



## **Notice of a public meeting of**

### **Staffing Matters and Urgency Committee**

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),  
Hook and D Myers
- Date:** Monday, 11 January 2021
- Time:** 5.30 pm
- Venue:** Remote Meeting

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

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 14 December 2020.

#### **3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at remote meetings. The deadline for registering at this meeting is at **5.00pm on Thursday 7 January 2021.**

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

### **Webcasting of Remote Public Meetings**

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission.

The remote public meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts) During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

#### **4. Workforce Profile as at 30 September 2020 (Pages 5 - 16)**

This report provides the Staffing Matters and Urgency Committee with the workforce profile, as at the end of quarter two of 2020/2021.

#### **5. Work Plan (Pages 17 - 18)**

To consider the Committee's draft work plan for the municipal year 2020-21.

#### **6. Urgent Business**

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

Democracy Officer  
Robert Flintoft

Contact details:

- Telephone – 01904555704
- Email – [robert.flintoft@york.gov.uk](mailto:robert.flintoft@york.gov.uk)

For more information about any of the following please contact the Democratic Services 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

This page is intentionally left blank

City of York Council

Committee Minutes

---

Meeting	Staffing Matters and Urgency Committee
Date	14 December 2020
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and D Myers
Apologies	

---

### **39. 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.

### **40. Exclusion of Press and Public**

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to agenda item 7. on the grounds that they contained information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under Paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

### **41. Minutes**

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 19 October 2020 be approved and then signed by the Chair as a correct record.

### **42. Public Participation**

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

Janet O'Neill spoke as a former president of the Royal Town Planning Institute and a planning developer in the city in relation to agenda item 6. She raised her concerns about proposals that would remove a senior qualified town planner from an assistant director or higher role to support planning in York, highlighting both the major projects, as well as, the Local Plan that she felt would require a qualified planner to manage these teams council teams.

Gwen Swinburn also spoke in relation to agenda item 6 and raised concerns regarding the recommended option. She requested that the council release further analysis of the options including a 4 year cost analysis. She also raised apprehensions about there being no review timeline after April 2021 outlined in the report, as well as, breakdown of how services could be balanced across the Director posts.

#### **43. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies**

Members considered a report which sought approval for a number of changes to the Council's appointments. The Committee considered the changes to membership of Committees, including an additional appointment change that was outlined by officers which was not reported in the agenda.

Proposed appointments were set out in the report and the following additional change was reported at the meeting:

##### Shareholders Committee

Cllr Widdowson to replace Cllr Ayre as the chair of the Shareholders Committee.

Resolved:

- i. That the changes to appointments set out in the report and the further change reported at the meeting be approved.

Reason: To ensure that appropriate Council appointments to Committees and Outside Body appointments for the remainder of the current municipal year.

#### **44. Proposed structure Corporate Leadership Group (CLG)**

Officers introduced the report and outlined what the recommended option 3 would deliver for the council and noted that the structure needs to go hand in hand with a positive culture at the council, which promotes a collaborative working environment. They noted the support for option 3 in the report from chief officers in the council throughout the consultation period. Officers confirmed that should the recommendation be approved, they would move to a formal consultation which is time lined in the report.

Members discussed the proposed structure and questioned whether the council would continue to have an adequate level of expertise in planning if the Director of Environment, Transport, and Planning was not a qualified own planner. Officers noted that expertise was delivered across the council at a head of service level. It was noted that Director level posts encompass a wide range of services and therefore could not expect a post holder to be an expert in each area, but instead their role would be to effectively manage their services. It was also noted that the council maintained a desire to deliver the local plan and would be sufficiently resourced.

The proposed structure of the Directorate of People was considered, bringing Children and Adults Services under the same director. Members noted that they were glad to see that resources would be in place at assistant director level in the directorate. Members also noted that they hoped that the new structure would allow closer working between Children and Adults Services and an smooth transition for individuals moving between these services. Concern was raised however about the financial challenges for both Children and Adults Services and whether these changes would assist in tackling these financial challenges. Officers noted that the council continued to try and manage financial challenges and noted that there would be opportunities moving forward for greater integration with health services with the new structure.

Resolved:

- i. The Committee agreed to the Chief Operating Officer progressing with the implementation of the recommended option 3;
- ii. The Committee agreed to set up the relevant Appointment Sub-Committees to carry out the necessary selection in line with the HR processes. That this committee delegates sufficient powers to the Sub-Committees enabling them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

Reason: To ensure the council has an appropriate Chief Officer structure to deliver the councils priorities.

#### **45. Pension or Exit Discretion**

Members considered a report which advised them of expenditure associated with proposed pension or exit discretions. Details of the proposal and its implications were set out in the business cases in exempt Annex A to the report.

Resolved:

- i. That the expenditure associated with the proposed pension or exit discretions, as detailed in the report annex be noted.

Reason: So that the Committee has an overview of expenditure associated with pension or exit discretions.

#### **46. Work Plan**

Members considered the committee's work plan to the end of the 2021 calendar year.

Resolved: That the work plan be approved.

Reason: To ensure that the committee has a planned programme of work in place.

Cllr K Aspden, Chair

[The meeting started at 5.30 pm and finished at 6.30 pm].





---

**Staffing Matters and Urgency Committee****11 January 2021**

Report of the Chief Operating Officer

**Workforce Profile as at 30 September 2020****Summary**

1. This report provides the Staffing Matters and Urgency Committee with the workforce profile, as at the end of quarter two of 2020/2021.

**Background**

2. SMU committee asked to have visibility of the workforce profile as part of a newly developed forward plan. This is the third time it has been provided for Staffing matters and Urgency.
3. The data provided is already available throughout the Council and through the Open Data Platform, however is not published together as shown in appendix 1.
4. The workforce data is provided through the performance framework, is shared with Scrutiny committees and discussed at both Corporate Management Team and Directorate Management Teams.
5. It is proposed that the workforce profile, in the format presented, is published on open data and therefore is readily available for residents to view.

**Consultation**

6. The contents of the report and appendix have not be consulted on as the data is factual and already available through different sources.

**Options**

7. The Committee, in considering the workforce profile, may consider highlighting areas for consideration by the Customer and Corporate Scrutiny Committee.

**Council Plan**

- 8. The content of the report and appendix are not material to the Council Plan.

**Implications**

- 9. There are no implications from the report.

**Risk Management**

- 8. There are no identified risk risks associated with the report.

**Recommendations**

- 9. Staffing Matters and Urgency Committee is asked to:
  - a) note the workforce profile provided.
  - b) consider if any area is to be referred to Customer and Corporate Services Scrutiny Committee.

Reason: In order to provide an overview of the workforce profile.

**Contact Details**

**Author:**

Trudy Forster  
Head of HR  
Human Resources  
Ext 3985

**Chief Officer Responsible for the report:**

Ian Floyd  
Chief Operating Officer

**Report**  **Date** 18/12/2020  
**Approved**

Ian Cunningham  
Head of BI  
Ext 5749

**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**

Appendix 1 – Workforce Data as at 30 September 2020

This page is intentionally left blank

# Business Intelligence Hub

## Workforce Profile

Date Produced: 14/12/2020

### Contents

1. Key Performance Indicators.....	2
1.1 Staff Headcount (snapshot) .....	2
1.2 Staff FTE's.....	2
1.3 Average Sickness Days per FTE (rolling 12 months) (Provisional) .....	3
1.4 Number of New Starters .....	3
1.5 Number of Leavers.....	3
1.6 Leaving Reasons (% of Leavers) .....	4
1.7 Total Turnover %.....	5
1.8 Number of Voluntary Leavers .....	5
1.9 Voluntary Turnover % .....	5
1.10 Work With York YTD – Total Assignments .....	6
1.11 Work With York – Long Term Assignments (over 12 months).....	6
2. Equalities Profiling .....	6
2.1 Gender .....	6
2.2 Sexual Orientation .....	7
2.3 Age .....	7
2.4 Ethnicity .....	7
2.5 Disability.....	7
2.6 Religion.....	8

## 1. Key Performance Indicators

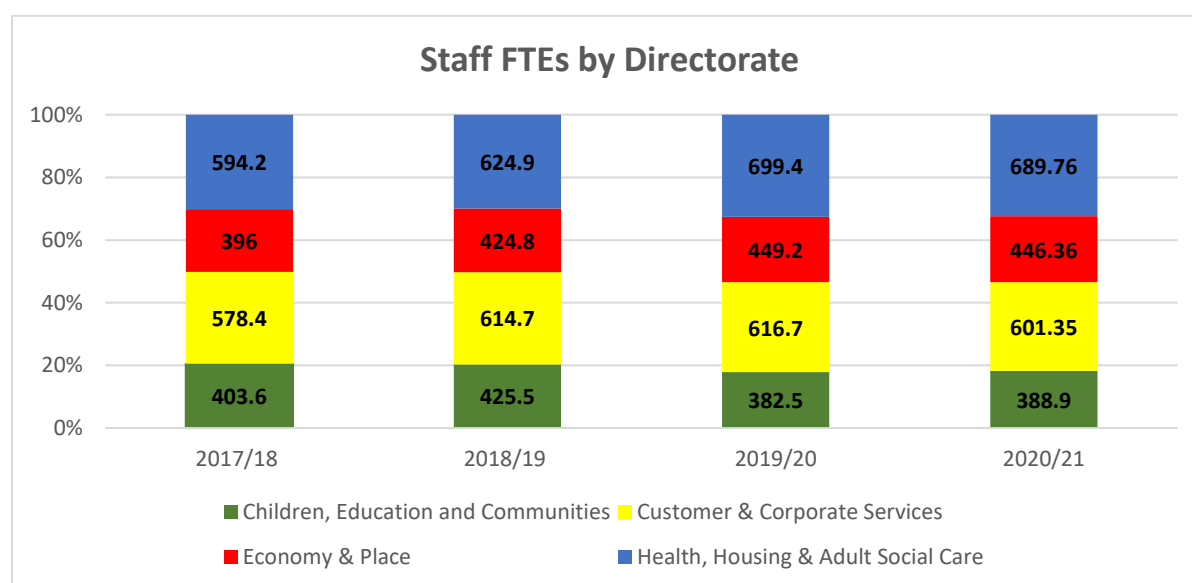
Below are tables containing details of KPI figures for 2017/18, 2018/19, 2019/20 and up to Q2 2020/21 where available. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff. The majority of the data within this report is available publically on York Open Data.

### 1.1 Staff Headcount (snapshot)

Directorate	2017/18	2018/19	2019/20	2020/21 to Q2
City of York Council (exc. schools)	2460	2574	2593	2571
Children, Education and Communities	619	637	563	575
Customer & Corporate Services	677	718	716	699
Economy & Place Directorate	447	467	497	497
Health, Housing & Adult Social Care	727	757	825	807

### 1.2 Staff FTE's

Directorate	2017/18	2018/19	2019/20	2020/21 to Q2
City of York Council (exc. schools)	1972.2	2107.9	2147.8	2126.4
Children, Education and Communities	403.6	425.5	382.5	388.9
Customer & Corporate Services	578.4	614.7	616.7	601.4
Economy & Place	396	424.8	449.2	446.4
Health, Housing & Adult Social Care	594.2	624.9	699.4	689.8



### 1.3 Average Sickness Days per FTE (rolling 12 months) (Provisional)

Directorate	2017/18	2018/19	2019/20	2020/21 to Q2
City of York Council (exc. schools)	11.5	11.3	11.6	10.6
Children, Education and Communities	8.5	8.3	12.1	11.3
Customer & Corporate Services	8.7	6.5	9.3	8.0
Economy & Place	15.8	16.7	13	10.9
Health, Housing & Adult Social Care	13.5	14.3	12.4	12.4
Benchmark – CIPD (All Sectors)	NC	6.6	5.9	N/A
Benchmark – CIPD (Public Sector)	NC	8.5	8.4	N/A

### 1.4 Number of New Starters

Directorate	2017/18	2018/19	2019/20	2020/21 to Q2
City of York Council (exc. schools)	208	425	325	87
Children, Education and Communities	75	104	92	39
Customer & Corporate Services	68	123	88	20
Economy & Place	23	71	73	18
Health, Housing & Adult Social Care	42	127	72	20

### 1.5 Number of Leavers

Directorate	2017/18	2018/19	2019/20	2020/21 to Q2
City of York Council (exc. schools)	365	315	281	103
Children, Education and Communities	135	82	91	41
Customer & Corporate Services	96	72	76	21
Economy & Place	36	55	47	18
Health, Housing & Adult Social Care	98	106	66	23

### 1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2017/18	2018/19	2019/20	2020/21 to Q2
Died in Service	< 1%	< 1%	1-2%	1-2%
Dismissal - end of contract	1-2%	5%	4%	13%
Dismissal - lack of capability	< 1%	< 1%	1-2%	<1%
Dismissal - misconduct	< 1%	< 1%	< 1%	<1%
Dismissal - probationary period	0%	< 1%	< 1%	<1%
Dismissal - redundancy	5%	11%	2-3%	<1%
Not known	< 1%	1-2%	< 1%	1-2%
Other reason	1-2%	2-3%	1-2%	0.03
Resignation	48%	38%	62%	43%
Resignation - Career	5%	6%	1-2%	0.08
Resignation - Ill Health	2-3%	2-3%	< 1%	<1%
Resignation - Job related	< 1%	7%	1-2%	1-2%
Resignation - Personal	1-2%	5%	< 1%	1-2%
Resignation - Workplace related	0%	< 1%	< 1%	<1%
Retirement	9%	12%	17%	17%
Retirement - Early	1-2%	4%	1-2%	0.04
Retirement - Ill Health	2-3%	< 1%	1-2%	1-2%
Retirement - Redundancy	0	< 1%	< 1%	<1%
Transfer	< 1%	< 1%	< 1%	<1%
TUPE Transfer Out	20%	< 1%	< 1%	<1%
Settlement Agreement	< 1%	< 1%	1-2%	<1%
Change of payroll provider	< 1%	< 1%	< 1%	<1%



### 1.7 Total Turnover %

Directorate	2017/18	2018/19	2019/20	2020/21 Rolling 12month To Q2
City of York Council (exc. schools)	14.80%	12.20%	11.00%	9.94%
Children, Education and Communities	21.80%	12.90%	14.70%	12.30%
Customer & Corporate Services	14.20%	10.00%	10.60%	9.41%
Economy & Place	8.10%	11.80%	9.80%	9.09%
Health, Housing & Adult Social Care	13.50%	14.00%	8.70%	9.00%

### 1.8 Number of Voluntary Leavers

Voluntary Turnover occurs when an employee willingly chooses to leave their position.

Directorate	2017/18	2018/19	2019/20	2020/21 To Q2
City of York Council (exc. schools)	192	198	186	68
Children, Education and Communities	57	56	68	19
Customer & Corporate Services	58	53	51	23
Economy & Place	19	36	24	8
Health, Housing & Adult Social Care	58	53	43	18

### 1.9 Voluntary Turnover %

Directorate	2017/18	2018/19	2019/20	2020/21 Rolling 12month To Q2
City of York Council (exc. schools)	7.80%	7.70%	7.30%	5.49%
Children, Education and Communities	9.20%	8.80%	11.00%	7.86%
Customer & Corporate Services	8.60%	7.40%	7.10%	6.60%
Economy & Place	4.30%	7.70%	5.00%	3.43%
Health, Housing & Adult Social Care	8.00%	7.00%	5.70%	4.00%

### 1.10 Work With York YTD – Total Assignments

Directorate	2017/18	2018/19	2019/20	2020/21 To Q2
City of York Council (exc. schools)	1174	1089	1105	636
Children, Education and Communities	214	256	311	187
Customer & Corporate Services	427	296	220	85
Economy & Place	213	267	273	175
Health, Housing & Adult Social Care	320	270	301	189

### 1.11 Work With York – Long Term Assignments (over 12 months)

Directorate	2017/18	2018/19	2019/20	2020/21 To Q2
City of York Council (exc. schools)	159	131	118	116
Children, Education and Communities	40	44	33	16
Customer & Corporate Services	30	11	8	16
Economy & Place	41	45	49	51
Health, Housing & Adult Social Care	48	31	28	33

## 2. Equalities Profiling

The tables and graphs below summary the City of York Council's equalities profile. These were produced using a snapshot of data taken on 30/04/2020. Councillors, casual and school staff have been excluded. National age data is provided by ONS annual figures (2017) with York and National figures taken from the 2011 Census.

The majority of council staff fall within a grade 1-12 system. For this report, employees that do not fall within any of these grades have been categorised into the corresponding grade based on their FTE salary.

### 2.1 Gender

	2018		2019		2020	
	Male	Female	Male	Female	Male	Female
<b>City of York Council</b>	36.2%	63.8%	36.4%	63.6%	37.75%	62.25%
<b>York</b>	49.0%	51.0%	49.0%	51.0%	49.0%	51.0%
<b>National</b>	49.4%	50.6%	49.4%	50.6%	49.4%	50.6%

### 2.2 Sexual Orientation

	2018	2019	2020 (Jan-Sep)
Heterosexual	96.6%	96.6%	96.2%
Non Heterosexual	3.4%	3.4%	3.8%

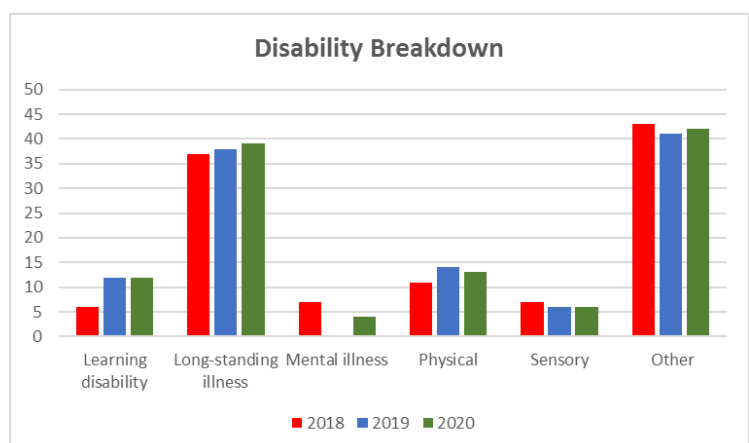
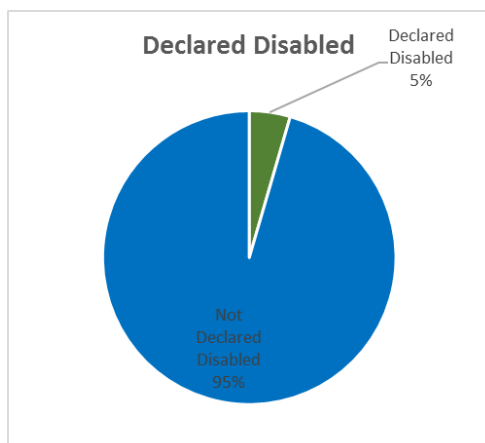
### 2.3 Age

	2018		2019		2020 (Jan-Sep)	
	CYC	National	CYC	National	CYC	National
16-24	2.5%	10.9%	2.6%	10.5%	2.6%	10.5%
25-34	11.7%	23.3%	12.0%	23.4%	12.7%	23.4%
35-49	37.3%	33.7%	37.0%	33.6%	34.9%	33.6%
50-64	45.4%	28.1%	45.4%	28.5%	46.5%	28.5%
65+	3.1%	4.0%	3.0%	4.0%	3.2%	4.0%

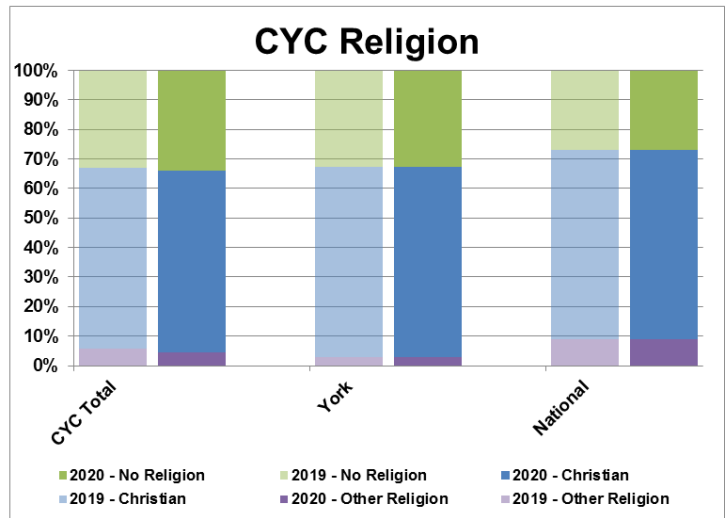
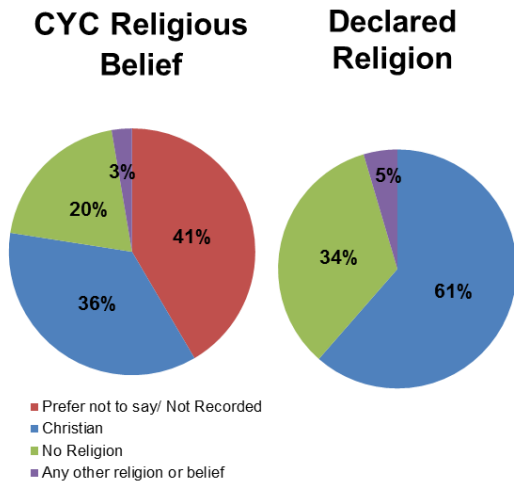
### 2.4 Ethnicity

	2018		2019		2020 (Jan-Sep)	
	White - British	BME Community	White - British	BME Community	White - British	BME Community
City of York Council	95.0%	5.0%	95.0%	5.0%	93.8%	6.2%
York	90.2%	9.8%	90.2%	9.8%	90.2%	9.8%
National	80.5%	19.5%	80.5%	19.5%	80.5%	19.5%

### 2.5 Disability



## 2.6 Religion



**Staffing Matters & Urgency Committee**  
**Draft Work Plan 2020-21**

14 December 2020	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. CLG Structure</li> </ol>
11 January 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. Workforce demographics at 30 September 2020 (deferred) <ul style="list-style-type: none"> <li>• FTE</li> <li>• Equality Data</li> <li>• Absence and Well Being</li> <li>• Starters and Leavers</li> <li>• Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement</li> <li>• Agency</li> </ul> </li> </ol>
15 February 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>
15 March 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>
19 April 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>
17 May 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> </ol>
(TBC) June 2021	<ol style="list-style-type: none"> <li>1. Redundancy, Retirement and Settlement Agreements</li> <li>2. Workforce demographics at 31 March 2021</li> </ol>

	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Equality Data</li> <li>• Absence and Well Being</li> <li>• Starters and Leavers</li> <li>• Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement</li> <li>• Agency</li> </ul>
(TBC) July 2021	1. Redundancy, Retirement and Settlement Agreements
(TBC) August 2021	1. Redundancy, Retirement and Settlement Agreements
(TBC) September 2021	1. Redundancy, Retirement and Settlement Agreements
(TBC) October 2021	1. Redundancy, Retirement and Settlement Agreements
(TBC) November 2021	1. Redundancy, Retirement and Settlement Agreements
(TBC) December 2021	1. Redundancy, Retirement and Settlement Agreements