

Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Steward (Chair), Aspden (Vice-Chair) and Williams
- Date:** Monday, 6 July 2015
- 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 the following:

Annex to Agenda Item 6 (Redundancy) 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. **Minutes** (Pages 1 - 10)

To approve and sign the minutes of the meeting of the last meeting of the Staffing Matters & Urgency Committee held on 22 June 2015.

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 3 July 2015**. 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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5. Appointments to Committees and Outside Bodies

(Pages 11 - 14)

This report asks Members to agree a number of further changes in membership of Committees and Outside Bodies for the remainder of the 2015/16 municipal year.

6. Redundancy (Pages 15 - 18)

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, covering the period January 2015 to May 2015.

7. 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

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	22 June 2015
Present	Councillors Steward (Chair), Aspden (Vice-Chair) and Williams

Part A - Matters Dealt with under Delegated Powers

7. Declarations of Interest

At this point in the meeting Members were asked to declare any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests they may have in respect of business on the agenda. No additional interests were declared.

8. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during consideration of annexes to Agenda Item 7 (Pension or Exit Discretion) (Minute Item 12 refers) 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).

9. Minutes

Resolved: That the minutes of the last meeting of the Staffing Matters and Urgency Committee held on 8 June 2015 be approved and signed by the Chair as a correct record.

10. Public Participation

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme, however the speaker had withdrawn prior to the meeting. She had emailed her comments to Members.

11. Appointments to Committees and Outside Bodies

[See also Part B minute]

Members received a report which asked them to agree to a number of changes to memberships of Committees, Outside Bodies and a change in the proportionality of two of the Policy and Scrutiny Committees.

The Committee were informed that since the last meeting, Officers had received advice that Councillor Cuthbertson could not be a member or substitute of the North Yorkshire Pension Fund Board and the Pension Fund Committee. It was therefore recommended that he withdraw as substitute from the North Yorkshire Pension Fund Committee, in order to take a place on the North Yorkshire Pension Board.

It was also suggested that consideration of appointments to the Corporate Parenting Board be deferred to the next meeting to allow time to resolve some discrepancies with its composition, appointed membership and terms of reference.

Resolved: (i) That the following appointments be agreed;

Staffing Matters and Urgency

Councillor Levene as the Labour substitute on the Committee

Local Plan Working Group

Councillor S Barnes as the Labour substitute on the Group

Equality Advisory Group (observer status)

Councillor Gunnell as the Labour member on the Group

Planning Committee

Councillor Looker as the Labour substitute on the Committee

Area Planning Sub-Committee

Councillor Funnell as the Labour substitute on the Committee

Joint Standards Committee

Councillor Funnell as the Labour substitute on the Committee
Councillor Reid as the Liberal Democrat substitute on the Committee

Member Support Steering Group

Councillor Funnell as the Labour substitute on the Group
Councillor Aspden as the Liberal Democrat substitute on the Group

Audit and Governance Committee

Councillor Gates as the Conservative substitute, Councillor Levene as the Labour substitute and Councillor Cuthbertson as the Liberal Democrat substitute on the Committee

Gambling, Licensing and Regulatory Committee

Councillor Flinders as the final Labour representative on the Committee

Corporate Appeals Panel

Councillor Gillies as the Conservative substitute and Councillor N Barnes as the Labour substitute on the Panel

Housing Appeals Panel

Councillor Doughty as the Conservative substitute, Councillor Boyce as the Labour substitute and Cllr Mason as the Lib/Dem substitute on the Panel

Education Appeals Panel

Councillor Richardson as the Conservative substitute, Councillor S Barnes as the Labour substitute and Cllr Mason as the Lib/Dem substitute on the Panel

Environment Appeals Panel

Councillor Mercer as the Conservative substitute and Councillor Derbyshire as the Labour substitute on the Panel

Corporate & Scrutiny Management Policy & Scrutiny Committee

Councillor Derbyshire as the Labour substitute on the Committee

Economic Development & Transport Policy & Scrutiny Committee (8)

Councillor Warters as the Independent Member on the Committee

Councillor Lisle as the Conservative substitute and Councillor Gunnell as the Labour substitute on the Committee

Health & Adult Social Care Policy and Scrutiny Committee (6)

Councillor Shepherd as the Labour substitute and Cllr Fenton as the Lib/Dem substitute on the Committee

To remove Councillor Warters as the Independent Member on the Committee

Communities & Environment Policy & Scrutiny Committee

Councillor Levene as the Labour substitute and Cllr Cullwick as the Lib/Dem substitute on the Committee

Learning & Culture Policy & Scrutiny Committee

Dr Julie Dickinson as a Parent Governor representative on this Scrutiny Committee and Cllr S Barnes as the Labour substitute with Cllr Reid as the Lib/Dem substitute

North Yorkshire Police & Crime Panel

Councillor Richardson as the Conservative substitute and Cllr Orrell as the Lib/Dem substitute on the Panel

West Yorkshire Combined Authority

Councillor Aspden to replace Councillor Steward as the Council's lead member on the Authority and Councillor Steward to replace Councillor Aspden as the substitute representative

West Yorkshire Combined Authority – Scrutiny Committee

Councillor Douglas as the Conservative representative on the Authority

Yorkshire Purchasing Organisation

Councillor Mercer as the Conservative representative on this body

Joint Health Overview & Scrutiny Committee (Yorkshire & the Humber)

Councillor Douglas as the representative on the Committee

Outside Bodies

Association for Public Service Excellence (APSE)

Councillor Crisp as the second member on the Association

Bell Farm Social Hall Management Committee

Councillor Boyce to the Management Committee

CYC Trading Company Shareholder Group

Councillor N Barnes as the third member on the Group

Clifton Backies Management Board

Councillor Wells to the Management Board

Community Stadium Lead Members Group

Councillors N Barnes, Taylor and Warters and Councillor Orrell as the local ward member

Derwenthorpe Partnership Forum

Councillor Williams to the Partnership Forum

Foss Internal Drainage Board

To remove Councillor Richardson as a Parish Council representative.

To appoint Parish Councillor Sian Wiseman and Parish Councillor Graham Tate in place of Parish Councillor Kate Pace from Earswick Parish Council to the Board

Glen Family Resource Centre

Councillors S Barnes and Doughty to take part in the quarterly visits to Children's Homes

Heslington East Community Forum

Councillor Levene to the Forum

Leeds City Region – LEP Leaders Board

Councillor Aspden to replace Councillor Steward as the Council's representative on the Board and Councillor Steward to replace Councillor Aspden as the substitute representative

Leeman Road Millennium Green Trust

Councillor Derbyshire to the Trust

Local Access Forum

Councillor D Myers on to the Forum

Local Government Association – General Assembly

Councillor Williams to the General Assembly

Local Safeguarding Children's Board

Councillor Brooks in her Executive Member role as an observer at Board meetings

Make it York Shareholders Committee

Councillor Hayes as the Independent representative and Chair of the Committee and Councillor Levene to the Shareholder Committee

Micklegate York Charitable Trust

Councillor Gunnell to the Trust

North Yorkshire Pension Committee

Remove Cllr Cuthbertson as the substitute on the Committee

North Yorkshire Pension Fund – Local Pension Board

Councillor Cuthbertson to the Board

School Improvement & Monitoring Group

Councillor Looker to the Group

Schools Forum

To confirm the appointment of the Cabinet Member for Education, Children and Young People as a non voting attendee at Forum meetings

Tang Hall Community Centre

Councillor Funnell to the Centre's Board

Terrys Community Forum

Councillors Gunnell, Hayes and Kramm, the 3 Micklegate Ward Members onto the Forum

Veritau Directors

Councillor Steward, as the Executive Member for Corporate Services as a Director of Veritau

Without Walls Partnership

Councillor Williams to the Partnership

York Central Lead Members

Councillors Hayes and Williams as the Independent and Labour Lead Members

York Citizens Theatre Trust

Councillor Flinders to the Trust

York City Charities

Councillor Gunnell to the Charity

York Environment Forum

Councillor Flinders on to the Forum

York Economic Partnership

Councillor Levene to the Partnership

York, North Yorkshire & East Riding Local Enterprise Partnership Infrastructure Programme Board

Councillor Steward to replace Councillor Gillies as the Council's representative on the Board

Yorkshire Energy Partnership

To note that a nomination is no longer required on this body.

- (ii) That the appointments to the Corporate Parenting Board be deferred until the next meeting of the Committee.

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

12. Appointment Of Acting Director Of City And Environmental Services

Members received a report which sought their approval to establish an Appointments Sub Committee for Chief Officer appointments and to delegate sufficient powers to that Sub Committee to enable it to conduct the recruitment process, select and appoint an Acting Director of City and Environmental Services, subject to the requirements of the standing orders on appointment.

The Chair made a number of points about advertising vacancies through press releases on Facebook, Twitter and encouraging staff to 'tweet' the information.

In regards to how jobs for the Council were currently advertised, it was reported that;

- The CYC Jobs website had 38,000 registered users.
- The CYC Twitter account was used to advertise vacancies.
- The site on which the CYC Jobs website was currently hosted would be updated in September.

One Member questioned why the senior management review would take as long as seven months, and therefore why the acting director would need to be appointed for this amount of time. It was confirmed this was to allow for proper statutory consultation about the review.

Resolved: (i) That the filling of the post of Acting Director of City and Environmental Services be approved.

(ii) That this opportunity be advertised on the CYC Jobs website.

(iii) That, mindful of resources, the post be advertised as widely as possible using a variety of different sources including Facebook, Twitter, the CYC website and Linked In.

(iv) That an Appointments Sub-Committee be established and authorised to conduct the final interviews, select a successful candidate and make an offer of employment, subject to the

necessary employment procedures. The sub-committee to consist of three members, on a 1:1:1 proportionate basis, one Conservative, one Liberal Democrat and one Labour Member on the Appointment Committee.

Reason: To allow appointment to an Acting Director of City and Environmental Service to be made.

13. Pension or Exit Discretion

Members received a report which advised them of the expenditure associated with two requests for flexible retirement. Confidential annexes containing details of the cases were circulated, at the meeting

Resolved: That the two requests for flexible retirement be agreed.

Reason: In order for the Council to exercise its discretionary powers and agree these requests.

Part B - Matters Referred To Full Council

14. Appointments to Committees and Outside Bodies

[See also Part A minute]

Members received a report which asked them to agree a change in the proportionality of two of the Policy and Scrutiny Committees, Economic Development & Transport and Health & Adult Social Care.

Recommended: That Council agree the change in proportionality of the Economic Development & Transport Policy & Scrutiny Committee and the Health & Adult Social Care Policy & Scrutiny Committee, as detailed in paragraph 3 of the report.

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

15. Appointment of Acting Director of City and Environmental Services

[See also Part A minute]

Members received a report which sought their approval to establish an Appointments Sub Committee for Chief Officer appointments and to delegate sufficient powers to that Sub Committee to enable it to conduct the recruitment process, select and appoint an Acting Director of City and Environmental Services, subject to the requirements of the standing orders on appointment.

Recommended: That Council approve a salary package which is in excess of £100,000 for the post of Acting Director of City and Environmental Services, should it be necessary.

Reason: To allow the appointment to an Acting Director of City and Environmental Services to be made

Cllr C Steward, Chair

[The meeting started at 5.34 pm and finished at 5.55 pm].



Staffing Matters and Urgency Committee**6 July 2015**

Report of the Assistant Director, Governance and ICT

Appointments to Committees and Outside Bodies**Summary**

1. At the Annual Council meeting on 21 May 2015, appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2015/16 municipal year.
2. In view of the short period of time between the City of York Council Election on 7 May, the set up of the new Council administration and the publication of the agenda for the Annual Council meeting, nominations to a number of Committees and outside bodies were not made. The majority of these outstanding appointments and nominations were agreed at the Committees last meeting however, further nominations and changes to appointments on Committees and Outside Bodies have been received since that time.

Background

3. The Council makes appointments at its Annual Meeting, to Committees for the coming year. 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:

Committees and Working Groups**(i) Corporate Parenting Board**

At the Committee's last meeting it was agreed that consideration of appointments to the Corporate Parenting Board be deferred to the next meeting, in order to allow time to resolve some discrepancies with its composition, appointed membership and terms of reference.

Since then discussions have been undertaken around the Council's arrangements for Looked After Children, particularly as a new strategy is being developed for September 2015. As a result, Officers are initially giving further consideration to the role of Members in relation to corporate parenting.

There is no real urgency to have a meeting of the Board during this period. A report on a proposed way forward will be brought forward in the near future. It will not be necessary to report to this Committee further on this issue, unless the nomination of Members is required.

(ii) North Yorkshire Police and Crime Panel

At the Committees last meeting Cllrs Orrell and Richardson were nominated as substitute representatives for Councillors Mason and Dew on the Police and Crime Panel. Following confirmation of the appointments with North Yorkshire they have asked us to note that under previously agreed arrangements between the local authorities, members are not able to appoint substitute Members in the event that they are unable to attend meetings.

Outside Bodies

(iii) Community Stadium Lead Members Group

At the last meeting of the Committee Councillor Neil Barnes was recommended for appointment to the Community Stadium Lead Members Group. Unfortunately Cllr Barnes is unable to take this place as he has a pecuniary financial conflict of interest, in relation to the Community Stadium. It is recommended that his place be taken by another Member. Councillor Levene has been nominated to take this place.

(iv) Clifton Backies Management Board

Councillors Lisle and Wells have recently been appointed to the Clifton Backies Management Board. There are places for 3 CYC Board Member and the Board have requested the nomination of an additional Member. Councillor Dew has been nominated to take this place.

(v) York Central Lead Members Group

A number of appointments have already been made to the York Central Lead Members Group. One of those outstanding however is a place for a Holgate Ward Member and Councillor Cannon has been nominated to take this place.

(vi) York Explore Board

The Council has the right of nomination of one individual (not a Councillor) as a Director of the Board of Explore York. After advertising and interviewing the chosen candidate is:

Paul Stead
2 Low Green
Copmanthorpe
York
YO23 3SB

The Council is recommended to appoint Mr Paul Stead to the York Explore Board.

(vii) Local Government North Yorkshire and York Spatial Planning and Transport Board

Councillor Dew has recently been appointed to this Board, however historically this position has been occupied by the Executive Member for Planning and Transport, who would also represent the Council on the similar Leeds City Region Boards. It is recommended that in order to ensure an understanding and consistent approach across the sub region that Councillor Gillies as the current Executive Member for Transport and Planning replaces Councillor Dew as the appointed Member.

Consultation

4. 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

5. The Committee has the option either to approve or propose alternatives to the nominations proposed in this report.

Council Plan 2011-15

6. Establishing an appropriate decision making and scrutiny structure and appointees to that, together with appropriate nominees to outside bodies, contributes to the Council delivering its core priorities set out in the Council Plan, effectively.

Implications

7. 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

8. 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.

Risk Management

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

Recommendations

10. Staffing Matters and Urgency Committee is asked to consider and agree the appointments and nominations listed at paragraph 3 (ii) to (vi) of the report for the 2015/16 municipal year.

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 26 June 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**6th July 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. This summary information covers the period January 2015 to May 2015.

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 9th 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 Customer and Business Support Services (CBSS).

On 24th 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.

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 has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

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 note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annex, to be circulated at the meeting.

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 HR Directorate
Support
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date 26th June
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

Summary of redundancies for the period January 2015 to May 2015 (to be circulated at the meeting).

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