



## **Notice of a public meeting of**

### **Staffing Matters and Urgency Committee**

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),  
Hook and Douglas
- Date:** Thursday, 7 July 2022
- 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. Minutes (Pages 1 - 6)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 20 June 2022.

#### **3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Please note that our registration deadlines have changed to 2 working days before the meeting, in

order to facilitate the management of public participation at our meetings. The deadline for registering is 5.00pm on Tuesday 5 July 2022 Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda. Webcasting of Public Meetings Please note that, subject to available resources, this public meeting will be webcast including any registered public speakers who have given their permission.

The public meeting can be viewed on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts). During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

Written representations in respect of items on this agenda should be submitted to Democratic Services by 5.00pm on 5 July 2022.

#### **4. Appointment of Director of Governance and Monitoring Officer (Pages 7 - 10)**

This report requests the approval to permanently recruit to the Director of Governance and Monitoring Officer post ahead of the current post holder vacating the role early September 2022.

#### **5. Urgent Business**

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

Democracy Officer  
Robert Flintoft

Contact details:

- Telephone – (01904) 555704
- Email – [Robert.flintoft@york.gov.uk](mailto:Robert.flintoft@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 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

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Meeting	Staffing Matters and Urgency Committee
Date	20 June 2022
Present	Councillors D'Agorne (Vice-Chair), Hook, Douglas and Widdowson
Officers Present	Helen Whiting – Head of HR Dawn Steel – Acting Head of Democratic Governance Ian Cunningham – Head of Business Intelligence

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### **1. Declarations of Interest (17:30)**

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.

### **2. Exclusion of Press and Public (17:31)**

Resolved: That the press and public be excluded from the meeting during the consideration of agenda items 9, 10, and 11 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).

### **3. Minutes (17:32)**

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 25 April 2022 be approved and then signed by the Chair as a correct record.

### **4. Public Participation (17:32)**

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

## **5. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies (17:33)**

Officers outlined the proposed changes to the membership of committees and outside bodies as outlined in the agenda and the two agenda supplements which had been published. The Committee agreed to approve to the amendments to the appointments made at the Annual Council meeting on 26 May 2022.

Resolved:

- i. Approved the change to committee and outside body appointments outlined below:
  - a. To appoint Cllr Melly to the West Yorkshire Combined Authority – Corporate Overview and Scrutiny as a substitute;
  - b. To appoint Cllr D Taylor Economy and Place Policy and Scrutiny Committee;
  - c. To appoint Cllr Looker in place of Cllr Myers to the Corporate Appeals Committee;
  - d. To appoint Cllr Myers in place of Cllr Heaton to the Climate Emergency Policy and Scrutiny Committee.

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

## **6. CYC Workforce Profile Report (17:35)**

Officers introduced the years end report on the Councils workforce profile, they noted that there were sector wide challenges in employment and that Work with York appointments had increased to fill roles. It was confirmed that sickness absence had returned to similar levels pre-pandemic. The increase for 2021-22 of staff identifying as having a protected characteristic officers noted was likely due to the promotion of staff to update council profiles.

The rise in sickness absence was discussed with about a third of those on absent being due to long term sickness. Officers reassured the Committee that managers were supporting those on long term sickness towards the best outcome for the employee and the Council.

The Committee also discussed how the Council was attempting to recruit and retain staff. It was confirmed that the Council aimed prove itself to be a brand employer, one which encouraged applicants to apply and current employees wish to continue with the Council. Officers also noted that they were attempting different practices to increase its chance of recruiting such as rolling adverts.

Resolved:

- i. Noted the workforce profile provided;

Reason: In order to provide an overview of the workforce profile.

## **7. Work Plan (17:50)**

The Committee considered their current work plan and requested an update be added to the 15 August 2022 meeting on how the Council is currently using Work with York to fill vacancies.

Resolved:

- i. Item on how the Council is currently using Work with York to fill vacancies to be added to the 15 August 2022.

Reason: To ensure the Committee maintains a program of work.

## **8. Death in Service (17:53)**

The Committee acknowledged the service of those who had passed away while employed by the Council.

Resolved:

- i. Noted the sad news associated with the passing of the employees who have died in service.
- ii. For future colleagues who die in service, a request that a letter of condolence be sent from the Lord Mayor to the families of those who had passed.

Reason: To ensure the Committee is aware of those that pass away while employed by the Council.

*Note: the above item was considered in private session, in accordance with the decision in Minute 2.*

## **9. Senior Recruitment Campaigns Review (17:54)**

The Committee discussed the activity relating to senior recruitment searches / campaigns undertaken by North Yorkshire County Council Resourcing Team on behalf of the City of York Council. After considering alternative senior recruitment agencies the Council agreed to the continued use of the North Yorkshire County Council Resourcing Team.

Resolved:

- i. Noted the research and quotations for senior recruitment campaigns as outlined in the report;
- ii. Noted that HR capacity to undertake senior recruitment exercises is not available in the current structure and therefore, to undertake such exercises an external option when required;
- iii. Endorsed the approach of using NYCC Resourcing as outlined in report including governance arrangements (Head of HR evaluation and monitoring arrangements of campaigns and annual quotation exercises to align with procurement guidance).

Reason: To ensure that the Council continue to undertake effective recruitment campaigns to attract quality candidates as swiftly as possible to then deliver the key aspects of the Council Plan, associated strategies and activities.

*Note: the above item was considered in private session, in accordance with the decision in Minute 2.*

## **10. Redundancy, Pension or Exit Discretion (17:58)**

Members considered a report which advised them of expenditure associated with redundancy, pension or exit discretion. An overview of expenditure was provided in the table at paragraph 5 of the report. There were no costs to the council. Full details were set out in exempt Annexes A to the report.

Resolved:

- i. Noted the expenditure associated with each proposal as detailed in the annexes.



Reason: In order to provide an overview of expenditure.

*Note: the above item was considered in private session, in accordance with the decision in Minute 2.*

Cllr D'Agorne, Vice Chair

[The meeting started at 17:30 and finished at 18:00].

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**Staffing Matters and Urgency Committee****7 July 2022****Report of the Chief Operating Officer****Appointment of Director of Governance and Monitoring officer****Summary**

1. This report requests the approval to permanently recruit to the Director of Governance and Monitoring Officer post ahead of the current post holder vacating the role early September 2022.
2. Formal approval is also sought to establish an Appointments Sub Committee for this Chief Officer appointment and to delegate sufficient powers to that Sub-Committee to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the Council's Constitution (***Appendix 12 details the Officer Employment Procedure Rules – paragraph 5***).
3. It should be noted that subject to the appointment of the new postholder and the length of notice the officer is required to fulfil, the Chief Operating Officer will make a decision to appoint an interim Director to ensure that this Statutory role is undertaken in line with the Council's Statutory duties.

**Background**

4. It is proposed that the recruitment process replaces this Statutory post on a like for like basis in terms of grade, portfolio scope, role and responsibilities as per the agreed restructure implemented in March 2019 and in line with the Council's Constitution.

**Remuneration Package**

5. The post is covered by Chief Officer Terms and Conditions.
6. The Committee is asked to confirm the pay package for this post which will be offered to the successful applicant. The salary is currently set at £91,383 to £101,318, however, it is pending a 2022 pay award which is negotiated by collective bargaining processes by the National Employers and National Trade Unions.

7. If appropriate, the successful applicant would be able to access the Council's relocation scheme.

### **Appointments Panel**

8. The Council's Constitution allows for an Appointments Sub Committee for Chief Officer posts of no less than three elected members, including at least one member of the Executive (***Council Constitution Article 11 paragraph 3.5***).
9. Members are requested to consider and confirm panel nomination names and a Chair of the recruitment to progress. It is anticipated that the members appointment panel will take place in August following an assessment day held by officers which may be held over a number of days to accommodate applicants leave commitments.

### **Council Plan**

10. Making an appointment to this post will contribute to delivering the Council Plan and its priorities.

### **Implications**

#### **Financial Implications**

11. The Director post is within the pay range of £91,383 to £101,318, pending a 2022 pay award. The total cost, including on costs, is £117,788 to £130,738. The recruitment costs will be approximately £5500 to £6000 which includes the cost of advertising on professional legal / recruitment social media platforms. The cost of this post, and the associated recruitment costs, will be managed within existing departmental budgets.

#### **Human Resources Implications**

12. The slightly revised job description has been confirmed via job evaluation to remain within the Director profiles. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol as outlined in the Council's Constitution.

#### **Equalities Implications**

13. There are no known Equalities issues.

### **Legal Implications**

14. All Chief Officer posts are politically restricted pursuant to the Local Government and Housing Act 1989.

It is the statutory responsibility of the Head of Paid Service to ensure that a structure is in place which can effectively and efficiently discharge the council's differing functions and to determine the organisation of the authority's staff alongside their proper appointment and management.

The process of appointing Chief Officers is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

In respect of appointment to Chief Officer posts, the Council is required to comply with the Officer employment procedures as outlined in the council's Constitution.

### **Crime and Disorder, Information Technology and Property**

15. There are no known crime and disorder, information and technology and property risks.

### **Risk Management**

16. There are no known risks associated with the recommendations in the report other than the potential risk to delivery of services if the committee either fails to or delays setting up an Appointments Sub Committee for the recruitment of this post.

### **Recommendations**

17. Staffing Matters and Urgency Committee are invited to:

- a. Approve the filling of this post and remuneration package for the Director post with a salary range of £91,383 to £101,318, in accordance with the procedural rules set out in the constitution for the appointment of chief officers (**paragraphs 1 to 2 and 6**).

- b. Establish an Appointments Sub-Committee consisting of three members to include at least one member of the Executive (**paragraphs 2, 8 and 9**).
- c. Note that pending the formal acceptance and start date of the successful applicant, interim arrangements will be made to ensure that this Statutory role is fulfilled in accordance with Regulations and the Council's constitution (**paragraph 3**)

**Reasons:** To allow the timely appointment of the post of Director of Governance and Monitoring Officer in line with the council's constitution and relevant legislation

**Contact Details**

**Author:**

Helen Whiting  
Head of HR & OD  
Human Resources

**Chief Officer Responsible for the report:**

Ian Floyd  
Chief Operating Officer

**Report  
Approved**

**Date** 29/6/2022

**Specialist Implications Officer(s):**

Janie Berry - Director of Governance and Monitoring Officer  
Debbie Mitchell – Chief Finance Officer and s151 Officer

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers:**

There are no background papers however reference to the Council Constitution is available here <https://data.yorkopendata.org/dataset/cyc-s-constitution-live-link>