



Notice of a public meeting of

Staffing Matters & Urgency Committee

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

Date: Monday, 25 April 2016

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:

Annexes B & C to Agenda Item 5 (Redundancy) on the grounds that they contain information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

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

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 29 March 2016.

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 **5.00pm on Friday 22 April 2016**. 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 audio 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 sound 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 (whose 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/downloads/file/6453/protocol_for_webcasting_filming_and_recording_of_council_meetingspdf

5. **Redundancy** (Pages 5 - 10)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covers the period from January 2016 to March 2016. It also provides an overview and analysis of all redundancies which have been made in the council since 2011.

6. 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 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 (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

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City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	29 March 2016
Present	Councillors Steward (Chair), Aspden (Vice-Chair) and Looker

Part A-Matters Dealt with under Delegated Powers

74. 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.

75. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of an annex to Agenda Item 6 (Pension or Exit Discretion) on the grounds that it contains information relating to an individual and the financial affairs of a particular person. 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).

76. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 15 February 2016 be signed and approved by the Chair as a correct record.

77. Public Participation

It was reported that there was one registration under the Council's Public Participation Scheme.

Gwen Swinburn made comments in relation to Agenda Item 5 (Appointment of Chief Executive).

These comments included factors which she felt should be considered in relation to the salary of the Chief Executive, including any payments for election duties. She also felt that if any technical advice was sought from former Chief Executives during the recruitment process that it be more appropriately from those without vested interests.

She also took the opportunity to request that consideration be given to the restoration of the deleted part of the webcast from the previous Full Council meeting. The Chair responded indicating that both he and the Vice Chair shared concerns about the deletion of the section of the webcast to which the speaker referred.

78. Appointment of Chief Executive

[See under Part B Minute]

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

Members were told that since the publication of the paper, due to a national recommendation, the proposed salary of the Chief Executive would increase by 1%.

Members asked what additional money would be given to the Chief Executive in their salary for election duties. Officers did not have exact figures to hand, but confirmed that payments were made separate to the salary and were calculated in accordance with the national framework for such payments. The details of the payments would be confirmed to Members.

In response as to why a search agency had not been engaged to identify candidates, Members were told that candidates often signed up to a couple of websites and jobs were promoted to them. Those candidates who were missed were those who were not currently active in the job market. In response to another comment, a relocation bonus could be included if felt appropriate.

Resolved: (i) That the advertisement of the post of Chief Executive and Head of Paid Service at the job evaluated salary of £130,000 to £145,000 be approved.

(ii) That it be agreed to advertise the opportunity on a national jobs website, the CYC jobs website, to promote the opportunity on social media and ask recruitment agents to present appropriate candidates for the role.

(iii) That an Appointments Sub Committee be established and authorised to shortlist, interview and recommend for appointment subject to the necessary employment procedures. The Appointment Sub Committee be agreed as;

- Councillor Steward
- Councillor Looker
- Councillor Aspden

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

79. Pension or Exit Discretion

Members received a report which advised them with the expenditure associated with a pension discretion.

A confidential annex containing the details of the flexible retirement pension discretion was circulated amongst Members. The proposal allowed for the retention of an experienced member of the team on reduced hours and the pension discretion had no cost to the council.

Resolved: That the proposal be agreed.

Reason: In order to exercise the council's discretionary powers in this instance.

Part B- Matters Referred to Full Council

80. Appointment of Chief Executive

[See under Part A Minute]

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

Recommend: That Council approve the salary package as between £130,000-£145,000.

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

Councillor C Steward, Chair

[The meeting started at 5.30 pm and finished at 5.50 pm].



Staffing Matters and Urgency Committee**25 April 2016**

Report of the Director of Customer and Business Support Services

Redundancy**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covers the period from January 2016 to March 2016. 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 CBSS.

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 CBSS 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 CBSS 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:

Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy 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
& Organisational
Development
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 15th April
2016

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

Annex A – Staff Redundancies April 2011 to March 2016.

Confidential Annex B – Analysis of redundancies for the period April 2015 to March 2016 (to be circulated at the meeting).

Confidential Annex C - Summary of redundancies for the period January 2016 to March 2016 (to be circulated at the meeting).

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Staff redundancies 2011 /16**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

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