

Notice of a public meeting of

Staffing Matters & Urgency Committee

To: Councillors Steward (Chair), Aspden (Vice-Chair) and Williams

Date: Monday, 22 June 2015

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 Item 7 (Pension or Exit Discretion) on the grounds that it contains 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 Monday 8 June 2015.

4. 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 19 June 2015 at 5.00 pm.**

Filming, Recording or Webcasting Meetings

Please note that this meeting may be filmed and webcast or audio recorded and that includes any registered public speakers, who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts>, or, if sound 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 https://www.york.gov.uk/downloads/file/6453/protocol_for_webcasting_film_and_recording_council_meetingspdf

5. Appointments to Committees and Outside Bodies

(Pages 5 - 14)

This report asks Members to agree to a number of changes to memberships of Committees and Outside Bodies and to a change in the proportionality of two of the Policy and Scrutiny Committees, Economic Development & Transport and Health & Adult Social Care.

6. Appointment of Acting Director of City and Environmental Services (Pages 15 - 32)

This report seeks approval to establish an Appointments Sub-Committee for Chief Officer appointments and to delegate sufficient powers to that Sub-Committees to enable it to conduct the recruitment process, select and appoint an Acting Director of City and Environmental Services, subject to the requirements of the standing orders on appointment.

7. Pension or Exit Discretion (Pages 33 - 34)

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

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 میا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	8 June 2015
Present	Councillors Steward (Chair), Aspden (Vice-Chair) and Williams

Part A-Matters Dealt with under Delegated Powers

1. 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. 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 to Agenda Item 6 (Redundancy) (Minute Item 6 refers).

3. Minutes

Resolved: That the minutes of the last meeting of the Staffing Matters and Urgency Committee held on 30 March 2015 be approved and signed by the Chair as an accurate record.

4. Public Participation

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

5. Redundancy

Members considered a report which advised them of the expenditure associated with the dismissal of two employees on the grounds of redundancy. One case related to a compulsory redundancy and the other to a voluntary.

Confidential annexes containing details of the redundancies were circulated.

It was noted that at the next meeting Members would be provided with a four monthly overview of redundancies.

Resolved: That the expenditure associated with the employees on the grounds of redundancy as detailed in the confidential annexes be noted.

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

Part B- Matters Referred to Full Council

6. Appointment of Acting Chief Executive

Members received a report which asked them to establish an Appointments Sub Committee for Chief Officer appointments and to delegate sufficient powers to that Sub Committee in order to enable it to conduct a recruitment process to select and recommend for appointment an Acting Chief Executive and Head of Paid Service, subject to the requirements of the standing orders on appointment.

It was reported that the post would for a fixed period pending a permanent appointment. It was expected that an appointment would be made at the bottom of the existing Chief Executive pay scale and Members would have a further opportunity to review the salary and terms and conditions of the post before the permanent position was recruited to.

Members asked if an Acting Chief Executive would be entitled to take a bonus payment under their terms and conditions. It was confirmed that progression through the pay scale was 50% time served and 50% performance related. Progression could only be considered after the Acting Chief Executive had been in post for a minimum of twelve months and the Acting Chief Executive appointment was expected to be for a shorter period than that.

It was confirmed that the following Members had been selected to make up the Appointment Sub Committee;

- Councillor Rawlings
- Councillor Aspden

- Councillor Williams

Resolved:

That:

- (i) That an Appointments Sub-Committee is established and authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures including Council approval. The sub-committee will consist of three members, on a 1:1:1 proportionate basis, one Conservative, one Liberal Democrat and one Labour Member on the Appointment Committee. These being;
 - Councillor Rawlings
 - Councillor Aspden
 - Councillor Williams

Recommended:

- (ii) That Full Council approve the salary package which is in excess of £100,000.

Reason: To allow the appointment to an Acting Chief Executive and Head of Paid Service to be made.

Councillor C Steward, Chair

[The meeting started at 5.30 pm and finished at 5.45 pm].

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Staffing Matters and Urgency Committee**22 June 2015**

Report of the Assistant Director, Governance and ICT

Appointments to Committees and Outside Bodies**Summary**

1. At the Annual Council meeting on 21 May 2015, appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2015/16 municipal year. However, in view of the short period of time between the City of York Council Election on 7 May, the set up of the new Council administration and the publication of the agenda for the Annual Council meeting, nominations to a number of Committees and outside bodies were not made. Since that time, additional nominations have been received together with requests for changes to some existing appointments.

Background

2. The Council makes appointments at its Annual Meeting, to Committees for the coming year. Staffing Matters & Urgency Committee has authority to deal with any changes or appointments to those Committees and bodies within year. The changes and additions now put forward are listed for consideration at Annex A of the report and relate to both Committees and outside bodies for the 2015/16 municipal year.
3. A change has also been requested to the proportionality of two of the Policy and Scrutiny Committees. A request has been made to increase the membership of the Economic Development & Transport Policy & Scrutiny Committee to 8 members (Lab 2, Cons 2, Lib/Dem 2, Green 1 and Ind 1), to provide 1 additional Independent place and reducing the membership of the Health & Adult Social Care Policy & Scrutiny Committee by one to 6 members (Lab 2, Cons 2, Lib/Dem 1 and Green 1), removing the Independent place. Agreement to this change would be subject to formal ratification by Council, in due course

Consultation

4. In accordance with the usual process for gathering nominations to available places, the relevant Groups and individuals have been

consulted, as appropriate, and provided with the necessary information.

Options

5. The Committee has the option either to approve or propose alternatives to the nominations proposed in this report.

Council Plan 2011-15

6. Establishing an appropriate decision making and scrutiny structure and appointees to that, contributes to the Council delivering its core priorities set out in the 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:
 - (i) Consider and agree the appointments and nominations listed at Annex A of the report for the 2015/16 municipal year.
 - (ii) Agree the change in proportionality of the Economic Development & Transport Policy & Scrutiny Committee and the

Health & Adult Social Care Policy & Scrutiny Committee, as detailed in paragraph 3 of the report, subject to formal ratification by Council.

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 12 June 2015

Specialist Implications Officers

Not applicable

Wards Affected: Not applicable

All



For further information please contact the author of the report

Background Papers

None

Annexes

Annex A – List of additions and amendments to Membership of Committees, Sub-Committees, Boards Working Groups and Outside Bodies 2015/16

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**Membership of Committees, Sub-Committees,
Boards Working Groups and Outside Bodies 2015/16**

**To make the following appointments to Committees/Working
Groups**

Staffing Matters & Urgency Committee

Cllr Levene as the Labour substitute on the Committee

Local Plan Working Group

Cllr S Barnes as the Labour substitute on the Group

Equality Advisory Group (observer status)

Cllr Gunnell as the Labour member on the Group

Planning Committee

Cllr Looker as the Labour substitute on the Committee

Area Planning Sub-Committee

Cllr Funnell as the Labour substitute on the Committee

Joint Standards Committee

Cllr Funnell as the Labour substitute on the Committee

Cllr Reid as the Liberal Democrat substitute on the Committee

Member Support Steering Group

Cllr Funnell as the Labour substitute on the Group

Cllr Aspden as the Liberal Democrat substitute on the Group

Audit and Governance Committee

Cllr Gates as the Conservative substitute, Cllr Levene as the Labour substitute and Cllr Cuthbertson as the Liberal Democrat substitute on the Committee

Gambling, Licensing & Regulatory Committee

Cllr Flinders as the final Labour representative on the Committee

Corporate Appeals Panel

Cllr Gillies as the Conservative substitute and Cllr N Barnes as the Labour substitute on the Panel

Housing Appeals Panel

Cllr Doughty as the Conservative substitute, Cllr Boyce as the Labour substitute and Cllr Mason as the Liberal Democrat substitute on the Panel

Education Appeals Panel

Cllr Richardson as the Conservative substitute, Cllr S Barnes as the Labour substitute and Cllr Mason as the Liberal Democrat substitute on the Panel

Environment Appeals Panel

Cllr Mercer as the Conservative substitute and Cllr Derbyshire as the Labour substitute on the Panel

Corporate & Scrutiny Management Policy & Scrutiny Committee

Cllr Derbyshire as the Labour substitute on the Committee

Economic Development & Transport Policy & Scrutiny Committee (8)

Cllr Warters as the Independent Member on the Committee
Cllr Lisle as the Conservative substitute and Cllr Gunnell as the Labour substitute on the Committee

Health & Adult Social Care Policy and Scrutiny Committee (6)

Cllr Shepherd as the Labour substitute and Cllr Fenton as the Liberal Democrat substitute on the Committee
To remove Cllr Warters as the Independent Member on the Committee

Communities & Environment Policy & Scrutiny Committee

Cllr Levene as the Labour substitute and Cllr Cullwick as the Liberal Democrat substitute on the Committee

Learning & Culture Policy & Scrutiny Committee

Dr Julie Dickinson as a Parent Governor representative on this Scrutiny Committee and Cllr S Barnes as the Labour substitute with Cllr Reid as the Liberal Democrat substitute

Corporate Parenting Board

Cllrs Gunnell and S Barnes as Board members and Cllr Williams as the substitute representative
Cllr Douglas as the Conservative substitute on the Board

North Yorkshire Police & Crime Panel

Cllr Richardson as the Conservative substitute and Cllr Orrell as the Liberal Democrat substitute on the Panel

West Yorkshire Combined Authority

Cllr Aspden to replace Cllr Steward as the Council's lead member on the Authority and Cllr Steward to replace Cllr Aspden as the substitute representative

West Yorkshire Combined Authority – Scrutiny Committee

Cllr Douglas as the Conservative representative on the Authority

Yorkshire Purchasing Organisation

Cllr Mercer as the Conservative representative on this body

Joint Health Overview & Scrutiny Committee (Yorkshire & the Humber)

Cllr Douglas as the representative on the Committee

To make the following appointments to Outside Bodies

Association for Public Service Excellence (APSE)

Cllr Crisp as the second member to the Association

Bell Farm Social Hall Management Committee

Cllr Boyce to the Management Committee

CYC Trading Company Shareholder Group

Cllr N Barnes as the third member on the Group

Clifton Backies Management Board

Cllr Wells to the Management Board

Community Stadium Lead Members Group

Cllrs N Barnes, Taylor and Warters and Cllr Orrell as the local ward member

Derwenthorpe Partnership Forum

Cllr Williams to the Partnership Forum

Foss Internal Drainage Board

Following Cllr Richardson's appointment to the Foss IDB as a City of York Council representative, to remove Cllr Richardson as a Parish Council representative

Parish Councillor Graham Tate in place of Parish Councillor Kate Pace who has left Earswick Parish Council and to appoint Parish Councillor Sian Wiseman, also from Earswick Parish Council to the Board

Glen Family Resource Centre

Cllrs S Barnes and Doughty to take part in the quarterly visits to Children's Homes

Heslington East Community Forum

Cllr Levene to the Forum

Leeds City Region – LEP Leaders Board

Cllr Aspden to replace Cllr Steward as the Councils representative on the Board and Cllr Steward to replace Cllr Aspden as the substitute representative

Leeman Road Millennium Green Trust

Cllr Derbyshire to the Trust

Local Access Forum

Cllr D Myers on to the Forum

Local Government Association – General Assembly

Cllr Williams to the General Assembly

Local Safeguarding Children's Board

Cllr Brooks in her Executive Member role as an observer at Board meetings

Make it York Shareholders Committee

Cllr Hayes as the Independent representative and Chair of the Committee and Cllr Levene to the Shareholder Committee

Micklegate York Charitable Trust

Cllr Gunnell to the Trust

North Yorkshire Pension Fund – Local Pension Board

Cllr Cuthbertson to the Local Pension Board

School Improvement & Monitoring Group

Cllr Looker to the Group

Schools Forum

To confirm the appointment of the Cabinet Member for Education, Children and Young People as a non voting attendee at Forum meetings

Tang Hall Community Centre

Cllr Funnell to the Centre's Board

Terrys Community Forum

Cllrs Gunnell, Hayes and Kramm, the 3 Micklegate Ward Members onto the Forum

Veritau Directors

Cllr Steward, as the Executive Member for Corporate Services or equivalent as a Director of Veritau

Without Walls Partnership

Cllr Williams to the Partnership

York Central Lead Members

Cllrs Hayes and Williams as the Independent, Conservative and Labour Lead Members

York Citizens Theatre Trust

Cllr Flinders to the Trust

York City Charities

Cllr Gunnell to the Charity

York Environment Forum

Cllr Flinders on to the Forum

York Economic Partnership

Cllr Levene to the Partnership

York, North Yorkshire & East Riding Local Enterprise Partnership
Infrastructure Programme Board

Cllr Steward to replace Cllr Gillies as the Council's representative on the Board

To note: Yorkshire Energy Partnership

Cllr Waller was appointed at the Annual Meeting as the Council's representative on this body. However, following termination of the authorities involvement with the organisation and the Council entering into an exclusive contract with the Better Homes Yorkshire scheme a nomination is no longer required on this body.



Staffing Matters & Urgency Committee**22nd June 2015**

Report of the Chief Executive

Appointment of Acting Director of City and Environmental Services**Summary**

1. The professional service contract of Interim Director of City and Environmental Services will end on the 9th July 2015.
2. This report seeks approval to establish an Appointments Sub-Committee for Chief Officer appointments and to delegate sufficient powers to that Sub-Committee to enable it to conduct the recruitment process, select and appoint an Acting Director of City and Environmental Services, subject to the requirements of the standing orders on appointment.

Background

3. Darren Richardson, Director of City and Environmental Services left the council in June 2014. Interim arrangements were then put in place to cover the key priorities of this role pending a wider review of the senior management arrangements in the council.
4. The completion of the council's senior management review will take until December 2015.
5. During this period there are a number of priorities which need to be progressed to allow the continued achievement of our corporate ambitions for the residents of the City and deliver against our financial strategy. These include;
 - the strategic management and delivery of transport and planning services.
 - working closely with the Director of Communities and Neighbourhood Services and her team on operational matters where they interlink, particularly in respect of the quality of the public realm.
 - maintaining momentum on the development of a Local Plan

- progression of the programme major projects, including York Central and the Community Stadium.
 - leadership of the Council's agenda for transport infrastructure, road, bus and rail and liaison with other bodies (including Make it York) to build this economic sector.
 - Management of resources allocated to City and Environmental Services, including key front line services staff, finance and plant, to maximise effectiveness and further development of the budget strategy for the next four years.
6. To ensure there is capacity and continued strategic leadership to take overall accountability for delivery of these priorities it is recommended that an appointment of an Acting Director of City and Environmental Services is made.
 7. The opportunity to take on these responsibilities could be seen as a development opportunity for existing senior staff and the council does have experienced senior staff that may have the necessary skills to be considered for the opportunity.
 8. To ensure that external candidates can also be considered for the opportunity the post will be advertised on City of York Council Jobs Website, this approach would mean there would be no additional recruitment costs.
 9. The job description for this role is attached at Annex A.
 10. It is proposed that the opportunity will be advertised on the 26th June with a closing date of 10th July and that interviews are held approximately a week after the application closing date.
 11. It is anticipated that the opportunity would be for an approximate of 7 months pending the senior management review.

Remuneration Package

12. Attached at Annex B are details of the pay package and Conditions of Service for the post of Director of City & Environmental Services. 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 a job evaluated grade of Director at a salary of £89,842 to £102,766 with access to the standard set of Chief Officer terms and conditions. There are no other enhancements recommended for this role.
13. It is a requirement for any proposed salary offer which is in excess of £100,000 is agreed by Full Council should that be necessary.

Appointments Committee

14. The Council's Constitution allows for an Appointments Committee, including at least one member of the Cabinet, to shortlist and interview applicants for a post and to determine who should be offered the vacant post.
15. It is recommended that the appointment sub-committee should consist of three members on a 1:1:1 proportionate basis. This would mean that there would be one Conservative, one Liberal Democrat and one Labour member on the appointment committee.

Consultation

16. Consultation has taken place with the Corporate Management Team.

Options/Analysis

17. There are no alternative options for members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post.
18. An alternative approach would be to go to the external consultant or interim market and fill the post on this basis for this temporary duration but that may incur additional cost.

Council Plan

19. Making an appointment to this post will contribute to the continued delivery of the Council Plan and its priorities.

Implications

20. The following implications have been considered:
 - **Financial** – The salary cost will be managed from within the existing budget and there will be no recruitment costs.
 - **Human Resources (HR)** – The job description for the post has been subject to the Council's established job evaluation mechanism and the grade established for the post and the agreed Council Pay Policy. 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 protocols.
 - **Equalities** - There are no specific 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 post. 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

21. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

22. It is recommended that the Committee:
 - i. Approve the filling of the post of Acting Director of City and Environmental Services.
 - ii. Advertise this opportunity on the CYC Jobs Website.

- iii. Agree that an Appointments Sub-Committee is established and authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures. The sub-committee should consist of three members, *on a 1:1:1 proportionate basis*. This would mean that there would be one Conservative, one Liberal Democrat and one Labour member on the Appointment Committee.
- iv. Should it be necessary, to recommend to full council approval of the salary package to the appointed person if in excess of £100,000.

Reason: To allow appointment to an Acting Director of City and Environmental Service to be made.

Contact Details

Author:

Mark Bennett
Head of Human
Resources(HR) &
Organisational
Development (OD)

Chief Officer Responsible for the report:

Kersten England
Chief Executive

**Report
Approved**



Date 12th June
2015

Specialist Implications Officer(s)

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

Finance: Debbie Mitchell, Corporate Finance Manager

HR: Mark Bennett, Head of HR & OD

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A – Job Description for Director of City and Environmental Services

Annex B – Conditions of Services for Director of City and Environmental Services

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Post title:	Director of City and Environmental Services
Conditions and Grading Arrangements:	JNC for Chief Officers of Local Authorities
Responsible to:	Chief Executive
Responsible for:	All staff within the portfolio

Main purpose of the post

Provide leadership and strategic direction, inspire team working and high standards of service delivery ensuring that mechanisms are put in place to sustain, achieve and maintain corporate working that enable to Council to achieve its target CAA rating. To work in partnership with organisations across the city and beyond to deliver improved quality of life for York's residents.

Dimensions

Indicative net budget: £24, 922,000
based on figures for 2010/11

Indicative full time equivalent posts: 322.98.
Indicative headcount figure: 361.

Principal responsibilities – Corporate role

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

Facilitate corporate working across services and help lead the Authority so it is able to meet its immediate and long term future with confidence

ANNEX A

Contribute to the corporate formulation and delivery of the Council's policy objectives and plans and help shape and deliver the City and Council visions

Develop and articulate a clear vision for co-ordinated services in the City of York and provide a framework and common sense of purpose in order to ensure an effective shared programme of joined-up service delivery

Lead the necessary cultural and other changes to ensure that the citizens of York and other service beneficiaries are at the centre of service provision using effective partnership working with all sectors (private, voluntary, community and public) in order to focus resources jointly on improving outcomes

To conceive, initiate, manage and participate in Council wide developments and initiatives in pursuit of the Council's aims and objectives and consistent with changing the culture of the Council

Develop and maintain a corporate performance management regime ensuring early identification of potential issues in order to take decisive and effective corrective action

To support and contribute to the Council's corporate policy making on all matters and to ensure that these are translated and reflected into directorate plans, programmes and services which are reviewed and updated to meet changing needs and priorities of the City and the Council's stakeholders

To develop and maintain effective working relationship with Members of the Council and with other service teams within the Authority to ensure a corporate response to the development of services

To cover for any other Director or the Chief Executive as necessary

Principal responsibilities – Director of Service role

Define, develop, procure, manage and evaluate the range of services for which the postholder is responsible

Co-ordinate services across the Authority and City with others to give maximum benefit

ANNEX A

Ensure the continual improvement of the services for which the postholder is responsible, setting clear priorities and targets and intervening where necessary in order to maintain standards of performance

To keep abreast of new developments in order to anticipate and define the Council's strategies and responsibilities in the areas for which the postholder is responsible

Utilise effective programme management methodologies to ensure projects are delivered on time, within budget and in accordance with the agreed specification

Take lead responsibility for putting in place arrangements to meet the requirements of external inspectors in respect of annual and other performance assessments

Participate in the development of effective corporate engagement strategies so that all can understand and fulfil their roles in the delivery of effective services

Sphere of influence

Ensure that budgets are managed effectively within the corporate mechanisms to achieve value for money and outcomes are measured against corporate priorities, development milestones and performance targets

Hold services to account for their performance, overall budgets and service standards to ensure that services provided meet targets set within the corporate framework

Carry forward existing partnerships and lead work with partner agencies to establish strategic priorities for the Council seeking to align resources of all partner agencies with jointly agreed priorities that complement and reflect corporate priorities

Develop, mentor and appraise directly accountable staff and through directly accountable staff ensure employees are well managed, developed, motivated and empowered within the corporate framework

ANNEX A

Recruit, manage, motivate and develop employees ensuring their health, safety and well-being at work, in order to ensure all aspects of service delivery are provided to the highest possible standard

Person Specification

The postholder will need to demonstrate their experience in the criteria listed in Parts One and Two of the Person Specification

Part One: Experience

A proven track record of high achievement at senior management level within a service environment of comparable scope and complexity and with an understanding of the issues facing City of York Council and the areas for which the postholder is responsible

Experience of successful strategic and corporate management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation

A demonstrable track record of leading, motivating and managing multi-disciplinary teams to achieve significant, sustainable service improvements and outstanding results, through internal and external partnerships

Evidence of establishing a performance management culture, including service planning, target setting, performance appraisal and the management of diverse staff groups

Extensive experience of delivering customer focused services that are responsive and flexible with regard to customer need

Evidence of successful strategic and operational resource management, including evaluating competing priorities within tight financial limits and managing progressive and innovative budgetary arrangements

A proven track record of innovating service deliver in order to drive out efficiencies and maximise value for money

Extensive experience and demonstrable success in the generation and management of major organisational and corporate cultural change

ANNEX A

Evidence of success in building and enhancing the reputation of an organisation with external bodies, the community and the media

A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non governmental organisations, the private and voluntary sectors to successfully deliver cross sector projects that meet City of York Council's corporate objectives

Proven experience of effectively working as part of a team and of successfully operating in a team environment

A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve the corporate and service objectives of the organisation

Part Two: Knowledge, Abilities and Skills

A thorough understanding of best practice and contemporary issues affecting the provision of the areas for which the postholder is responsible, and an understanding of good management practice and value for money in a local authority setting

Ability to operate effectively within the democratic processes, with the political acumen and skills to develop productive working relationships with Council Members and colleagues across the Authority that command respect, trust and confidence

Ability to provide visible and supportive transformational leadership, empowering, enabling, motivating and developing the workforce and fostering a positive organisational culture

A detailed knowledge and understanding of the challenges involved in seeking to provide fully integrated services to customers

Knowledge of leading edge service delivery and a proven ability to translate best practice into service transformation

Understanding and a record of achievement in promoting fairness and inclusion in employment and service delivery

Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems

ANNEX A

Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions

Highly developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others

Outstanding negotiation, interpersonal and communication skills to relate effectively to employees, service managers, Council Members, the general public and other stakeholders and command their respect, trust and confidence

Personal Style & Behaviour

A strong corporate orientation and a demonstrable commitment to tackling issues in a non-departmental manner

An inspirational, motivational, enthusing leader with a clear vision for the Council and its contribution to the overall development of the City and the areas for which the postholder is responsible, with high levels of energy, stamina and resilience

Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders

A personal commitment to using customer insight to determine service delivery

Highly innovative and forward thinking

Commitment to personal development

Key Relationships

Reports to Chief Executive

Key relationship with other members of the Corporate Management Team

Leads and Manages the Directorate

Advises Members, Chief Executive, Directors and managers on those service areas the postholder is responsible for

Key relationships with external advisers, and partnership working with other service providers and agencies including:

- trade unions
- Without Walls (or WOW) - the York LSP

- relevant professional bodies and networks
- regional and national local government bodies
- regional and national agencies and departments of central government
- public, private, voluntary and community sector partners

Director of City and Environmental Services– Specific Areas of Responsibility

City Development and Sustainability

- major development projects and initiatives
- development management
- urban design
- heritage and conservation
- natural environment services
- sustainability and climate control
- building control property information

Strategic Planning and Transport

- local development planning
- local transport plan,
- quality bus partnership park and ride
- highways and network management
- public transport
- parking policy
- major infrastructure projects

Highways, Fleet and Waste

- Fleet
- highways maintenance
- waste services
- the transformation of these services

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Conditions of Service
Director of City and Environmental Services

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 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:

30	£89,842
31	£94,341
2	£98,821
33	£101,818
34	£102,766

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

Director (June 2015)

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.

Subject to satisfactory service and subject to the provisions of any career grade or bars to progression through the scale, your salary will rise within the above scale by annual increments up to the maximum of the scale. Annual increments are normally paid on 1st April each year until the maximum of the scale is reached.

For those employees who commence employment between 1st October and 31st March, however, their first increment will be payable 6 months from the date of appointment. Thereafter, increments will be payable on 1st April.

Relocation allowance

There will be an entitlement to relocation expenses up to a ceiling of £6,500 subject to certain conditions. The terms of the relocation scheme are dependent on the post holder residing within the City of York Council boundary. Further details are set out in the Council's relocation policy.

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 45p 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 are 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 months service)	1month's full pay and (after completing 4 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 Kersten England, Chief Executive, on 01904 552000.

Director (June 2015)

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Staffing Matters and Urgency Committee**22 June 2015**

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 Business HR
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 12th June
2015

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)