



**Notice of a public meeting of
Staffing Matters & Urgency Committee**

To: Councillors Carr (Chair), Aspden (Vice-Chair) and Looker

Date: Monday, 8 May 2017

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 B & C to Agenda Item 6 and Annexes A & B to Agenda Item 7 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 6 March 2017.

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 **Friday 5 May 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 (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. Changes to Outside Body Appointments (Pages 5 - 8)

This report asks Members to agree to changes to outside bodies.

6. Redundancy Summary Report (Pages 9 - 18)

This summary information, covering the period January to March 2017, provides Staffing Matters and Urgency Committee with details of all expenditure associated with the proposed dismissal of employees on the grounds of redundancy. The report also provides an overview and analysis of all redundancies which have been made in the Council since 2011.

7. Pension or Exit Discretions (Pages 19 - 28)

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: Laura Clark

Contact details:

- Telephone – (01904) 554538
- E-mail – Laura.Clark@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

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	6 March 2017
Present	Councillors Aspden (Chair), Looker and K Myers (Substitute)
Apologies	Councillor Carr

13. 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.

14. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of the annexes to agenda item 6 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).

15. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 6 February 2017 be approved and then signed by the Chair as a correct record.

16. Public Participation

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

17. Changes to Committee and Outside Body Appointments

At the Annual Council meeting on 26 May 2016, appointments had been made to Committees, Sub-Committees and Outside Bodies for the 2016/17 municipal year. The committee was asked to consider a number of changes to the membership of those Committees and Outside Bodies.

Resolved: The following appointments to committees of the Council and outside bodies were noted and endorsed:

- (i) Councillor Steward to replace Councillor Lisle on the Audit and Governance and Corporate and Scrutiny Management Policy and Scrutiny Committees.
- (ii) Councillor Steward to replace Councillor Lisle as substitute representative on the Economic Development and Transport Policy & Scrutiny Committee.
- (iii) Councillor Lisle to replace Councillor Carr on the Local Government York, North & East Riding Housing Board, the North Yorkshire Strategic Housing Partnership and the Safer York Partnership.
- (iv) Councillor Carr to replace Councillor Steward on the North Yorkshire Pension Fund Committee.
- (v) Councillor Brooks to replace Councillor Rawlings on the York College Governing Body.

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

18. Pension or Exit Discretion

Members considered a report which detailed expenditure associated with pension or exit discretions in accordance with council policy.

The background and detailed case surrounding each of the proposals was contained in the individual business cases attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed pension or exit discretions, as detailed in Annex A, B and C of the report, 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 K Aspden, Chair

[The meeting started at 5.30 pm and finished at 5.40 pm].

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Staffing Matters and Urgency Committee

8 May 2017

Report of the Assistant Director - Legal and Governance

Changes to Outside Body Appointments**Summary**

1. At the Annual Council meeting on 26 May 2016, appointments were made to Outside Bodies for the 2016/17 municipal year.
2. Since then a request has been made to agree the appointment of a second City of York Council Director on the Make it York Board. At the present time Cllr Carr and Charlie Croft (Assistant Director Communities and Equalities) represent the Council on the Make it York Board.

Background

3. The Council makes appointments at its Annual Meeting to Committees and Outside Bodies. As the Staffing Matters & Urgency Committee has authority to deal with any changes or appointments to those Committees and Outside Bodies the following is put forward for consideration:

Make it York Board

- To appoint Councillor Ashley Mason to replace Charlie Croft as the Council's second Director on the Make it York Board.

Consultation

4. Normal processes to consult the relevant political Group have been applied to ensure the Group nominate Members of their choice. No other consultation is specifically required in this instance.

Options

5. 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.

Council Plan

6. 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

7. 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

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. These rules may only be waived where no Member votes against the proposal.

Risk Management

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

Recommendations

10. Staffing Matters and Urgency Committee is asked to agree the changes to outside body membership as outlined in paragraph 3 of the report.

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

Author:

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

**Chief Officer Responsible for the
report:**

Andy Docherty
Assistant Director, Legal and Governance

**Report
Approved**



Date 27 April 2017

Specialist Implications Officers

Not applicable

Wards Affected: All

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

8 May 2017

Report of the Director of Corporate and Customer Services

Redundancy Summary Report**Summary**

1. This summary information, covering the period January to March 2017, provides Staffing Matters and Urgency Committee with details of all expenditure associated with the proposed dismissal of employees on the grounds of redundancy. 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 9 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 CCS.

On 24 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 CCS 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 CCS 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:

- 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy for the period January 2017 to March 2017 as 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
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Corporate and Customer Services

Report Approved

Date 27 April 2017

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

Annex A – Staff Redundancies April 2011 to March 2017.

Confidential Annex B – Analysis of actual redundancies during the period January 2017 to March 2017.

Confidential Annex C - Summary of redundancies approved during the period January 2017 to March 2017.

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Staff redundancies 2011 /17**April 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 March 2017

	Voluntary Redundant	Compulsory Redundant	Total
Total	32	11	43

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

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Staffing Matters and Urgency Committee

8 May 2017

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 attached as confidential 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 Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Corporate and Customer Services

Report Approved

Date 27 April 2017

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

Confidential Annexes A & B – Business Cases

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

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