



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Gillies (Chair), Aspden (Vice-Chair) and Looker
- Date:** Thursday, 20 December 2018
- Time:** 4.00 pm
- Venue:** The King John Room (GO59) - West Offices

A G E N D A

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 Annex A to Agenda Item 4 on the grounds that it contains information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

3. **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 **Wednesday 19 December 2018 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 Officers for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

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.

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 Officers (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/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

4. Proposed Review of the Council's Operating Model and Re-Structure of the Customer and Corporate Services Directorate (Pages 1 - 4)

Annex A to this report details the final option and structure proposed by the Chief Executive following consultation on options for key changes to the Council's operating model and a refocusing of the Customer and Corporate Services of the Council (CCS).

5. Urgent Business

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

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy Officers named above).

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 میا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

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Staffing Matters and Urgency Committee

20 December 2018

Report of the Chief Executive

Proposed Review of the Council's Operating Model and Re-Structure of the Customer and Corporate Services Directorate**Summary**

1. Staffing Matters and Urgency (SMU) agreed on 11 October 2018 for the Chief Executive to commence with formal consultation on options for key changes to the Council's operating model and a refocusing of the Customer and Corporate Services of the Council (CCS). Annex A to this report details the final option and structure proposed by the Chief Executive following that consultation.
2. Formal consultation has taken place in accordance with existing Council policies and with staff directly affected by the proposals.
3. Members' approval to the final proposals is specifically required as they directly affect statutory roles, which are also Chief Officer appointments.

Background

4. The background and rationale for the proposed structure, changes and implications for staff are contained in the business case defined as exempt information in accordance with Schedule 12 A to the Local Government Act 1972 and set out in Annex A to this report.

Consultation

5. The formal consultation has followed the Council's formal policy and procedures with regard to supporting transformation change. As a part of that process, the Chief Executive has consulted with Heads of Services within CCS, Trade Unions, CMT and Members as part of a wider consultation.
6. External and Internal Audit have also been consulted on the proposals and external financial advice obtained with regard to any potential risks and mitigation.

Options

7. The Committee are asked to consider the final option and whether, they wish to endorse the Chief Executive's proposals for change.

Analysis

8. The analysis of the proposed restructure can be found in the 'exempt' business case set out in Annex A.

Council Plan

9. The objectives of these key changes are to ensure that the Council's Corporate Services are resilient and supported to deliver quality support services to all frontline services, and are responsive to address future financial, governance and customer priorities to deliver improved outcomes for residents and communities.

Implications

10. The implications of the proposals are set out in the 'exempt' business case.

Risk Management

11. The specific risks associated with the proposal and the mitigation are, again, contained in the 'exempt' business case. In summary, the Chief Executive's proposals are to strengthen financial, customer and governance arrangements within the Council, to mitigate the risks set out in that business case.

Recommendations

12. Staffing Matters and Urgency Committee are asked to approve
 - (i) the final revised option and endorse the Chief Executive's proposed structure and support the implementation process.
 - (ii) proposals to undertake a review of Heads of Service as a second stage of the change process once the new structure and operating model is in place.

Reason: To enable the proposed restructure and operating model, incorporating statutory roles, to be implemented

Contact Details

Author:

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Chief Officer Responsible for the report:

Mary Weastell
Chief Executive

**Report
Approved**

Date 11/12/18

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A - Business Case (Exempt information)

(This information is classed as exempt under paragraphs 1,2 & 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))

Abbreviations

CCS – Customer and Corporate Services
CEX – Chief Executive
CMT – Corporate Management Team
SMU – Staffing Matters & Urgency

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