



Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Boyce, Fraser, Gillies and Aspden
- Date:** Monday, 16 September 2013
- Time:** 1.00 pm
- Venue:** The Severus Room - 1st Floor West Offices (F032)

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 5 (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 and 2 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 3 - 8)

To approve and sign the minutes of the last meeting of the Staffing Matters & Urgency Committee held on 5 August 2013.

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 **5.00 pm on Friday 13 September 2013**.

5. Redundancy (Pages 9 - 12)

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 May 2013 to July 2013.

6. Changes to Appointments to Outside Bodies (Pages 13 - 16)

Following appointments made to Committees, outside and partnership bodies for the 2013/14 municipal year, notice has been received of a change required to the Foss (2008) Internal Drainage Board on the Outside Bodies list.

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

Contact details are set out above.

This page is intentionally left blank

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an

interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন ভাষাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোভাষী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ میا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Cabinet to Account

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- York Explore Library and the Press receive copies of **all** public agenda/reports;
- All public agenda/reports can also be accessed online at other public libraries using this link

<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>

City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	5 August 2013
Present	Councillors Alexander (Chair), Fraser, Gillies, Runciman (Substitute for Councillor Aspden) and Horton (Substitute for Councillor Boyce)
Apologies	Councillors Aspden & Boyce
In Attendance	Councillor Warters

Part A- Matters Dealt with Under Delegated Powers

24. Declarations of Interest

At this point in the meeting, Members were invited to declare any personal, prejudicial or disclosable pecuniary interests, not included on the Register of Interests, that they may have had in the business on the agenda.

No interests were declared.

25. 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 (Redundancy) (Minute Item 28 refers) and an annex to Agenda Item 7 (Market Supplement Payment for the Assistant Director of Children's Specialist Services) (Minute Item 30 refers) on the grounds that it contains information relating to individuals and the financial affairs of particular persons. This information is classified as exempt under Paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) (Order)).

26. Minutes

Resolved: That the minutes of the last meeting of the Staffing Matters and Urgency Committee held on 8 July 2013 be approved and signed by the Chair as a correct record.

27. Public Participation

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

Councillor Mark Warters spoke regarding Agenda Items 6) & 7) (Changes to Terms and Conditions of Chief Officers and Market Supplement Payment for the Assistant Director of Children's Specialist Services). He felt that the proposal for a Market Supplement was distasteful to Council Taxpayers, particularly given that the additional money would come from service budgets without the say of the public, and questioned if a precedent would be set through approval of the recommendations.

Gwen Swinburn felt that the changes set out in Agenda Item 6) were not transparent, and that issues about size of a council, quality of life and deprivation in the area should be taken into consideration when setting a policy for a Chief Officer Market Supplement. She also expressed concerns at how the comparative Local Authorities in Annex A to the report were chosen.

28. Redundancy

Members considered a report which advised them of the expenditure associated with the proposed dismissal of an employee on the grounds of voluntary redundancy.

Resolved: That the expenditure associated with the redundancy be noted.

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

Part B- Matters Referred to Council

29. Changes to Terms and Conditions of Chief Officers

Members considered a report which set out proposed arrangements for the introduction of a market supplement policy for Chief Officers.

The report also sought agreement to commence consultation with Staff and Trade Unions regarding a proposed 4 day reduction to annual leave entitlement and to introduce a link between incremental progression and the Chief Officer Performance Development Review (PDR) process. It was envisaged that these proposed changes would be introduced by April 2014 to align with the next round of PDR meetings.

Officers recommended that a Market Supplement policy was needed to address a disparity between the Chief Officers and Local Government staff, as Local Government staff already had a market supplement policy.

It was stated that a market supplement policy would, in very specific circumstances, allow CYC to attract and retain the highest quality staff in circumstances when it could be demonstrated that CYC were paying below the market rate for a particular role.

Some Members expressed concerns about the Market Supplement policy questioning whether its usage would set a precedent. In addition, they questioned how much implementation would cost and who would be affected.

Further concerns were raised regarding the removal of automatic increments and the replacement of these with Performance Related Pay. Members felt that Performance Related Pay should only be introduced for Chief Officers.

Other Members agreed with the recommendations in the report and felt that a market supplement policy was the most effective and cheapest way of helping to retain and attract people of a high calibre to work in York. They added that the policy should only be used in exceptional circumstances.

- Resolved: (i) That the report be noted.
- (ii) That a market supplement policy for Chief Officers be recommended to Full Council for agreement and implementation.
- (iii) That consultation with Chief Officer staff and trade unions regarding a 4 day reduction to annual leave entitlement commence.
- (iv) That consultation with Chief Officer staff about the implementation of a process of progression through salary grades be changed to be based on assessment of performance (Performance Related Pay) rather than time served, but that this be solely used for Chief Officers and not other Local Government staff.

Reason: In order for there to be flexibility within the Chief Officer terms and conditions in order for us to respond to market forces and recruit and retain talented staff.

30. Market Supplement Payment for the Assistant Director of Children's Specialist Services

Members considered a report which set out a proposal for a market supplement payment to be made to the Assistant Director of Children's Specialist Services under the Market supplement policy for Chief Officers to retain an outstanding post holder.

Officers provided information to demonstrate that the salary for this post was below the current market rate and that a market supplement would help retain an exceptional and high performing post holder. Some Members felt that although they were against the principle of using Market Supplement payments, that the case of the individual concerned was exceptional. Others expressed support of the critical importance that the individual played.

Resolved: (i) That the report be noted.

- (ii) That the implementation of a market supplement payment, as outlined in exempt Annex B, to the Assistant Director of Children's Services be agreed, subject to approval at Full Council of the market supplement policy.

Reason: In order to retain an outstanding post holder.

Councillor J Alexander, Chair

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

This page is intentionally left blank



Staffing Matters and Urgency Committee**16 September 2013**

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 May 2013 to July 2013.

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 CBSS.

On 24th June 2013 it was agreed that the quarterly report would be expanded to clearly show 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:
 - 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annex.

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 5 September
2013

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 May 2013 to July 2013 (to be circulated at the meeting)

This page is intentionally left blank



Staffing Matters and Urgency Committee**16 September 2013**

Report of the Assistant Director, Governance and ICT

Changes to Appointments to Council Bodies**Summary**

1. At the Annual Council meeting on 23 May 2013 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2013/14 municipal year. However, since those appointments were made we have been advised that a change is required to the agreed Outside Bodies list.

Background

2. The requested change to the agreed appointments is:

Outside Bodies

- **Foss (2008) Internal Drainage Board (IDB)** – to appoint Parish Councillor Kate Pace to replace Parish Councillor Derek Jones, both members of Earswick Parish Council, as a CYC representative on the IDB.
3. This matter has been brought to the Staffing Matters and Urgency Committee for agreement as the next meeting of the Internal Drainage Board is due to take place on 9 September 2013 and the next full Council meeting is not scheduled until 18 October 2013.

Consultation

4. In accordance with the usual process for gathering nominations to available places at the Annual Council Meeting, the relevant Group were consulted and provided with the necessary information.

Options

5. Options open to the Committee are to approve or not approve the change to the Council appointments set out at paragraph 2 of the report.

Council Plan 2011-15

6. Establishing an appropriate decision making and scrutiny structure, 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 matter before Members, namely to consider nominations to places on Committees and outside bodies:
 - Financial
 - Human Resources (HR)
 - Equalities
 - Crime and Disorder
 - Property
 - Other

Legal Implications

8. Under the Land Drainage Act 1991 in making an appointment to an internal drainage board the Council must have regard to the desirability of appointing a person who—
 - (a) has knowledge or experience (including knowledge of the internal drainage district in question or commercial experience) of some matter relevant to the functions of the board; and
 - (b) has shown capacity in such a matter.

Risk Management

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

Recommendations

10. Staffing Matters and Urgency Committee is asked to consider and agree to the appointment of Parish Councillor Kate Pace to replace Parish Councillor Derek Jones as a CYC representative on the Foss (2008) Internal Drainage Board for the remainder of the 2013/14 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 9 August 2013

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

This page is intentionally left blank