



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Simpson-Laing (Chair), Aspden, Steward, Watson and Williams
- Date:** Monday, 16 February 2015
- Time:** 5.30 pm
- Venue:** The Craven Room - Ground Floor, West Offices (G048)

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 to Agenda Items 6 (Pension or Exit Discretion) and 7 (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 - 6)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 19 January 2015.

4. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **Friday 13 February 2014 at 5.00 pm.**

Filming, Recording or Webcasting Meetings

Please note this meeting may be filmed and webcast and that includes any registered public speakers, who have given their permission. This broadcast can be viewed at:

<http://www.york.gov.uk/webcasts>.

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/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

5. Appointments to Committees and Outside Bodies
(Pages 7 - 12)

This report asks the Committee to consider appropriate appointments to Committees and/or Council Bodies.

6. Pension or Exit Discretion (Pages 13 - 14)

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

7. Redundancy (Pages 15 - 16)

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.

8. 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 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 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

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City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	19 January 2015
Present	Councillors Fraser, Aspden, Steward, Watson and Looker (Chair)
Apologies	Councillor Simpson Laing

Election of Chair

Due to the absence of Councillor Simpson-Laing, Members were asked to elect a Chair for the meeting.

Resolved: That Councillor Looker be elected as Chair.

68. 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 in respect of business on the agenda. No interests were declared.

69. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Item 6 (Redundancy) (Minute Item 73 refers) on the grounds that it contained information that related 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).

70. Minutes

Resolved: That the minutes of the last meeting of the Staffing Matters and Urgency Committee held on 5 January 2015 be approved and signed by the Chair as a correct record.

71. Public Participation

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

Councillor Watt made a number of comments in relation to the proposed change in appointments to the Local Plan Working Group membership as detailed in Agenda Item 5 (Appointments to Committees and Outside Bodies). He made reference to a number of comments raised at the previous meeting and felt that proportionality on Committees did not apply to working groups. He felt that the proposed appointments illustrated that some Members wanted to halt the progress of publication of a Local Plan or the production of a map of sites for development before the Local Elections.

72. Appointments to Committees and Outside Bodies

Members considered a report which asked them to agree to a number of changes to Committees and Outside Bodies as a result of a number of changes namely; the recent change in Council leadership, the reduction in Cabinet members, changes to Conservative group places on Committees as a result of Councillor Watt's resignation from the Conservative Group and changes to the Terms of Reference and Membership of the Health and Wellbeing Board.

An updated list of nominations was circulated to the Committee (re-published with the agenda with the agenda online).

Members were taken through the various changes to be considered one by one.

In regards to the proposal to replace Councillor Watt on Local Plan Working Group, Councillor Watson felt that Councillor Watt would make a good Independent Member on the committee.

The Chair commented that it was not the role of the Staffing Matters and Urgency Committee to make decisions in regards to the composition of committee places, which should be reserved to each political group.

Discussion took place on the proposal to change the start time of meetings from 1 pm to 5.30 pm. It was suggested that the current day of the meeting, Monday, should remain as it avoided clashes with other meetings that Members might have to attend.

Resolved:

That:

- (i) That the following changes and appointments be agreed to Outside Bodies, Committees for the remainder of the municipal year etc¹²:
 - Councillor Williams to replace Councillor Alexander as Labour substitute on the Local Plan Working Group.
 - To request that West Yorkshire Combined Authority appoint Councillor Williams to the West Yorkshire Combined Authority-Investment Committee, to replace Councillor Alexander, the former Council Leader, in line with WYCA requirements.
 - Councillor Healey, as Conservative rep, to replace Councillor Watt on the Local Plan Working Group.
 - Councillor Steward as the Conservative Vice Chair of the Local Plan Working Group.
 - Councillor Healey as both a member of the Economic and City Development Overview and Scrutiny Committee and as Vice Chair, to replace Councillor Watt in both roles.
 - Councillor Richardson to replace Councillor Watt as Vice Chair of Gambling, Licensing & Regulatory Committee.
 - Councillor Barton to replace Councillor Watt as the Conservative Group's substitute representative on the Without Walls Partnership.
 - Councillor Richardson to replace Councillor Watt on the Joint Member Working Group on the Joint Mineral and Waste Plan.

- Councillor Levene to replace Councillor Merrett on the Local Government North Yorkshire Spatial Planning and Transport Board.
 - Councillor Williams to replace Councillor Fraser as one of the Labour representatives on the Staffing Matters and Urgency Committee.
 - Luke Barnett and Melanie McQueen from York CVS as the named member and substitute member respectively, to act as representatives from the York Voluntary and Community sector on the Health and Wellbeing Board.
- (ii) That the additional information received in relation to the appointment of Councillor Cunningham, previously made to the City of York Trading Company Shareholder Committee be noted.
- (iii) That the Cabinet Member for Education, Children and Young People, as the Portfolio Holder for Children's Services, be appointed as the Council's third elected representative on the Health and Wellbeing Board.
- (iv) That all future Staffing Matters and Urgency Committee meetings be changed to start at 5.30 pm on Mondays.

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

Action Required

1. To update Committee Memberships. JB
2. To inform Outside Bodies of Approved Changes. JP

73. Redundancy

Members received a quarterly report which summarised the expenditure associated with the dismissal of a number of employees on the grounds of redundancy during the period from October 2014 to December 2014.

Confidential summary information was circulated to Members at the meeting.

Officers explained that there had been a slight increase in the percentage of compulsory redundancies but that everything was being done to mitigate the redundancy. Members were informed of the process and timescales of how redundancies were authorised. In response to a request from Members, Officers confirmed that at future meetings they would provide figures which would show how many staff were redeployed into other jobs.

Resolved: That the report be noted.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

Councillor J Looker, Chair

[The meeting started at 1.00 pm and finished at 1.40 pm].

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Staffing Matters and Urgency Committee**16 February 2015**

Report of the Assistant Director, Governance and ICT

Appointments to Committees and Outside Bodies**Summary**

1. At the Annual Council meeting on 20 May 2014 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2014/15 municipal year. On 23 October 2014, an Extraordinary Council meeting subsequently reviewed the allocation of seats, appointments to the Council structure and outside bodies, and further changes were agreed, following a by-election and changes in political group memberships.
2. A new Leader of the Council was then appointed on 11 December 2014 and with a reduction in Cabinet members, a number of additional changes to Council appointments were agreed at meetings of the Staffing Matters and Urgency Committee in January 2015. However, since these appointments were made, further changes have been requested to the previously agreed list.

Background

3. Changes have been requested to the membership of the Staffing Matters and Urgency Committee and, due to the current speed of delivery and wide scope of work streams, for the Community Stadium project, it is proposed to establish a lead members group to provide cross party input from Council members.
4. As the Staffing Matters & Urgency Committee has authority to deal with any changes or appointments to those Committees and bodies within year, the following changes and additions are now put forward for consideration:

(i) Staffing Matters and Urgency Committee

At the last meeting of the Committee, Councillor Williams was appointed to replace Councillor Fraser on the Staffing Matters and Urgency Committee.

Traditionally, the Council Leader has chaired this Committee in recent years, when present. As a result, it is suggested that Councillor Williams formally replace Councillor Simpson-Laing as Chair of the Committee.

(ii) **York Community Stadium Lead Members**

The York Community Stadium Project was granted outline planning consent in May 2012. In January 2012 a decision was taken by the Council to include the City's sports facilities within the contract. In September 2012 the procurement exercise was initiated and the project has developed significantly since that point. A preferred bidder was appointed and authority given for the new proposals for the Community Stadium Leisure Complex to proceed (subject to contract) at the Cabinet meeting in September 2014. The financial parameters for the project were set and agreed at Full Council in October 2014.

A detailed planning application has been submitted that includes a new leisure complex (a replacement for Waterworld), funded by new commercial aspects of the scheme including retail units and a cinema. The council's overall contribution to this £47M development project is £8M.

Regular reports updating members on progress and seeking authority to proceed have been taken to the Council's Cabinet. A Project Board is responsible for the progression of the Project, working under the authority granted by Cabinet / Full council and the delegated powers of the appropriate Council Directors. The Community Stadium Project Board is chaired by the Director of City & Environmental Services.

Due to the current speed of delivery and wide scope of workstreams underway for the project, it is proposed to establish a lead members group providing cross party input from Council members for more detailed briefing regarding the position and progress of the project.

The Community Stadium Lead Members group (CSLM) will provide an opportunity for members to be briefed on the delivery of the York Community Stadium project and, therefore, enable them to brief the wider member groups.

The project is in the final phase of the EU Procurement tender now that a preferred bidder has been secured and a planning submission has been submitted.

A considerable amount of the work underway relates to the commercial and legal contract negotiations and documentation. Strict protocols must be followed in relation to confidentiality and any member involvement in the procurement process. It is therefore important that the role of this group is clearly defined as a briefing process. Many tender & legal documents and financial information will need to remain confidential.

The Group will be chaired by the Director of City & Environmental Services. The Director of Finance will ensure that members are provided with the appropriate level of information regarding the financial position and risks associated with the project moving forward.

Taking into account all these dimensions and the significant progress now being made, it is important for a York Community Stadium Leaders Group to emerge, reflecting a wide representation and dynamic. Members are asked to consider an appropriate composition at this meeting and whether that should include representation from all parties and Ward Members for instance.

It is proposed to use a similar model to that adopted for another major infrastructure development project – York Central. Members are asked to consider whether the following composition would therefore be appropriate:

6 cross-party places:

1 x Labour

1 x Conservative Group

1 x Liberal Democrat Group

1 x Green Group

1 x Labour Independent

1 x Independent

In addition, 1 place for a Ward Councillor (Huntington & New Earswick)

Additional Requests received since the agenda was published

(iii) Planning Committee

A request has been received from the Conservative group to appoint Councillor Richardson on Planning Committee in place of Councillor Watt.

Consultation

5. In accordance with the usual process for gathering nominations to available places, the relevant Groups and individuals have been consulted, as appropriate, and provided with the necessary information.

Options

6. The Committee has the option either to approve or propose alternatives to the nominations and membership of the Group proposed in this report.

Council Plan 2011-15

7. Establishing an appropriate decision making and scrutiny structure and appointees to that, contributes to the Council delivering its core priorities set out in the Council Plan, effectively.

Implications

8. There are no known implications in relation to the following in terms of dealing with the specific matters before Members:
 - Financial
 - Human Resources (HR)
 - Equalities
 - Crime and Disorder
 - Property
 - Other

Legal Implications

9. 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, where applicable.

Risk Management

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

Recommendations

Staffing Matters and Urgency Committee is asked to consider and agree the following appointment and membership for the remainder of the 2014/15 municipal year:

- (i) To appoint Councillor Williams to replace Councillor Simpson-Laing as Chair of the Staffing Matters and Urgency Committee.
- (ii) To agree the following cross party composition and membership of the York Community Stadium Lead Members Group:
 - 1 x Labour
 - 1 x Conservative Group (Councillor Steward)
 - 1 x Liberal Democrat Group (Councillor Ayre)
 - 1 x Green Group (Councillor Taylor)
 - 1 x Labour Independent
 - 1 x Independent
 - 1 place for a Ward Councillor (Councillor Orrell - Huntington & New Earswick)
- (iii) To appoint Councillor Richardson to replace Councillor Watt on Planning Committee.

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
Telephone: 01904 551030

Chief Officer Responsible for the report:

Andy Docherty
Assistant Director, Governance and ICT

**Report
Approved**



Date 6 February 2015

Specialist Implications Officers

Not applicable

Wards Affected: Not applicable

All

For further information please contact the author of the report

Background Papers

None

Annexes

None



Staffing Matters and Urgency Committee**16 February 2015**

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 to be circulated at the meeting as 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.

Contact Details

Author:

Mark Bennett
Head Business HR
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

Report **Date** 6 February
Approved 2015

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

Individual Business Cases (Confidential and to be circulated at the meeting)



Staffing Matters and Urgency Committee**16 February 2015**

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.

Background

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

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 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 is 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:

Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annexes.

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

Contact Details

Author:

Mark Bennett
Head of Business HR
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 6 February
2015

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

Individual Business Cases (Confidential and to be circulated at the meeting)