

Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Carr (Chair), Aspden (Vice-Chair) and Looker
- Date:** Monday, 17 October 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. **Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annexes to Agenda Items 5, 6, 7 (Six Month Redundancy Summary, Pension or Exit Discretion and Redundancy) on the grounds that they contain 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).

3. **Minutes** (Pages 1 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 19 September 2016.

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 14 October 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

Please note this meeting may be filmed and webcast or recorded and that includes 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 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

5. Six Month Redundancy Summary (Pages 5 - 10)

This report advises the Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covers the period from April 2016 to September 2016.

The report also provides an overview and analysis of all redundancies which have been made in the council since 2011.

6. Pension or Exit Discretion (Pages 11 - 12)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

7. Redundancy (Pages 13 - 14)

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.

8. 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

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	19 September 2016
Present	Councillors Carr (Chair), S Barnes (Substitute for Councillor Looker) and Reid (Substitute for Councillor Aspden)
Apologies	Councillors Aspden and Looker

25. Declarations of Interest

Members were asked to declare any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests which they may have in the business on the agenda. No additional interests were declared.

26. Minutes

Resolved: That the minutes of the meeting held on 5 September 2016 be approved as a correct record and then signed by the Chair.

27. Public Participation

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

28. Changes to Appointments to Committees and Outside Bodies

Members were asked to consider the following changes to the membership of committees of the Council and to Outside Bodies:

- (i) A request had been made to appoint Councillor Williams to replace Councillor Levene as Chair of the Corporate and Scrutiny Management Policy and Scrutiny Committee.

- (ii) Councillor Douglas had requested to be replaced as a governor of York Hospital. Members were informed that, since the date of agenda publication, a nomination had been received for Councillor Brooks to be appointed to this position.
- (iii) Councillor Douglas had also requested to be replaced as a member of the Mental Health and Learning Disabilities Partnership Board. Members noted that, since the date of agenda publication, a nomination had also been received for Councillor Brooks to be appointed to this position.
- (iv) A request had been made for Councillor Brooks to replace Councillor Douglas as the Conservative Elected Member on the West Yorkshire Combined Authority Overview and Scrutiny Committee.
- (v) A request had been made for Councillor Rawlings to replace Councillor Brooks on the Show Me That I Matter Looked After Children Consultation Group given his role as Executive Member for Education, Children and Young People.

Resolved: That the following appointments be made to Committees of the Council and to Outside Bodies¹:

- (i) Councillor Williams to be appointed as Chair of Corporate and Scrutiny Management Policy and Scrutiny Committee in place of Councillor Levene.
- (ii) Councillor Brooks to be appointed to the Leeds and York Partnership NHS Foundation Trust Council of Governors in place of Councillor Douglas.
- (iii) Councillor Brooks to be appointed to the Mental Health and Learning Disabilities Partnership Board in place of Councillor Douglas.
- (iv) Councillor Brooks to be appointed to the West Yorkshire Combined Authority Overview and Scrutiny Committee in place of Councillor Douglas.
- (v) Councillor Rawlings to be appointed to the Show Me That I Matter Looked After Children

Consultation Group in place of Councillor Brooks.

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

Action Required

1. Notify relevant bodies of changes to membership CC, LC

Councillor Carr, Chair

[The meeting started at 5.30 pm and finished at 5.35 pm].

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Staffing Matters and Urgency Committee**17 October 2016**

Report of the Director of Customer and Business Support Services

Six Month Redundancy Summary**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. This summary information covers the period April 2016 to September 2016. The report also provides an overview and analysis of all redundancies which have been made in the council since 2011.

Background

2. In November 2010 a decision was taken that all proposed redundancies and exit payments needed to be formally presented to Staffing Matters & Urgency Committee (SM&UC).

A new reporting process took effect from January 2011. SM&UC meetings were arranged on a fortnightly basis to ensure reports were received on a regular basis.

At a meeting of group leaders on 9th July 2012, the following proposal was agreed for future redundancies;

- That a quarterly report of all redundancy cases summarising the data for all cases will be presented to SM&UC.
- All individual cases with total costs over £25k (redundancy and employers pension costs) would still be reported in the established way to SM&UC.

Under these new arrangements managers are still required to develop a redundancy business case for every redundancy and these will continue to be agreed by the Chief Executive and Director of CBSS.

On 24th June 2013 it was agreed that the quarterly report would identify all bumped redundancies.

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 has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.
6. An overview of all redundancies made by the council is maintained a summary of the information is attached at annex A. Annex B and annex C provide a more detailed analysis of these redundancies, due to the level of detail provided these are exempt confidential Annexes.

Council Plan

7. Whilst the actions being proposed in the report are not material to the deliver of the Council Plan they are consistent with the required outcomes of the Workforce Strategy.

Implications

8. The implications of each proposal has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

Risk Management

9. The specific risks associated with each proposal and how they can be mitigated are contained in each business case. In summary, the risks associated with the recommended option are financial, legal, operational and reputational.

Recommendations

10. Staffing Matters and Urgency Committee is asked to:

Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annex C.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

Contact Details

Author:

Mark Bennett
Head of Human Resources
& Organisational
Development
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date

*7th October
2016*

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Annexes:

Annex A – Staff Redundancies April 2011 to September 2016

Confidential Annex B – Analysis of redundancies for the period April 2016 to September 2016 (to be circulated at the meeting).

Confidential Annex C - Summary of redundancies for the period April 2016 to September 2016 (to be circulated at the meeting).

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Staff redundancies 2011 /16April 2011 to March 2012

	Voluntary Redundant	Compulsory Redundant	Total
Total	174	39	213

April 2012 to March 2013

	Voluntary Redundant	Compulsory Redundant	Total
Total	92	13	105

April 2013 to March 2014

	Voluntary Redundant	Compulsory Redundant	Total
Total	62	14	76

April 2014 to March 2015

	Voluntary Redundant	Compulsory Redundant	Total
Total	62	21	83

April 2015 to March 2016

	Voluntary Redundant	Compulsory Redundant	Total
Total	46	15	61

April 2016 to September 2016

	Voluntary Redundant	Compulsory Redundant	Total
Total	9	6	15

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Staffing Matters and Urgency Committee**17th October 2016**

Report of the Director of Customer and Business Support Services

Pension or Exit Discretion**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

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 pension or exit discretions 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.

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 are 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:

Consider each proposal as detailed in the annexes.

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

Contact Details

Author:

Mark Bennett
Head of Business HR
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date

7th October
2016

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: None
Annexes**

Individual Business Cases (confidential and to be circulated at the meeting)



Staffing Matters and Urgency Committee**17 October 2016**

Report of the Director of Customer and Business Support 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.

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:

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:

Mark Bennett
Head of Human Resources
& Organisational
Development
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 7th October
2016

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Annexes

Individual Business Cases (confidential and to be circulated at the meeting)