement the councils audit plan and provide relevant assurance through effective monitoring.
- To manage the customer financial transactions including Council Tax, Business Rates and Benefits.
- Lead strategic responsibility for the development and implementation of the Council's Customer service strategy, customer engagement framework and maximise opportunities of greater efficiency with key partners to improve service delivery.
- Encourage innovation, creativity and support improvement through development, learning, best practice and celebrating success.
- To support the Chief Executive in the corporate and strategic management of the Council as a member of the Corporate Management Team to develop, deliver and monitor the Councils strategies, objectives and priorities.
- To work with the Chief Executive and Members to provide corporate leadership, vision and strategic direction of the Council, encouraging joined up working across all Directorates and leading by example.

- To take the lead on strategic cross cutting themes, initiatives or projects across the Council.
- Strategic responsibility for the civic function and supporting the Lord Mayor and civic party. To ensure the Mansion House is run effectively as a civic and commercial concern.
- Compliance with the statutory requirement of information and data and investigate and deal with complaints ensuring they are dealt with systematically and used to drive improvement.
- To support the Chief Executive in the conduct and management of elections and the delivery of the election registration process.
- Responsibility for the Councils performance and assurance framework.

Partnership

- Identifies key stakeholders and develops an engagement plan that ensures that CYC is engaging appropriately to deliver improved partnerships and, consequently, service outcomes.
- Identifies and supports new governance arrangements and activities that support the Council in achieving its priorities.
- 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.
- Responsible for building and strengthening the relationship between members and officers.
- To maintain positive and effective working relationships with elected Members of the Council to ensure effective communication, engagement and leadership of the Council.
- Responsible for the development and training of all elected members to support them in carrying out their role on behalf of the electorate.
- 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

4 KNOWLEDGE SKILLS AND EXPERIENCE

Knowledge

Confidential

- Knowledge and understanding of local government
- A degree level qualification and/or professional managerial qualification (such as qualified lawyer or equivalent) or equivalent;
- Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement
- Understanding of collaboration with partners and the governance arrangements needed to ensure the council is protected.

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 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, including members.

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
- Experience of working in a political environment.

- Experience of advising elected members at all levels.

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

- Senior experience in providing high level legal advice to a large and complex organisation
- Thorough understanding of the legal framework that local authorities operate within
- Knowledge and experience of the democratic process within local government

6 Portfolio

The service areas responsible by this post holder include the following:

- Legal Services including Complaints, FOIs and Official correspondence
- Civic and Democratic services
- Elections
- Health & Safety (NYCC shared service)
- Audit Services
- Customer Services inc Registrars and Bereavement
- Business Intelligence and Assurance

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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

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 therein. Criteria to be considered are: 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
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)

Conditions of Service

Director – Governance and Improvement

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 Corporate Chief Executive to reflect the Council's strategic priorities.

Salary*

The appointment will be made in the Director range. The salary levels within the grade are as follows:

Dir	Directors	4	£97,149
		3	£93,864
		2	£90,690
		1	£87,623

The starting salary will be determined by the Appointments Panel of elected Members.

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	1 month's full pay and (after completing 4 months service) 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

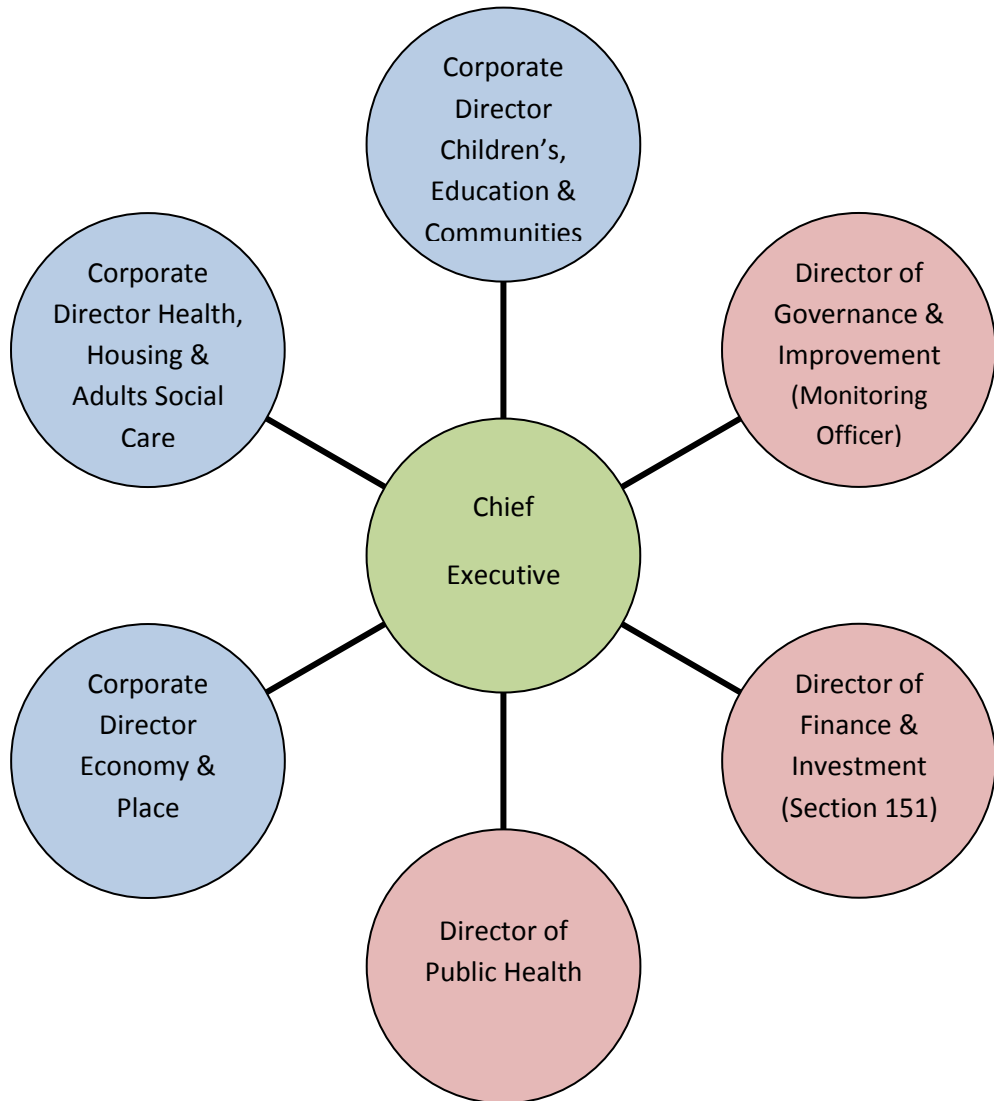
This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

Further Information

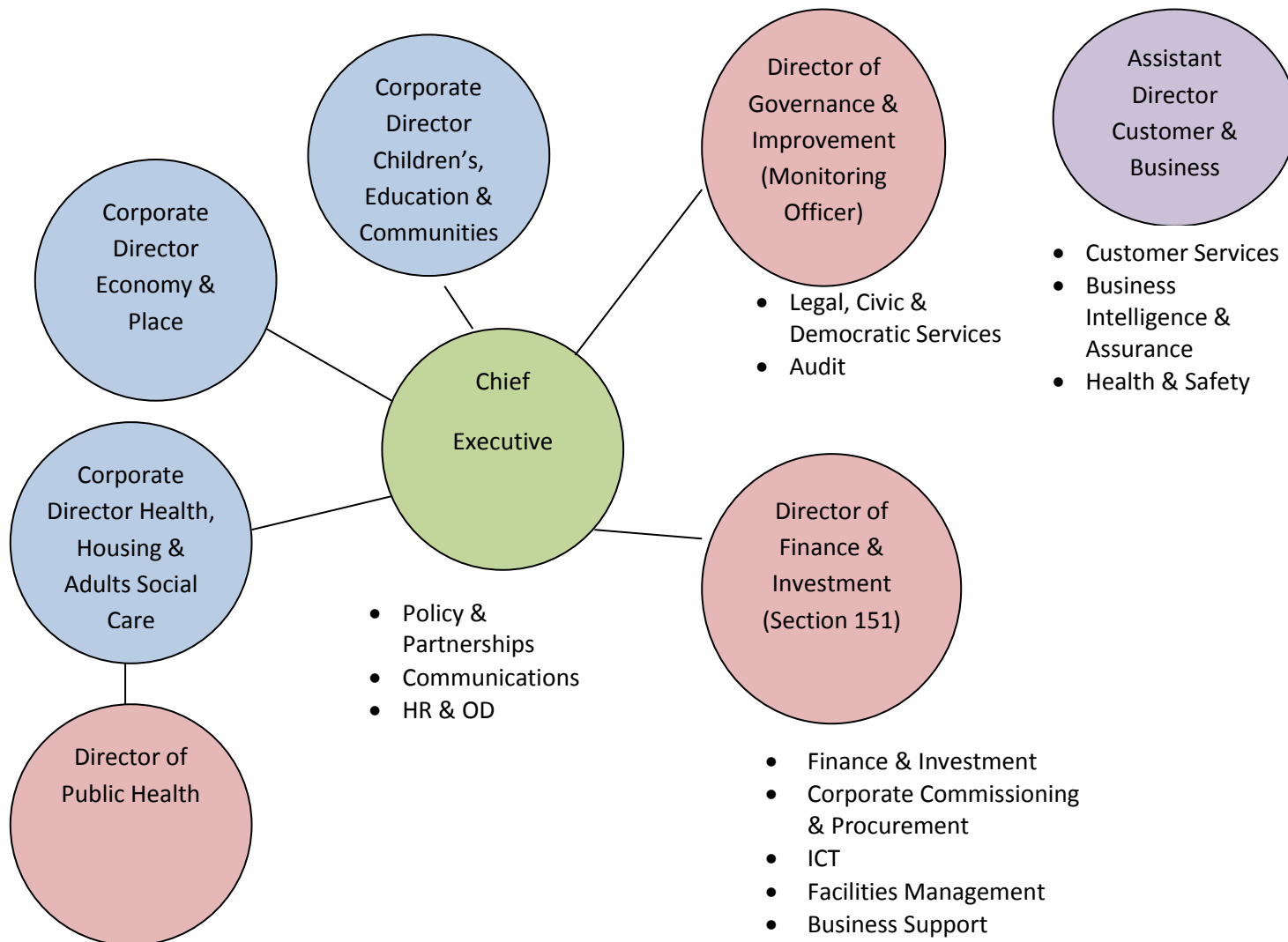
If you would like an informal discussion about the post, please contact Chief Executive

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Structure of Corporate Management Team



Corporate Services Structure



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Staffing Matters and Urgency Committee

3 June 2019

Report of the Interim Assistant Director of 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 22 May 2019, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2019/20 municipal year. Further changes are now required to the membership of committees, 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.

Audit and Governance Committee

Cllr Lomas to replace Cllr Musson

Health and Adult Social Care Policy and Scrutiny Committee

Cllr Kilbane to replace Cllr Lomas

Housing and Community Safety Policy and Scrutiny Committee

Cllr Musson to replace Cllr Kilbane

Housing Appeals Panel

To appoint Cllr Pavlovic to the Labour vacancy

Local Plan Working Group

Cllr Douglas to replace Cllr Norman

3. At the time of the Annual Meeting, some of the substitute positions had not been confirmed and agreement of the following substitutes is now requested:

Staffing Matters and Urgency Committee

Cllr Perrett to be appointed as labour substitute

Planning Committee

Cllr Crawshaw, Cllr Lomas, Cllr Melly and Cllr Webb to be appointed as labour substitutes.

Area Planning Sub-Committee

Cllr Douglas, Cllr Fitzpatrick and Cllr Kilbane to be appointed as labour substitutes.

Audit and Governance Committee

Cllr Douglas and Cllr K Taylor to be appointed as labour substitutes.

Corporate Appeal Panel

Cllr Pavlovic to be appointed as labour substitute.

Education Appeals Panel

Cllr Fitzpatrick to be appointed as labour substitute.

Health and Wellbeing Board

Cllr Perrett to be appointed as labour substitute.

Customer & Corporate Services Scrutiny Management Committee

Cllr Myers and Cllr Norman to be appointed as labour substitutes.

Children, Education & Communities Policy and Scrutiny Committee

Cllr Musson and Cllr Wells to be appointed as labour substitutes.

Cllr Baker to be appointed as Green substitute.

Economy & Place Policy and Scrutiny Committee

Cllr Crawshaw and Cllr Kilbane to be appointed as labour substitutes.

Housing and Community Safety Policy & Scrutiny Committee

Cllr Heaton and Cllr Webb to be appointed as labour substitutes.

Health and Adult Social Care Policy & Scrutiny Committee

Cllr Barnes and Cllr Lomas to be appointed as labour substitutes.

Climate Change Scrutiny Committee

Cllr Norman and Cllr K Taylor to be appointed as labour substitutes.

Joint Standards Committee

Cllr Pavlovic to be appointed as labour substitute.

Local Plan Working Group

Cllr Barnes and Cllr Melly to be appointed as labour substitutes.

Consultation

4. 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

5. 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

6. 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

7. 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

8. 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

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

Recommendations

10. Staffing Matters and Urgency Committee is asked to consider and approve the changes to committee and outside body appointments as outlined in paragraphs 2 and 3 of the report approve.

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:

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Tel: (01904) 551030

Chief Officer Responsible for the report:

Suzan Harrington
Interim Assistant Director of Legal and
Governance

Report



Date 23 May 2019

Specialist Implications Officers

Not applicable

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes:

None



Staffing Matters and Urgency Committee

03 June 2019

Report of the Deputy Chief Executive and Director of Customer and Corporate Services

Redundancy**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

Background

2. The background and detailed case surrounding each proposal are contained in the individual business cases to be circulated at the meeting as annexes to this report.

Consultation

3. All of the proposed redundancies have been subject to consultation in accordance with the Council's statutory obligations.

Options

4. The Committee has the power within the Council's procedures to approve discretionary enhancements to redundancy and/or pension payments. The Committee does not have the power to make lower payments. By law the decisions as to whether or not to make an employee redundant rests with the Chief Executive or Officers nominated by her.

Analysis

5. The analysis of each proposal can be found in the respective business case.

Council Plan

- 6. Whilst the actions being proposed in the report are not material to the Council Plan they are consistent with the required outcomes of the Workforce Strategy (People Plan).

Implications

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

Risk Management

- 8. The specific risks associated with each proposal and how they can be mitigated is 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:
 - 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annexes.

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

Contact Details

Author:

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Ext 3985

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**



Date 22/05/19

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Confidential Business Case

Annex B – Confidential Business Case

Annex C – Confidential Business Case

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