



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and D Myers
- Date:** Monday, 1 July 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 the following:

Annex A to Agenda Item 6 (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 - 6)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 3 June 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 28 June 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 Officer 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.

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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. Changes to Membership of Committees and Other Bodies
(Pages 7 - 10)

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

6. Redundancy (Pages 11 - 14)

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

7. Urgent Business

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

Democracy Officer

Louise Cook

Contact details:

- Telephone – (01904) 551088
- Email: democratic.services@york.gov.uk

For more information about any of the following please contact the Democratic Services Officers responsible for servicing this meeting:

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	3 June 2019
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and D Myers

1. 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.

2. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes A-C to Agenda Item 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).

3. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 1 April 2019 be noted and then signed by the Chair as a correct record.

4. Public Participation

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

5. Appointment of Director of Governance and Improvement

Members considered a report that sought formal approval to establish an Appointments Sub-Committee for a Chief Officer Appointment 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.

The Head of HR gave an update and confirmed that the review of the Corporate Service Structure, approved by Staffing Matters and Urgency Committee in December 2018, saw the deletion of the post of Assistant Director of Legal & Governance and the creation of a new post, Director of Governance and Improvement. Members noted that Council approved the new chief officer graded pay structure in March 2019 and that an Appointments Sub-Committee, of no less than three elected members (2 Liberal Democrats and 1 Labour) and to include a member of the Executive, was now required.

In answer to Members questions, the Head of HR agreed to provide an overview of the recruitment and selection process and confirmed that, in view of the nature and responsibilities of the post, an opportunity could be provided for Members in general (beyond those sitting on the Appointments Sub-Committee) to informally meet candidates and provide feedback during day one of the assessment process.

It was also noted that the new corporate management team and corporate services structures would commence and be highlighted on the council's website when the newly appointed Director was in post.

Resolved:

- (i) That 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, be approved.

- (ii) That an Appointments Sub-Committee consisting of Cllr Aspden, Cllr Runciman and Cllr Myers be established.
- (iii) That arrangements be made for Members generally to meet candidates for the role, as part of the assessment process and as outlined above.

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

6. Changes to Membership of Committees and Other Bodies

Members noted that at the Annual Council meeting on 22 May 2019, appointments were made to committees, sub-committees and other bodies for the 2019/20 municipal year and that it was now necessary to make changes to the membership of committees and other bodies.

Members agreed that Staffing Matters & Urgency Committee had authority to deal with any in-year changes or appointments to any Committees and Outside Bodies and they noted the following proposed changes as detailed in the agenda papers:

Area Planning Sub-Committee

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

Audit & Governance Committee

Cllr Lomas to replace Cllr Musson on the committee.
Cllr Douglas and Cllr K Taylor to be appointed as Labour substitutes.

Children, Education & Communities Policy & Scrutiny Committee

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

Cllr Baker to be appointed as Green substitute.

City of York Trading Company

To appoint Councillor Daubeney as an additional non-Executive Director.

Climate Change Scrutiny Committee

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

Corporate Appeal Panel

Cllr Pavlovic to be appointed as Labour substitute.

Customer & Corporate Services Scrutiny Management Committee

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

Economy & Place Policy & Scrutiny Committee

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

Education Appeals Panel

Cllr Fitzpatrick to be appointed as Labour substitute.

Health and Wellbeing Board

Cllr Perrett to be appointed as Labour substitute.

Housing Appeals Panel

To appoint Cllr Pavlovic to the Labour vacancy.

Housing and Community Safety Policy and Scrutiny Committee

Cllr Musson to replace Cllr Kilbane on the committee.

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

Health & Adult Social Care Policy & Scrutiny Committee

Cllr Kilbane to replace Cllr Lomas on the committee.
Cllr Barnes and Cllr Lomas to be appointed as Labour substitutes.

Joint Standards Committee

To appoint Cllr Stuart Rawlings to the committee as a Parish Councillor.

Cllr Pavlovic to be appointed as Labour substitute.

Local Plan Working Group

Cllr Douglas to replace Cllr Heaton on the working group.

To appoint Cllr Barnes, Cllr Melly and Cllr Heaton as Labour substitutes.

Planning Committee

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

Shareholder Committee

To appoint Councillor Ayre as the Liberal Democrat member and Chair.

To appoint Cllr D'Agorne as the Green member.

To appoint Cllr Myers as an observer.

Staffing Matters & Urgency Committee

Cllr Perrett to be appointed as Labour substitute.

WYCA Green Economy Panel

To appoint Councillor Waller to the panel.

To appoint Councillor Widdowson as a substitute.

WYCA – Overview and Scrutiny Committee

To appoint Councillor Fenton to the committee.

To appoint Councillors Daubeney and Hook as substitutes.

Yorkshire and Humber Strategic Migration Group

To appoint Councillor Darryl Smalley to the group.

YNYER Infrastructure Board

To appoint Councillor Waller to the board.

Resolved: That the above Committee and Outside Bodies membership changes be agreed.

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

7. Redundancy

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

The Head of HR explained the background to redundancy reports and Members noted the detailed cases surrounding the proposals, which were contained in the individual business cases, attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed dismissal of three employees on the grounds of redundancy, as detailed in Annexes A, B and C of the report, be noted.

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

Cllr Aspden, Chair

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



Staffing Matters and Urgency Committee

1 July 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.

Customer and Corporate Services Scrutiny Management Committee
To appoint Cllr Musson to replace Cllr Melly on this committee.

Health & Adult Social Care Policy & Scrutiny Committee
To appoint Cllr Melly to replace Cllr Musson on this committee.

West Yorkshire Combined Authority: Leeds City Region Partnership Committee
To appoint Cllr D'Agorne as substitute.

West Yorkshire Combined Authority: Overview and Scrutiny Committee
To appoint Cllr Douglas as substitute.

Consultation

3. 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

4. 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

5. 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

6. 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

7. 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

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

Recommendations

9. Staffing Matters and Urgency Committee is asked to consider and approve the changes to committee and outside body appointments as outlined in paragraph 2 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:

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

Chief Officer Responsible for the report:

Suzan Harrington
Interim Assistant Director of Legal and Governance

Report

Date 20 June 2019

Specialist Implications Officers

Not applicable

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Annexes:

None

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Staffing Matters and Urgency Committee

01 July 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 attached as exempt 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:

Trudy Forster
Head of HR
Human Resources
01904 553985

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**



Date 20/06/19

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Confidential Business Case

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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