



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Fraser, Aspden, Steward and Watson
- Date:** Monday, 8 December 2014
- Time:** 1.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

AGENDA

1. **Declarations of Interest**

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

- any 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. **Minutes** (Pages 1 - 6)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 24 November 2014.

3. **Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **Friday 5 December 2014 at 5.00 pm.**

Filming, Recording or Webcasting Meetings

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http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. Director of Adult Services and Assistant Director of Adult Services-Chief Officer Recruitment Process (Pages 7 - 16)

At Staffing Matters and Urgency Committee on the 24 November 2014 Members were asked to consider a recommendation to 'engage a recruitment agency to support the selection committee with the recruitment process' for the positions of Director of Adult Services and Assistant Director of Adult Services. It was requested that further information was presented back to the committee.

5. National Pay Award for Local Government Employees (Pages 17 - 26)

This report outlines the council's application of the national pay award for Local Government Services employees. It describes the difficulties of this particular award and the decisions and consequences of its implementation.

6. Urgent Business

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

Democracy Officer:

Name: Judith Betts

Contact details:

- Telephone – (01904) 551078
- E-mail – judith.betts@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

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City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	24 November 2014
Present	Councillors Aspden, Fraser, Watson, Simpson-Laing (Chair and Substitute for Councillor Alexander) and Healey (Substitute for Councillor Steward)
Apologies	Councillors Alexander and Steward
In Attendance	Councillors Crisp and Warters

Part A- Matters Dealt with under Delegated Powers

46. Declarations of Interest

At this point in the meeting, Members were asked to declare any personal, prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. No interests were declared.

47. Exclusion of Press and Public

Resolved: That the press and public be excluded during the consideration of annexes to Agenda Item 7 (Redundancy) (Minute Item 52) refers on the grounds that it refers 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).

48. Minutes

Resolved: That the minutes of the last meeting held on 10 November 2014 be approved and signed by the Chair as a correct record.

49. Public Participation

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

Councillor Crisp spoke on Agenda Item 6 (Appointments to Committees and Outside Bodies).

She expressed significant concern at one of the recommendations in the report which requested that Members replace her position as Chair of NewCo Shareholders Group with that of Councillor Steward. She highlighted that the Committee had previously voted for her to Chair the NewCo Shareholders Group at their last meeting on 10 November 2014. She questioned why the decision had been put forward for reconsideration and a new proposal recommended without justification for alteration of the original appointment. She requested that Members uphold the original decision reached to elect her, as the Cabinet Member for Leisure, Culture and Tourism, to Chair the NewCo Shareholders Group and reject the appointment of Councillor Steward as Chair.

She added that her long involvement with the NewCo project and involvement with private sector partners as the Director of Visit York made her the appropriate person to be Chair to ensure that ambitions for a prosperous city economy and thriving and growing business and tourism base were driven forward.

Further to this public participation session, the Chair suggested that it might be appropriate to look into the possibility of webcasting Staffing Matters and Urgency Committee meetings.

50. Director of Adult Services and Assistant Director of Adult Services - Appointment Process and Remuneration

[See under Part B Minute]

Members considered a report outlining and seeking approval to a proposed recruitment and appointment process for the both the Director of Adult Services and Assistant Director of Adult Services, including proposals for temporarily filling the Assistant Director post. The report set out proposals for remuneration, involving a Recruitment Agency and for establishing Appointments Panels.

It was noted that Members had also received representations from Councillors Scott and King in relation to proposals to use an external recruitment agency, proposed management structures and the remuneration package.

A full discussion took place on those proposals including whether a market supplement should be offered as part of the remuneration package and the use of external recruitment agencies and their associated costs and benefits. Officers explained the reasons for the use of recruitment agencies to source and shortlist candidates, advising Members that those costs would be met from the budget available through vacancies in Adult Social Care. The basis for suggesting an appropriate market supplement was also explained.

In response to Members' comments upon standardising comparator authorities, Officers confirmed that future comparator information could indeed be presented in that way in future, with the addition of 'specialist' or specific comparators, where required. To assist understanding of the type of recruitment costs involved with an external agency, a breakdown of the costs involved in the recruitment of the last Chief Officer would be circulated to Members.

Resolved: (i) That the posts concerned be filled on the following basis:

Permanent appointment to Director of Adult Services;

Initial interim appointment to Assistant Director of Adult Services pending a permanent appointment being made to the Director of Adult Services;
Subsequent permanent appointment to Assistant Director post, when the new Director has been appointed;

(ii) That a market supplement should not be offered as part of the remuneration of these positions.

(iv) That two Appointments Committees consisting of three members, one from Labour, one from Conservative and one from Liberal Democrat be established to deal with the appointments;

- (v) That these Appointment Committees conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures;
- (vi) That a recruitment agency be engaged to support the Appointments Committees with the process subject to a report detailing the procedural and financial costs involved being considered at the next Staffing Matters and Urgency Committee.¹

Reason: To progress appointments, reduce risks highlighted in the report and for Members to have an overview of the financial costs involved in relation to these critical roles.

Action Required

1. To provide a report to the Committee.

MB

51. Appointments to Committees and Outside Bodies

Members considered a report which asked them to agree to change two appointments. One was to the Adoption Panel, which had been approved at the Annual Council Meeting in May, and the other to the nomination of Chair for the NewCo Shareholders Group which had been considered at the previous Staffing Matters and Urgency Committee on 10 November 2014.

A full debate took place on the nomination of an alternative Chair to the NewCo Shareholders Group, which Members were advised was procedurally in order. After, it was

Resolved: (i) That Councillor Gunnell be appointed as the Council's representative on the Adoption Panel in place of Councillor Wiseman.

(ii) That Councillor Steward be appointed to Chair the NewCo Shareholders group in place of Councillor Crisp.

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

52. Redundancy

Members received a report which advised them of the expenditure associated with the proposed dismissal of two employees on the grounds of voluntary redundancy.

Details of the two business cases were circulated at the meeting in exempt annexes to the report.

Resolved: That the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy be noted.

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

Part B- Matters Referred to Full Council

53. Director of Adult Services and Assistant Director of Adult Services-Appointment Process and Remuneration

[See under Part A minute]

Members considered a report outlining and seeking approval to a proposed recruitment and appointment process for the both the Director of Adult Services and Assistant Director of Adult Services, including proposals for temporarily filling the Assistant Director post. The report set out proposals for remuneration, involving a Recruitment Agency, and for establishing Appointments Panels.

Recommend: That Council agree that a remuneration package for the Director of Adult Services be set at £88,000-£102,000.

Reason: To progress the appointment for this critical role.

Councillor T Simpson-Laing, Chair
[The meeting started at 1.00 pm and finished at 2.15 pm].

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Staffing Matters and Urgency Committee**8 December 2014****Report of the Chief Executive****Director of Adult Services and Assistant Director of Adult Services
– Chief Officer Recruitment Process****Summary**

1. At Staffing Matters and Urgency Committee on the 24th November 2014 members were asked to consider a recommendation to 'engage a recruitment agency to support the selection committee with the recruitment process' for the positions of Director of Adult Services and Assistant Director of Adult Services. It was requested that further information was presented back to the committee.

Background

2. At Staffing Matters and Urgency Committee on 24th November 2014 members were asked to consider a number of recommendations which would allow appointments to be made to positions of Director of Adult Services and Assistant Director of Adult Services. An appointments committee was authorised to conduct the final interviews, select a successful candidate and make an offer of employment (subject to the necessary employment procedures).
3. The report also recommended that to support the recruitment to these posts that we 'engage a recruitment agency to support the selection committee with the recruitment process'. It was requested that further information and options were presented back to the committee before a decision was made.

Recruitment Agency / Executive Search

4. Adult Services is a difficult market to recruit in, Skills for Care have conducted detailed research into the recruitment and retention of staff working in adult social care and highlight the difficulties many local authorities have in recruiting and retaining staff, particularly at senior level.

5. To attract the strongest field of candidates with the right knowledge and skills the positions will need to be advertised nationally. It has also been recommended that an external recruitment agency with a proven track record of executive recruitment in Local Government Adult Services is engaged to support the appointment committee.
6. Typically a recruitment agency will offer the following elements of an executive search process;
 - **Use of Databases** – a good consultancy will have existing databases of many prospective candidates who they have either worked with previously or who have signed up to a consultancy website. Many of these candidates will have also set up ‘job alerts’ for when a relevant role comes up. The consultancy can search these databases and contact people who meet the specification as a way of getting in touch with ‘active’ job seekers.
 - **Desk research** – Research the strongest relevant Councils or organisations and then identify the key individuals in those organisations who are ready to make the move up to the next level and contact with them about the opportunity and encourage them to apply.
 - **Recommendations from contacts** – Talking to key contacts in the sector about the role and getting their thoughts on the role itself and any candidates who they may know of. This can be a good way to find out about candidates who may not be actively looking but are well thought of and viable. They would make contact with them about the opportunity and encourage them to apply.
 - **Knowledge of good candidates** – This is perhaps the key element of the search. A good consultancy will have in depth experience in Local Government and a proven track record in the sector and will have met or spoken to many potential candidates. Some may have applied for roles previously, others may have chosen not to apply for jobs but may be looking now. Drawing upon the experience of potential candidates an agency will create a target list of relevant people and approach them directly to let them know about the opportunity.
 - **Ongoing specialist support throughout the recruitment process** – Acting as a point of contact between the appointments committee and prospective candidates; running

technical assessment; psychological assessment; and providing written profiles of candidates which will allow the committee to undertake a detailed assessment of each candidate's strengths and areas of development which will eventually inform an appointment decision.

7. In addition to any support provided by a recruitment agency it is important for the selection committee to give consideration to what might attract the person we would want to apply for a post in York. Department budget; size of management team; the size and reputation of the authority; location; the specific challenges for the role; the people they will be working with; and scope for their own personal development and pay are all likely to be factors which the committee will need to give consideration to when developing the approach to the recruitment. A recruitment agency with knowledge of the recruitment market can help to shape the offer to make it attractive to potential candidates.

Options/Analysis

8. The full Chief Officer Recruitment process was agreed by council on 2nd May 2008. Appendix A shows the standard process but also information about the options and potential costs which can be considered at each stage.
9. Although some parts of the process can be carried out by the HR team, there is not the specialist expertise, capacity or detailed knowledge of the Adult Services recruitment market to carry out an executive search.
10. For posts at this senior level candidates would normally expect that there will be executive search activity taking place by a recruitment agency and therefore senior candidates tend to be less active in the recruitment market and are less likely to be regularly reviewing advertised vacancies.
11. Without a targeted executive search it is recommended that there would need to a prominent online recruitment campaign using multiple professional journals. This approach would increase advertising costs.
12. It will be challenging to attract candidates to roles which are below market rates for other comparable positions and therefore the executive search is likely to be even more important if we are to attract a strong field of candidates for these positions.

13. As the council has to cover the statutory responsibilities in Adult Services a delay or not recruiting would mean that we would have to continue with the existing interim arrangements.

Council Plan

14. Making an appointment to these positions will contribute to delivering the Council Plan and its priorities, in particular Protecting Vulnerable People.

Implications

15. The following implications have been considered:
 - **Financial** – The salary and recruitment costs will be managed from within existing departmental budget.
 - **Human Resources (HR)** – A procurement tendering exercise would need to be undertaken to engage a recruitment agency to support the recruitment activity to fill the position.
 - **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 vacant positions of Director of Adult Services and Assistant Director of Adult Services. 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.

In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.

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 Cabinet and further, that no formal offer of appointment may be made until all members of the Cabinet 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 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

16. The risk of no or delayed appointment could risk the lives of the council's more vulnerable residents.

Recommendations

17. It is recommended that Staffing Matters and Urgency Committee:

Engage a specialist recruitment agency to support the selection committee with the recruitment process.

Reason: To progress appointments and reduce risks highlighted in the report in relation to these critical roles.

Contact Details

Author:
Mark Bennett
Head of Business HR

Chief Officer Responsible for the report:
Kersten England
Chief Executive

**Report
Approved**



Date 28 November
2014

Specialist Implications Officer(s)

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal Services

Finance: Richard Hartle, Finance Manager

Wards Affected:

All

For further information please contact the author of the report

Appendix:

A. Chief Officer recruitment process

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Chief Officer Recruitment Process - Officer / Members decisions

Key Recruitment & Selection decision stages	Officer Decision / Member Decision	Options / possible costs
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director	Done
2. Establish a new temporary or permanent Chief Officer post	Member decision	Agreed SMU Committee 24 th Nov 2014
3. Develop and agree Job description & Person Specification	Officer decision	In progress
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure	In progress
5. Agree recruitment budget	Officers decision subject to budgetary provision	Done. Recruitment costs will be met from existing departmental chief officer budget provision.
6. Commence recruitment activity	Officer proposal subject to Member decision	Development of proposals in progress
7. Establish Appointments Committee	Officer proposal subject to Member decision	To be confirmed, request for nominations for committees will be made.

<p>8. Confirm method to source applicants i.e. advert, use of search / consultancy services</p>	<p>Appointments Committee subject to proposal from Officers. 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, and support at final stage or a combination 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. 	<p>Advertising media recommendations</p> <p>Municipal Journal (full advert circa £5000)</p> <p>Guardian online (circa £1400)</p> <p>Community Care (circa £1000) (less well used for Chief Officer posts).</p> <p>Recruitment consultant / Executive Search</p> <p>A consultancy engaged for process set up / search and sift (circa £10,000) CYC don't have access to the network of potential candidates that a consultancy does.</p> <ul style="list-style-type: none"> • Technical Assessment <p>An independent assessment of the candidate's technical ability to undertake the role (circa £2000). The assessment would be used to inform decisions on a candidates suitability for the role.</p> <ul style="list-style-type: none"> • Job website (microsite) <p>Containing full details of role and to receive Job applications (circa £1500) if produced externally. CYC has previous experience of developing this type of website.</p>
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		<ul style="list-style-type: none"> • Personality profiling <p>Usually done before shortlisting (circa £500 to £750 per candidate). CYC don't have qualified staff to undertake these assessments.</p> <ul style="list-style-type: none"> • Final Selection <p>For the consultancy to provide advice guidance and support throughout the whole process including at interview selection stage of the process (circa £2000). Although CYC has previous experience of developing and running in-house candidate selection processes however the in-depth knowledge of candidates that a consultancy would develop throughout the process can support with selection decisions.</p>
9. Long-list applicants	Officer decision in accordance with job description and person specification	It has been agreed that a summary of long listed candidates to be shared with the selection committee.
10. Interview long listed applicants / conduct selection tests / assessment centre	Officer panel or recruitment consultant	CYC has previously used a recruitment consultancy to support with the candidate sifting (costs provided above).
11. Short list applicants	Officer decision in accordance with job description and person specification	CYC has previously use a recruitment consultancy to undertake a 'Technical Assessment' to help inform a shortlisting decision (costs provided above).

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	To be arranged
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)	Details of this process to be agreed



Staffing Matters and Urgency Committee**8 December 2014**

Report of the Director of Customer and Business Support Services

National Pay Award for Local Government Services Employees**Summary**

1. This report outlines the council's application of the national pay award for Local Government Services employees. It describes the difficulties of this particular award and the decisions and consequences of its implementation.
2. Members are asked to note the information and to comment on the payment of non consolidated lump sums for employees in Grades 11 and 12.

Background**Background to CYC pay**

3. The majority of council employees' terms and conditions are governed by the national Joint Council for Local Government Services (LGS) employees, known as the 'Green Book'. However, for pay and grading the council has local terms that were collectively agreed in 2008 when it carried out the legally required Single Status Review.
4. At this time the council moved away from the LGS national pay structure and implemented the 12 Grade pay structure pay and supporting allowances that are in place today. The pay and grading policy was carefully developed at the time to meet the requirements of 'equal pay for work of equal value'.
5. Whilst moving out of the national pay arrangements, the council did commit to staying within the annual pay negotiations on the following basis:

'the Council will apply whatever percentage rate is agreed nationally to all grades and local allowances within the new pay structure except the sleep in allowance which will be paid at the nationally agreed rate. Any elements of the nationally agreed pay rise outside of basic percentage uplift, will be reviewed by the joint pay board in order to give effect to the national agreement.'

6. In addition to the 12 grade structure the council has a contractual Living Wage supplement which currently sets the minimum rate of pay for employees as £7.65 per hour or £14,758 per annum. This is subject to review in April annually.

National pay negotiations

7. Reaching agreement for a 2014 pay settlement has been extremely difficult, the Employers offer to the trade unions for April 2014 was rejected resulting in industrial action and ongoing negotiations taking place through out the year.
8. On 14 November 2014 revised proposals were agreed between employers and trade unions and councils informed of the agreed pay settlement for local government employees. The pay settlement this year is challenging for the council to implement as it sets different pay awards and non consolidated lump sums linked to national pay scale (which differs from the council's 12 grade scale) as opposed to a single overall percentage increase to pay rates.
9. Through separate negotiations, on the 28th November an offer of a 2% pay award was made for all Chief Officers who are on salaries of £99,999 or below. There is no result to this element of the pay negotiations as yet but it would help with implementing any outcome, if members would determine whether the agreed position when finalised can implemented locally as per the Council's Pay Policy which states:

The council will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations.

Outcome of Local Pay Negotiations

10. The approach which has been taken for local implementation is that CYC will apply the principals of the national pay agreement onto the local pay structure. The following detailed agreements have been reached as the final agreed settlement:

- Application of the bottom loaded cash pay award to the local 12 Grade pay structure by mapping existing salaries to the national grading structure.
- Application of 2.2% to all remaining grades.
- Application 2.2% to cash allowances.
- Application of the differentiated non consolidated cash sums set out in the national settlement based on mapping of CYC salaries to the national pay scales.
- Lump sums would be paid in December and would not be split into two payments.
- Discussions on the national proposal to remove SCP 5 in October 2015 and any implications for the council would take place with the trade unions during 2015.

11. The resulting effect on the local pay structure is show in Annex A.

12. There are two issues arising from this which are not covered by the national pay agreement.

- Applying the different cash values to the bottom of the local pay structure meant that the salary of the top level of Grade 1 was greater than the salary of the bottom level of Grade 2. This goes against the principals of the local pay structure. It has been possible to resolve this overlap by making an increase of £247 to the salary of Grade 2 L1 making the salary £13,868. The unions were in support of this. There is no additional cost to the council for making this change as staff in Grade 1 and Grade 2 are already receiving a Living Wage supplement which takes their salary to £14,758.
- The national scale ends at what is called scale point 49 with a salary of £42,957, beyond which councils using that scale would use Chief Officer salaries. The CYC structure contains non Chief Officer salaries up to £52,466. There is no guidance for the payment of a lump sum to all employees on the local pay structure on Grade 11 Level 3 to 4 and Grade 12.

Members could agree to extend the principals of the national pay award and make a non consolidated lump sum payment to staff who are not currently covered by the principals in national agreement. There are 151 employees affected by this and the cost of doing so would be £30,350.

Consultation

13. Negotiations have taken place with the recognised trade unions through the council's Corporate Consultative and Negotiating Committee (CCNC) in order to reach agreement on the implementation of the pay award.

Analysis

14. All analysis is contained in the body of this report and is recorded in more detail in minutes of CCNC meetings.

Council Plan

15. The information outlined in this report is in line with the council plan core capabilities and the workforce strategy which has pay, reward and recognition as one of its aims.

Implications

Financial

16. The full year cost of implementing the 2.2% pay award and the cash lump sums set out at Appendix A is £1.84m. Both elements of the pay award are covered by the national agreement and budget provision has already been made for this in 2014/15 and 2015/16.
17. There are 151 staff who would not receive a cash lump sum under the provisions of the national agreement and the cost of making a payment to these staff would be £30,350.

Legal

18. The council is contractually committed to giving effect to the national pay award. In so far as that award is not a simple percentage uplift the council is required to review the detail

through the CCNC and develop detailed proposals which give effect to the national agreement.

Human Resources

19. The implications are contained in the report.

Equalities

20. The small change in grade at the bottom end of the CYC grading structure has sought to retain the integrity of the 12 pay structure.

Crime and Disorder

21. There are no Crime and Disorder implications

Information Technology (IT)

22. Payment of cash lump sums in December is subject to resourcing capacity and minimal changes to the payroll system.

Property

23. There are no property implications

Risk Management

24. The council has previously mitigated challenge of unequal pay by implementing a local 12 Grade pay structure, with supporting allowances and pay policies. These were carefully developed at the time to meet the requirements of equal pay for work of equal value. The national pay award does not take the local context into account when reaching a national agreement on pay. Although it has been possible to apply the principles of this national pay award, if similar future pay awards follow the same approach it will become more difficult to maintain the principals of our local pay agreements.

Recommendations

Members are asked to;

- (i) Note the contents of the report.

Reason: To understand the key issues and implications of applying the national pay award for 2014/16.

- (ii) Note the agreement reached with Trade Unions to change the salary of Grade 2 Level 1 to £13,868.

Reason: To maintain the integrity of the local pay structure.

- (iii) To decide whether a lump sum payment should be made to those 151 staff in Grade 11 Level 3 and Level 4 and Grade 12. At a cost of £30,350.

Reason: To apply a lump sum payment to all staff on the pay structure, including those not expressly covered by the national pay award.

- (iv) To respond in principle to the Chief Officer pay offer and make a recommendation to Full Council on Chief Officer Pay.

Reason: To ensure the Chief Officer pay offer is considered alongside other pay matters.

Contact Details

Author:

Mark Bennett
Head of Business HR
Human Resources
Tel No. x4518

Chief Officer Responsible for the report:

Ian Floyd
Director of CBSS

**Report
Approved**

Date 28
November
2014

Specialist Implications Officer(s)

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

All

For further information please contact the author of the report

Background Papers:

Appendix

Annex A – CYC Pay Structure

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City of York Council – Agreed Local Pay Structure

GRADE	Level	Current Pay Structure 01/04/2013	Current Pay Including LW supplement	Increase	New Pay wef 1/1/2015	Lump sum
GRD1	1	£12,302	£14,758	£1,065	£13,367	£325
GRD1	2	£12,541	£14,758	£1,065	£13,606	£325
GRD1	3	£12,781	£14,758	£1,000	£13,781	£325
GRD1	4	£13,020	£14,758	£800	£13,820	£325
GRD2	1	£13,071	£14,758	£797	£13,868	£150
GRD2	2	£13,566	£14,758	£350	£13,916	£150
GRD2	3	£14,061	£14,758	£325	£14,386	£150
GRD2	4	£14,522	£14,758	2.2%	£14,841	£150
GRD3	1	£14,573	£14,758	2.2%	£14,894	£150
GRD3	2	£15,000		2.2%	£15,330	£100
GRD3	3	£15,426		2.2%	£15,765	£100
GRD3	4	£15,851		2.2%	£16,200	£100
GRD4	1	£15,902		2.2%	£16,252	£100
GRD4	2	£16,451		2.2%	£16,813	£100
GRD4	3	£17,000		2.2%	£17,374	£100
GRD4	4	£17,549		2.2%	£17,935	£100
GRD5	1	£17,589		2.2%	£17,976	£100
GRD5	2	£18,173		2.2%	£18,573	£100
GRD5	3	£18,756		2.2%	£19,169	£100
GRD5	4	£19,338		2.2%	£19,763	£100
GRD6	1	£19,379		2.2%	£19,805	£100
GRD6	2	£20,230		2.2%	£20,675	£100
GRD6	3	£21,083		2.2%	£21,547	£100
GRD6	4	£21,936		2.2%	£22,419	£100
GRD7	1	£21,987		2.2%	£22,471	£101
GRD7	2	£22,754		2.2%	£23,255	£105
GRD7	3	£23,521		2.2%	£24,038	£108
GRD7	4	£24,287		2.2%	£24,821	£112
GRD8	1	£24,339		2.2%	£24,874	£112
GRD8	2	£25,379		2.2%	£25,937	£117
GRD8	3	£26,420		2.2%	£27,001	£122
GRD8	4	£27,458		2.2%	£28,062	£126
GRD9	1	£27,611		2.2%	£28,218	£126
GRD9	2	£29,102		2.2%	£29,742	£134
GRD9	3	£30,592		2.2%	£31,265	£141
GRD9	4	£32,081		2.2%	£32,787	£148
GRD10	1	£32,234		2.2%	£32,943	£148
GRD10	2	£34,000		2.2%	£34,748	£156
GRD10	3	£35,766		2.2%	£36,553	£164
GRD10	4	£37,532		2.2%	£38,358	£173
GRD11	1	£37,838		2.2%	£38,670	£174
GRD11	2	£40,071		2.2%	£40,953	£184
GRD11	3	£42,303		2.2%	£43,234	£0
GRD11	4	£44,536		2.2%	£45,516	£0
GRD12	1	£44,843		2.2%	£45,830	£0
GRD12	2	£47,008		2.2%	£48,042	£0
GRD12	3	£49,173		2.2%	£50,255	£0
GRD12	4	£51,337		2.2%	£52,466	£0

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