

Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Carr (Chair), Aspden (Vice-Chair) and Looker
- Date:** Monday, 5 September 2016
- Time:** 5.30 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

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 Item 7 (Pension or Exit Discretion) 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 - 2)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 15 August 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 2 September 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 Officers 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.

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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

5. Changes to Membership and Appointments to Outside Bodies (Pages 3 - 6)

This report asks Members to agree to changes to membership and appointments to Outside Bodies.

6. Appointment of Interim Assistant Director of Housing and Community Safety (Pages 7 - 10)

This report seeks formal approval to establish an Appointments Committee and to delegate sufficient powers to that Committee to enable them to conduct the recruitment process, select and appoint an Interim Assistant Director of Housing and Community Safety.

7. Pension or Exit Discretion (Pages 11 - 12)

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

8. Urgent Business

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

Democracy Officers:

Name: Judith Betts/Laura Clark

Contact details:

- Telephone – (01904) 551078/554538
- E-mail – judith.betts@york.gov.uk/laura.clark@york.gov.uk

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 مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	15 August 2016
Present	Councillors Carr (Chair), Aspden (Vice-Chair) and Looker

13. 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.

14. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to agenda item 5 (Pension or Exit Discretion) (Minute item 17 refers) 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).

15. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee meeting held on 18 July 2016 be approved as a correct record and then signed by the Chair.

16. Public Participation

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

17. Pension or Exit Discretion

Members received a report which advised them of the expenditure associated with three pension discretions in accordance with council policy.

Confidential annexes were circulated amongst Members including details of the three flexible retirement pension discretions. In one proposal, the reduction in the employee's hours allowed for an apprenticeship opportunity to arise.

Resolved: That the proposals be agreed.

Reason: In order to provide an overview of expenditure and to consider whether the Council should exercise its discretionary powers to make enhancements.

Councillor D Carr, Chair

[The meeting started at 5.30 pm and finished at 5.45 pm].



Staffing Matters and Urgency Committee**5 September 2016**

Report of the Assistant Director, Governance and ICT

Changes to Membership and Appointments to Outside Bodies**Summary**

1. At the Annual Council meeting on 26 May 2016, appointments were made to Outside Bodies for the 2016/17 municipal year.
2. Since then a number of requests have been received for changes to memberships of outside bodies. The first is a request for a change in membership of York Wheels. This request has been made as Councillor Gillies, the Council appointed Trustee, has been unable to attend a number of recent meetings owing to other Council commitments.
3. The second is to note the Ward Member appointments to the York Central Community Forum as it was agreed that, once Ward Member nominations were received, they would be reported to the Staffing Matters and Urgency Committee for ratification.

The final request is for a Member appointment on the Bus Lane Adjudication Service Joint Committee (BLASJC) Councillor Gillies is already the Council's appointee on the Patrol Adjudication Joint Committee (PATROLAJC), formerly the National Parking Adjudication Service Joint Committee. However following the introduction of civil bus lane enforcement in 2006, it was agreed that whilst there would be an integrated tribunal for parking and bus lane enforcement there would be a separate Joint Committee, the Bus Lane Adjudication Service Joint Committee (BLASJC) until such time as both areas of enforcement were governed by same legislation i.e. the Traffic Management Act 2004.

Background

4. The Council makes appointments at its Annual Meeting, to Committees and Outside Bodies. As the Staffing Matters & Urgency Committee has authority to deal with any changes or appointments to those Committees and Outside Bodies the following are put forward for consideration;

York Wheels

- To appoint Councillor Richardson to replace Councillor Gillies as a Trustee on York Wheels.

York Central Community Forum

- To note the appointment of the following Ward Members to the Forum;

Holgate Ward-Councillors Crisp & Derbyshire (Councillor Cannon substitute)

Micklegate Ward- Councillors Gunnell and Kramm (Councillor Hayes substitute)

Bus Lane Adjudication Service Joint Committee

- That Councillor Gillies be appointed to the Committee.

Consultation

5. Normal processes to consult the relevant political Group have been applied to ensure the Group nominate the Members of their choice. No other consultation is specifically required in this instance.

Options

6. There are no alternative options available other than for the Group concerned to nominate alternative candidates to either replace the Member concerned or to fill the position that has become available.

Council Plan

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

Implications

8. There are no known implications in relation to the following in terms of dealing with the specific matter 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. These rules may only be waived where no Member votes against the proposal.

Risk Management

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

Recommendations

11. Staffing Matters and Urgency Committee is asked to:
 - Approve the appointment of Councillor Richardson in place of Councillor Gillies as a Trustee on York Wheels.
 - Note the appointments to the York Central Community Forum as detailed in Paragraph 4.
 - Approve the appointment of Councillor Gillies to the Bus Lane Adjudication Service Joint 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 25 August 2016

Specialist Implications Officers

Not applicable

Wards Affected: All

All



For further information please contact the author of the report

Background Papers

None

Annexes

None



Staffing Matters & Urgency Committee**5 September 2016**

Joint Report of the Director of Communities and Neighbourhoods and the Director of Adult Social Care.

Appointment of Interim Assistant Director Housing and Community Safety**Summary**

1. This report seeks formal approval to establish an Appointments Committee and to delegate sufficient powers to that Committee to enable them to conduct the recruitment process, select and appoint an interim Assistant Director of Housing and Community Safety.

Background

2. The current Assistant Director of Housing and Community Safety has resigned from his post and will be leaving the organisation in early October. There is a need to put in place interim temporary arrangement for the management of these services, prior to permanent recruitment to the post.

The Role

3. The current role of Assistant Director Housing and Community Safety manages significant front line services and the associated revenue and Housing Revenue Account budgets including Housing Management, Building Services, Community Safety, Public Protection and Emergency Planning.
4. The post is currently part of the reorganisation of the senior management structure and is also subject to assimilation as part of this process, however there is a need to ensure temporary arrangements are in place to ensure that there is safe transition.
5. Permission will be sought to appoint permanently to an Assistant Director role once the senior management review has been complete.

6. It is proposed that this interim appointment is advertised internally using the current job description. This is a developmental opportunity for existing senior staff in the Council and is in line with our People Plan to create opportunities to support and develop our staff.

Consultation

7. Consultation has taken place with the Corporate Management Team and the Leader and Deputy Leader.

Options / Analysis

8. There are no alternative options for members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post.

Council Plan

9. Making an appointment to this post will contribute to the delivery of the Council Plan and its priorities.

Associated Implications

10. The following implications have been considered:
 - **Financial** – The Assistant Director post is within the pay range £68.1k to £75.6k. Including on-costs this totals £90 to £100k for a full year. The cost of the temporary post can be funded from the current Assistant Director budget.
 - **Equalities** - The post will be recruited to in accordance with the Council's Equalities policy.
 - **Legal** – As this is a deputy Chief officer appointment it is subject to the normal provisions which require that any appointment will be subject to there being no objection from any member of the Executive. In addition, because the appointment is to be made by a Committee, there is a requirement for at least one Member of the Executive to be included within the membership of that Committee. The Committee is subject to the normal rules on political balance although these can always be waived if no member of the Staffing Matters and Urgency Committee votes against a proposal which does not fall within those rules.
 - **HR - Human Resources (HR)** – The job description for the position of Assistant Director of Housing and Community Safety is subject to the Council's established job evaluation mechanism and the grade confirmed for the position. The Appointments Committee is in line

with the constitutional requirements for the recruitment and appointment of Chief Officers.

- **Crime and Disorder** – There are no crime and disorder implications
- **Information Technology (IT)** – There are no IT implications
- **Property** – There are no property implications
- **Other** – There are no other implications.

Risk Management

11. Appointment to this post on an interim basis until a permanent appointment can be made will reduce the risk of service failure, and maintain momentum in delivery of the priorities of the Council Plan.

Recommendations

12. It is recommended that Staffing Matters and Urgency Committee:
 - a) Approve the recruitment in an interim capacity to the role of Assistant Director Housing and Community Safety.
 - b) Approve the advertising of this opportunity internally only.
 - c) Approve the establishment of the Appointments Committee and the committee be authorised to conduct the interview, and select a successful candidate and make an offer of interim employment subject to the necessary employment procedures and standing orders

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role required to deliver the Council's statutory responsibilities.

Contact Details

Author:

Sally Burns

Director of Communities
and Neighbourhoods

Telephone: 01904 552909

Chief Officer Responsible for the report:

Sally Burns

Director of Communities and
Neighbourhoods

Martin Farran

Director of Adult Services

**Report
Approved**



Date 24/08/2016

Specialist Implications Officer(s)

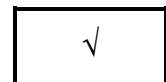
Human Resources: Kay Crabtree, Policy and Trade Union Engagement
Manager,

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal
Services

Finance: Patrick Looker, Finance Manager

Wards Affected:

All



For further information please contact the author of the report



Staffing Matters and Urgency Committee**5 September 2016**

Report of the Director of Communities and Neighbourhood 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 options 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 to make enhancements.

Contact Details

Author:

Mark Bennett
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& Organisational
Development
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Sally Burns
Director of Communities &
Neighbourhood Services

**Report
Approved**



Date 5 September
2016

Specialist Implications Officer(s): None

Wards Affected:

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)