



## Notice of a public meeting of

### Staffing Matters & Urgency Committee

- To:** Councillors Carr (Chair), Aspden (Vice-Chair) and Looker
- Date:** Monday, 19 September 2016
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

### AGENDA

#### 1. **Declarations of Interest**

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

- any 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 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 5 September 2016.

#### 3. **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 **Friday 16 September 2016 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 Officer for the meeting, on the details at the foot of the agenda.

### **Filming, Recording or Webcasting Meetings**

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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 Officer (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](http://www.york.gov.uk/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf)

#### **4. Changes to Appointments to Committees and Outside Bodies (Pages 5 - 8)**

This report asks Members to agree to a change in the membership of a Committee and changes to a number of Outside Bodies.

#### **5. Urgent Business**

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

#### Democracy Officer:

Name: Jayne Carr

Contact details:

- Telephone – (01904) 552030
- E-mail – [jayne.carr@york.gov.uk](mailto:jayne.carr@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 (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

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City of York Council

Committee Minutes

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Meeting	Staffing Matters & Urgency Committee
Date	5 September 2016
Present	Councillors Carr (Chair), Aspden (Vice-Chair) and Looker

**18. 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.

**19. Exclusion of Press and Public**

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to agenda item 7 (Pension or Exit Discretion) (Minute item 17 refers) 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).

**20. Minutes**

Resolved: That the minutes of the Staffing Matters and Urgency Committee meeting held on 15 August 2016 be approved as a correct record and then signed by the Chair.

**21. Public Participation**

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

**22. Changes to Membership and Appointments to Outside Bodies**

At the Annual Council meeting on 26 May 2016, appointments were made to Outside Bodies for the 2016/17 municipal year.

The Committee were asked to consider several changes to these appointments.

The first was a request for a change in membership of York Wheels. The request had been made as Councillor Gillies, the Council appointed Trustee, had been unable to attend a number of recent meetings owing to other Council commitments.

The second request was for a Member appointment to the Bus Lane Adjudication Service Joint Committee (BLASJC).

Finally, it was asked that the Committee note the Ward Member appointments to the York Central Community Forum, as had previously been agreed.

Resolved:

That;

- i. Councillor Richardson be appointed in place of Councillor Gillies as a Trustee on York Wheels.
- ii. Councillor Gillies be appointed to the Bus Lane Adjudication Service Joint Committee.
- iii. The appointments to the York Central Community Forum as detailed in Paragraph 4 of the report were noted.

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

**23. Appointment of Interim Assistant Director of Housing and Community Safety**

Members received a report which asked them to formally approve the establishment of an Appointments Committee and to delegate sufficient powers to that Committee to enable them to conduct the recruitment process, select and appoint an interim Assistant Director of Housing and Community Safety.

Officers clarified that the current incumbent of the role would be leaving at the end of September and that the interim appointment would allow sufficient time for an external recruitment campaign to take place to fill the role on a permanent basis.

Resolved:

That;

- I. The recruitment in an interim capacity to the role of Assistant Director Housing and Community Safety be approved.
- II. The advertising of this opportunity internally only be approved.
- III. The establishment of the Appointments Committee be approved and the committee be authorised to conduct the interview, select a successful candidate and make an offer of interim employment subject to the necessary employment procedures and standing orders

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.

## **24. Pension or Exit Discretion**

Members received a business case (Exempt Annex A) which advised them of the expenditure associated with an employee's request for flexible retirement, which can be considered by this committee as a pension discretion.

Resolved: That the request for flexible retirement and the associated expenditure detailed in Annex A be approved.

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

Councillor D Carr, Chair

[The meeting started at 5.30 pm and finished at 5.55 pm].





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**Staffing Matters and Urgency Committee****19 September 2016**

Report of the Assistant Director, Governance and ICT

**Changes to Appointments to Committees and Outside Bodies****Summary**

1. At the Annual Council meeting on 26 May 2016, appointments were made to Committees, Outside and Partnership bodies together with appointments to Chairs and Vice-Chairs for the 2016/17 municipal year.
2. Since then further requests have been received for a change to the membership of a Committee and changes to a number of Outside Bodies.

**Background**

3. The Council makes appointments at its Annual Meeting to Committees for the coming year. As the Staffing Matters & Urgency Committee has authority to deal with any changes or appointments to those Committees and bodies within year, the following changes and additions are now put forward for consideration:

**Committees****Corporate and Scrutiny Management Policy and Scrutiny Committee**

- (i) A request has been received to appoint Councillor Williams to replace Councillor Levene as Chair of the Committee.

**Outside Bodies**

- (ii) **Leeds and York Partnership NHS Foundation Trust Council of Governors**

A request has been received from Councillor Douglas to be removed as a governor of York Hospital. A proposed replacement for Councillor Douglas is to be confirmed at the meeting.

(iii) Mental Health and Learning Disabilities Partnership Board  
A request has been received from Councillor Douglas to no longer be a member of the Mental Health and Learning Disabilities Partnership Board. A proposed replacement Board Member is to be confirmed at the meeting.

(iv) West Yorkshire Combined Authority Scrutiny Overview and Committee  
Councillor Douglas, one of the appointed Members on the West Yorkshire Combined Authority Overview and Scrutiny Committee, has stepped down due to work commitments. It is therefore requested that Councillor Brooks replaces her as the Council's Conservative elected Member representative on this Committee.

(v) Show Me That I Matter Looked After Children Consultation Group  
A request has been received for Councillor Rawlings to replace Councillor Brooks on this group, given his role as Executive Member for Education, Children & Young People.

### **Consultation**

4. In accordance with the usual process for gathering nominations to available places, the relevant Groups have been consulted, as appropriate, and provided with the necessary information.

### **Options**

5. The Committee has the option to propose either to approve or propose alternatives to the Committee and Outside Body appointments.

### **Council Plan 2015-19**

6. Maintaining an appropriate decision making and scrutiny structure and appointees to that, together with appropriate nominees to outside bodies, contributes 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 matters 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.

### Risk Management

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

### Recommendations

10. Staffing Matters and Urgency Committee is asked to approve the proposed changes to appointees to the various bodies set out in paragraph 3 (i) to (v) of the report, subject to nominees being put forward at the meeting in relation to the Leeds and York Partnership NHS Foundation Trust Council of Governors and to the Mental Health & Learning Disabilities Partnership Board.

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

**Author:**

**Chief Officer Responsible for the report:**

Dawn Steel  
Head of Civic and  
Democratic Services  
Telephone: 01904 551030

Andy Docherty  
Assistant Director, Governance and ICT

**Report  
Approved**



**Date** 9 September  
2016

### Specialist Implications Officers

Not applicable

**Wards Affected:** Not applicable

**All**



**For further information please contact the author of the report**

**Background Papers**

None

**Annexes**

None