



Notice of a public meeting of

Staffing Matters & Urgency Committee

To: Councillors Aspden (Chair) (to be substituted by Cllr Widdowson), D'Agorne (Vice-Chair) (to be substituted by Cllr Craghill), Hook and D Myers (to be substituted by Cllr Melly)

Date: Monday, 9 December 2019

Time: 5.30 pm

Venue: The Severus Room - 1st Floor West Offices (F032)

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:

Report and Annex A to Agenda Item 8 (Complaints Investigation) on the grounds that they contain information relating to individuals and information which is likely to reveal the identity of individuals. This information is classed as exempt under paragraphs 1 and 2 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

Annexes A and B to Agenda Item 9 (Settlement Agreement) and Annex A to Agenda Item 10 (Pension or Exit Discretion) 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 Monday 4 November 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 6 December 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.

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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_for_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

5. Appointment of the Chair of Make It York (Pages 5 - 8)

This paper proposes the appointment of a new Chair for Make It York.

6. Setting up a Work Plan for the Committee (Pages 9 - 22)

This report provides a draft work plan for the Committee to consider, in an effort to establish clear forward and work planning for future meetings in relation to its 'staffing' function.

7. Changes to Membership of Committees and Other Bodies
(Pages 23 - 26)

This report seeks approval for amendments to the Council's appointments to committees and outside bodies.

8. Complaint Investigation (Pages 27 - 38)

Staffing Matters and Urgency Committee are asked to consider a complaint and decide the next steps.

9. Settlement Agreement (Pages 39 - 48)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

10. Pension or Exit Discretion (Pages 49 - 54)

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

11. Urgent Business

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

Democracy Officer

Louise Cook

Contact details:

- Telephone – (01904) 551031
- Email - louise.cook@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	4 November 2019
Present	Councillors Craghill (Substitute), Hook, Melly and Widdowson (Chair)
Apologies	Councillors Aspden, D'Agorne and D Myers

33. Appointment of Chair

The Head of Civic & Democratic Services invited Members to nominate a Chair for this meeting.

Resolved: That Councillor Widdowson be appointed as Chair.

34. 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.

35. Exclusion of Press and Public

Resolved:

- (i) That the press and public be excluded from the meeting during the consideration of annexes A, B and C to Agenda Item 6 (Pension or Exit Discretion) on the grounds that they contained information relating to individuals and the financial affairs of particular persons. This information was 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).
- (ii) That the press and public be excluded from the meeting during the consideration of the report and annexes A, B C and D to Agenda Item 7 (Complaints Investigation) on the

grounds that they contained information relating to individuals and information which was likely to reveal the identity of individuals. This information was classed as exempt under paragraphs 1 and 2 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

36. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on Monday 7 October 2019 be approved and then signed by the Chair as a correct record.

It was noted that a work plan for this Committee was in process and would be made available at the next meeting.

37. Public Participation

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Gwen Swinburn, a local resident, raised concerns relating to a number of complaints she had made against chief and statutory officers. She referred to:

- The delay and process in handling her complaints.
- The lack of responses from officers.
- The lack of a public covering report to Agenda Item 7 (Complaints Investigation), due to be considered at this meeting.
- The delay in introducing a work plan for this Committee, giving some suggested items of business.

The Chair thanked Ms Swinburn for her comments.

The Chair stated that Committee Members had received a copy of a written representation submitted by Michael Hammill, as he had been unable to attend and speak at the meeting. The written representation addressed a complaint Mr Hammill had made against a chief officer. It referred to the circumstances

which had led to his complaint and questioned the process and length of time taken to deal with it.

38. Pension or Exit Discretion

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

Members considered the background and detail surrounding the proposal, which was contained in the business cases attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed pension or exit discretion, as detailed in Annex A, B and C of the report, be considered and approved.

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

39. Complaints Investigation

Members considered an exempt report and annexes, under paragraphs 1 and 2 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006), relating to complaints received against individual senior officers.

The Head of HR was in attendance to present the report and advise Members.

Representations were also made at the meeting on behalf of relevant officers, or received in writing.

Members considered the background and detail surrounding each individual complaint, in accordance with Council policy and the options available to them.

Following detailed consideration on each individual complaint it was:

Resolved:

- (i) That further information be requested in relation to the complaint at Annex A, to be considered at a future Staffing Matters and Urgency Committee and that the relevant parties (Officers affected and complainants) be informed accordingly.
- (ii) That no further action be taken in relation to the complaints set out in Annex B, C and D of the report, in accordance with Council policy and that the relevant parties (Officers affected and complainants) be informed accordingly.
- (iii) That further training and support be given to the relevant parties, appropriate to the complaints set out in Annex B, C and D of the report.

Reason: To enable complaints to be considered and next steps determined.

Cllr Widdowson, Chair

[The meeting started at 5.30 pm and finished at 7.08 pm].



Staffing Matters and Urgency Committee

9 December 2019

Report of the Assistant Director (Communities & Culture)

Appointment of the Chair of Make It York**Summary**

1. This paper proposes the appointment of a new Chair for Make It York following the resignation of Jane, Lady Gibson at the end of her term of office.

Recommendations

2. The Staffing Matters and Urgency Committee is recommended to:
 - Place on record the Council's thanks to Jane, Lady Gibson for her distinguished contribution to the city in her role as the first Chair of Make it York.
 - Appoint Mr Greg Dyke as a director of Make It York in order that he may serve as the new Chair.

Reason: To comply with the company's Articles of Association.

Background

3. Make it York is a company limited by shares wholly owned by the Council. It has the following objectives:
 - Increased profile for the city as a destination for living, visiting, studying, and doing business.
 - Increased business investment in the city – as measured by growth in existing business and inward investment by companies locating into the city.
 - Increased visitor spend – as measured by increase in average length of stay and average spend per visitor.
 - A National / International profile of high quality cultural events, driving the development and implementation of the city's cultural strategy and promoting cultural wellbeing.
4. The governance structure provides for a board of directors and a Shareholder Committee. The directors are appointed by the Council, the decision to appoint being within the remit of Council or

Staffing Matters and Urgency Committee. The directors, who are unremunerated, are responsible for:

- Setting the strategic direction of Make It York; keeping it under constant and constructive critical review and ensuring that it fulfils its purpose: to develop and promote York as a great place to live, visit, work, study and do business.
 - Commissioning specialist expertise to advice and support the company including legal services, auditors and other expertise as required.
 - Bringing fresh and independent thinking to the Board whilst being a team player and supporting a culture of collective responsibility once the Board has taken a decision.
 - Practising the highest standards of governance (in line with the Companies Act 2006).
 - Working with the executive team to enhance the profile of Make It York and to promote its achievements.
5. As a publicly-owned business, Make It York (MIY) is required to maintain the highest standards in relation to its governance. This applies to the appointment and conduct of its Board of Directors and staff, as well as to the make-up of the Board itself. As a primary means of achieving this, MIY follows the seven Nolan Principles in relation to public service: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
6. Jane, Lady Gibson, the first chair of Make It York, following its establishment in 2015, has now stood down having made a major contribution to establishing the company and driving forward its key objectives.

The Recruitment Process

7. At the outset of the recruitment process for the new Chair, a person specification was set out. This called for:
- An exceptional and engaging individual, with considerable authority, experience and intellect.
 - An understanding of the role of non-executive Chair, significant strategic insight, and an openness to new and innovative ways of tackling our challenges.
 - A national and international mind-set was specified together with the highest standards of integrity and honesty.

- A knowledge of and an affinity with York, and a passion about its future potential.
 - An ability to work collaboratively across a wide range of stakeholders and access to relevant national and international networks.
8. An open, objective and rigorous recruitment process was undertaken supported by specialist head-hunters, Perrett Laver. The role was advertised through the Guardian jobs. Over 100 individuals were involved and these were shortlisted down to a final four. Following an interview with a panel of city stakeholders Mr Dyke emerged as the preferred candidate.

Greg Dyke

9. Mr Dyke holds non-executive roles with the London Film School (Chair), Trafalgar Entertainment Group (Chair), BAFTA (Vice President) and was previously Chair of the Football Association, the Ambassador Theatre Group and the British Film Institute amongst others. His executive career included spells as Chief Executive of London Weekend Television and Director General of the BBC. He knows the city well having been Chancellor of the University of York for 11 years, and has very senior-level experience of working across a number of sectors.

Options and Analysis

10. It is open to the committee to accept or reject the candidate. Should the committee reject the candidate a fresh recruitment process will be required. It is recommended that the candidate is appointed in view of their outstanding credentials and their selection through a rigorous process.

Next Steps

11. Make It York or its professional advisors will be responsible for registering the appointment of Mr Dyke as a director of Make It York with Companies House having undertaken relevant statutory checks.
12. Mr Dyke will fill in a register of interests, advising Make It York of any conflict that he can foresee.
13. The Managing Director of Make It York will arrange a board induction process to take place in the first three months after appointment.

Council Plan

14. Make It York contributes to a number of Council Plan themes including Well-paid jobs and an inclusive economy, and safe communities and culture for all.

Implications

15. There are no additional implications beyond those set out in the report.

Author:	Chief Officer responsible for the report:			
Charlie Croft Assistant Director (Communities & Culture) charlie.croft@york.gov.uk 01904 553371	Amanda Hatton Corporate Director of Children, Education and Communities			
	Report Approved:	✓	Date:	12.11.19.
Wards Affected:			All	✓

Abbreviations

BAFTA - British Academy of Film and Television Arts

MIY - Make It York



Staffing Matters and Urgency Committee**9 December 2019**

Report of the Deputy Chief Executive and Director of Customer and Corporate Services

Setting up a Work Plan for the Committee**Summary**

1. This report provides a draft work plan for the Committee to consider, in an effort to establish clear forward and work planning for future meetings in relation to its 'staffing' function and at the request of Members of the Committee.

Background

2. Many other Council Committees now have established work plans, such as Scrutiny Committees and Audit & Governance Committee. In addition, of course, the Council has a statutory Forward Plan covering all 'Executive' decisions (including those Executive Members), which is updated weekly.
3. In order to establish its own work plan, the Committee needs to have regard to its areas of operation. It is suggested that Members may want to avoid potential duplication with the role of monitoring human resources work area which currently falls within the responsibilities of Customer and Corporate Services Scrutiny Committee. The terms of reference for both this Committee and the Customer and Corporate Services Scrutiny Committee can be found in Annex 1.

Proposed Work Plan

4. A draft work plan is attached at Annex 2 for consideration and is based on initial soundings from Members of the Committee suggesting regular reporting on key workforce data and trends would be useful.
5. A lot of workforce data already exists but it is accepted that it is not readily available in one place, therefore the provision of this data through SMUC at a public meeting could be valuable.

Consultation

6. In addition to the initial consultation with Members of the Committee on proposed work plan content, consultation has also taken place with relevant Officers to ensure that appropriate systems can be used to provide the required data for these meetings.

Options

7. The draft work plan attached at Annex 2 recommends receiving the workforce data twice a year. Data being based upon end of year (31 March) and mid-year (end of September). The data would then be compiled into a report to receive at the Staffing Matters and Urgency Committee (SMUC) in May and December.
8. If the work plan is agreed, as we have missed December's committee, it is suggested we bring the mid-year report in January 2020 to SMUC.
9. Members can endorse the proposed draft work plan or suggest alternative items for inclusion, provided they fall within the Committee's remit on staffing. Clearly, the work plan cannot account for urgent matters brought to this Committee by the very nature of their business in that such business cannot be specifically planned ahead.

Analysis

10. The analysis of the workforce data will be provided in future reports on the work plan.

Council Plan

11. Whilst the recommendations proposed in the report are not necessarily material to the new Council Plan they are consistent with the operation of being an efficient Council.

Implications

12. There are no known implications associated with the recommendations of agreeing to introducing a work plan for the Committee, other than to acknowledge that such a plan will most likely be limited to the Committee's staffing function, for the reasons stated in paragraph 11 above.

Risk Management

- 13. There are no known risks associated with the recommendations in this report.

Recommendations

- 15. Staffing Matters and Urgency Committee is asked to support the introduction of a work plan for this Committee and agree to the proposed content set out in Annex 2, as an initial starting point.

Reason: In order to provide structure to the future work of the Committee.

Contact Details

Author:

Trudy Forster
Head of HR
Human Resources
Ext 3985

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 26/11/19

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes

Annex 1 – SMUC Terms of Reference
Annex 2 – Draft Work plan

Abbreviations

SMUC - Staffing Matters and Urgency Committee

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Section 3C - Council Committees and Other Bodies

Annex 1

9 Staffing Matters and Urgency Committee

9.1 The Staffing Matters & Urgency Committee is a formally constituted, politically proportionate committee of Council which may undertake all non-executive functions relating to staffing matters and all non-executive functions in case of emergency.

9.2 Delegations to the Staffing Matters & Urgency Committee:

No.	Delegated authority	Conditions
	Staffing Matters	
1	The Committee is empowered to exercise all functions of Full Council concerning Staffing Matters, (other than those which by law are reserved to Full Council), including but not limited to matters under S.112 of the Local Govt. Act 1972.	
2	<p>For the avoidance of doubt this shall include the following:-</p> <p>(a) To arrange for the conduct of or conduct the recruitment and selection process in respect of:-</p> <p style="padding-left: 40px;">(i) The Head of Paid Service. NB this appointment is subject to Full Council approval</p> <p style="padding-left: 40px;">(ii) Directors</p> <p style="padding-left: 40px;">(iii) Assistant Directors</p>	

	<p>(b) In conducting its recruitment functions the Committee may establish Chief Officer Appointment sub-committees of no less than three elected Members including at least one Member of the Executive.</p> <p>(c) To arrange for the conduct of or conduct disciplinary proceedings in respect of:</p> <ul style="list-style-type: none"> (i) The Head of Paid Service, Section 151 Officer, Monitoring Officer. NB any decision to dismiss is subject to Full Council approval (ii) Directors (iii) Assistant Directors <p>(d) In conducting its disciplinary functions the Committee may establish Disciplinary Sub committees of no less than three elected Members including at least one Member of the Executive and may in respect of proposed disciplinary action against the Head of Paid Service, Section 151 Officer or Monitoring Officer establish the Panel required by schedule 3 of the Local Authorities (Standing Orders) (England) Regulations 2001.</p>	
	Urgency	
3	The committee is empowered to authorise all non-executive functions (other than those which must, by law, be exercised by Full Council), in circumstances of urgency, where it is necessary to obtain a decision on any matter without delay.	

4	In relation to any urgent matter, which involves the exercise of Executive functions, the Committee shall act in an advisory capacity to the Executive Leader or his or her substitute Executive Member, who shall have regard to the advice when exercising the relevant function.	Subject to legal requirements for taking an urgent Executive decision.
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- 9.3 For the purposes of determining whether the Urgency Committee ought to exercise the above delegations a decision is regarded as urgent if it cannot reasonably be deferred to the next available Council, Executive or Committee for determination and any such delay is likely to seriously prejudice the Council's or the public's interests.

10 Customer & Corporate Services Scrutiny Management Committee

- 10.1 The functions of the Customer & Corporate Services Scrutiny Management Committee are:

No.	Delegated authority	Conditions
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1	<p>To oversee and co-ordinate the work of the Scrutiny Committees.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Allocating responsibility for issues which fall between more than one Overview & Scrutiny Committee; • Allocating, in consultation with the Chair/Vice-Chair, urgent issues to be considered by an appropriate committee (including an ad-hoc scrutiny committee), as may be necessary; • Reviewing progress against the work plans of the Overview & Scrutiny Committees, as may be necessary and receiving bi-annual updates from Chairs of those scrutiny committees, as required; • Receiving periodical progress reports, as appropriate, on specific scrutiny reviews. • Considering and commenting on any final reports arising from completed reviews produced by the Overview & Scrutiny Committees, as required. 	Subject to budget and resource availability
2	To provide an annual report to Full Council on the work of the overview & scrutiny function.	
3	To recommend to the Executive an appropriate budget to support the undertaking of scrutiny reviews as part of the Council's budget setting process, and to manage the overall allocation of any such budget.	
4	To consider all post-decision Call-in for scrutiny	In accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Constitution and to question any Executive Member, as may be required.

5	To periodically review the scrutiny procedures to ensure that the function is operating effectively and recommend to Council any appropriate constitutional changes relating to the scrutiny structure or procedural rules.	
6	To receive details of petitions received by the Council in line with the Council's published arrangements and responses or proposed responses to those petitions. To consider using its powers as a scrutiny committee to support the Council in responding appropriately to issues raised by such petitions and, in so doing, to promote public engagement.	

10.2 In addition, the Customer & Corporate Services Scrutiny Management Committee will exercise the powers of an Overview and Scrutiny Committee under section 21 of the Local Government Act 2000, specifically in relation to the service areas within the Customer & Corporate Services Directorate.

10.3 The Customer & Corporate Services Scrutiny Management Committee is responsible for monitoring the performance of the following service areas:

- Legal Services
- Information Governance and Complaints
- Civic & Democratic Services
- Electoral Services
- Corporate Finance and Procurement
- Human Resources and Organisational Development
-
- Customer, Resident and Exchequer Services
- Digital and ICT

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**Staffing Matters & Urgency Committee
Draft Work Plan 2019-20**

2 December 2019	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Draft work plan
20 January 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 30 Sept 2019 (would normally be December) <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers <ul style="list-style-type: none"> ○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
3 February 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
2 March 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements

6 April 2020	1. Redundancy, Retirement and Settlement Agreements
5 May 2020	1. Redundancy, Retirement and Settlement Agreements
June 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 31 March 2020 <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers <ul style="list-style-type: none"> ○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
July 2020	1. Redundancy, Retirement and Settlement Agreements
August 2020	1. Redundancy, Retirement and Settlement Agreements
Sept 2020	1. Redundancy, Retirement and Settlement Agreements

Oct 2020	1. Redundancy, Retirement and Settlement Agreements
Nov 2020	1. Redundancy, Retirement and Settlement Agreements
Dec 2020	<ol style="list-style-type: none">1. Redundancy, Retirement and Settlement Agreements2. Workforce demographics at 30 September 2020<ul style="list-style-type: none">• FTE• Equality Data• Absence and Well Being• Starters and Leavers• Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement• Agency

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Staffing Matters and Urgency Committee

9 December 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:

Licensing and Regulatory Committee

Councillor Kilbane to replace Councillor Fitzpatrick.

Foss 2008 Internal Drainage Board

To appoint Parish Councillor A Richardson onto the Board, subject to the agreement of Haxby Town Council at their meeting on 2 December 2019, Members will be updated at the meeting.

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 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 outside body appointments as outlined in paragraph 2.

Reason: In order to make appropriate Council appointments to representatives on 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 27 November 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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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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Staffing Matters and Urgency Committee**9 December 2019**

Report of the Deputy Chief Executive and Director of Customer and Corporate Services

Settlement Agreement**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

Background

2. The background and detailed case surrounding each proposal are contained in the individual business cases as annexes to this report.

Consultation

3. All of the settlement agreements have been subject to the correct authorisation process as agreed through SMU committee on 5 August 2019.

Options

4. The business cases are for noting only. Members of the Executive have been involved and have approved the parameters of the settlement agreement prior to agreement.
5. Please note that the payment includes statutory elements such as payment in lieu of notice and holiday pay where there is no discretion.

Analysis

6. The analysis of each proposal can be found in the respective business cases.

Council Plan

- 7. 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

- 8. The implications of each proposal can be found in the respective business cases.

Risk Management

- 9. 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

- 10. Staffing Matters and Urgency Committee is asked to note the expenditure associated with the dismissal on the ground of mutual agreement through the provision of a settlement agreement, as detailed in the annexes.

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

Contact Details

Author:

Trudy Forster
Head of HR
Human Resources
Ext 3985

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 26/11/19

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A - Confidential Business Case
Annex B – 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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Staffing Matters and Urgency Committee**9 December 2019**

Report of the Interim Head of Paid 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 the proposal is contained in the individual business case attached as a confidential Annex 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 him.

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 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 the proposal as detailed in the Annex.

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

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**Report
Approved**

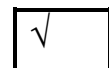


Date 27/11/19

Specialist Implications Officer(s):

Wards Affected:

All



For further information please contact the author of the report

Background Papers: None

Annex:

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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