



Notice of a public meeting of

Staffing Matters & Urgency Committee

To: Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and D Myers

Date: Monday, 15 June 2020

Time: 5.30 pm

Venue: Remote Meeting

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 Annex A to Agenda Item 9 (Settlement Agreement), 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 - 4)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 17 February 2020.

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 **5:00 pm on Friday, 12 June 2020**. Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please contact Democratic Services, on the details at the foot of the agenda. You will then be advised on the procedures for dialling into the remote meeting.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During the coronavirus pandemic, we've made some changes to the way we run council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

5. Corporate Management Team (CMT) Restructure (Pages 5 - 20)

This report sets out early options for a revised Corporate Management Team (CMT), which will ensure that efficiencies are made as agreed by the Committee in February 2020.

6. Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies (Pages 21 - 72)

This report asks Members to approve a number of changes to the current membership of the Council's committees and to other

bodies, prior to these appointments being carried over to the 2020/21 Municipal Year.

7. Workforce Profile as at 31 March 2020 (Pages 73 - 84)

This report presents the workforce profile as at the end of March 2020 and asks Members to consider whether any area is to be referred to the Customer & Corporate Services Scrutiny Committee.

8. Work Plan (Pages 85 - 88)

To consider the Committee's draft work plan up to December 2020.

9. Settlement Agreement (Pages 89 - 96)

This report advises the Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

10. Urgent Business

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

Democratic Services

Contact details:

- Telephone – (01904) 553631
- Email – democratic.services@york.gov.uk

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- 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	17 February 2020
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and D Myers

60. 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.

61. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of Annex A to Agenda Item 5 (Achieving Efficiencies and Pensions with Exit Discretions) on the grounds that it contained information relating to individuals and the financial affairs of particular persons. This information was 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).

62. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 20 January 2020 be approved and then signed by the Chair as a correct record.

63. Public Participation

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

64. Achieving Efficiencies and Pensions with Exit Discretions

Members considered a report which detailed expenditure associated with achieving efficiencies and a pension or exit discretion in accordance with Council policy.

The Director of Governance and the Corporate Finance & Commercial Procurement Manager (Interim S151 officer) were in attendance to provide an update regarding the request received from a member of Corporate Management Team (CMT) to be considered for early retirement.

Officers confirmed they had considered the proposal and looked at a potential structure going forward and it was anticipated that a minimum of £50,000 per annum could be made in efficiencies.

Members considered the background and detail surrounding the proposal, which was contained in the business case attached as an exempt annex to the report.

Following a detailed discussion and in answer to Members questions, it was noted that officers could provide further clarity regarding:

- the timeline to incorporate the revised Customer and Corporate Services structure.
- the Council's Constitution concerning staffing matters.
- Statutory payments, redundancy and pension costs.
- future arrangements.

Members noted that they would consider proposals to make efficiency savings across the Corporate Management Team structure at the next Staffing Matters and Urgency Committee.

Resolved:

- (i) That the retirement request, as detailed in Annex A of the report, be agreed.
- (ii) That the proposed structure for Corporate Management Team be received at the next Staffing Matters and Urgency Committee.

Reason: To allow efficiencies to be made across the CMT structure.

Cllr Aspden, Chair

[The meeting started at 5.30 pm and finished at 6.20 pm].

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Staffing Matters & Urgency Committee**15 June 2020**

Report of the Head of HR & OD

Corporate Management Team (CMT) Restructure**Summary**

1. This report provides Staffing Matters & Urgency Committee (SMU) with early options for a revised Corporate Management Team (CMT), which will ensure efficiencies are made as agreed in SMU committee in February 2020. This paper was intended to be considered in March 2020, however due to the impact of Covid-19 this has been delayed.
2. Efficiency savings of at least £81k per annum are to be made from the senior management structures.
3. This paper is the first stage of a consultation process, with an aim to return to SMU with a further paper in August 2020, subject to completed consultation and any further impact of Covid-19
4. The committee were due to consider the interim arrangements for the Head of Paid Service and Section 151 in April, however due to Covid-19 the meeting did not go ahead, therefore the committee should note the decision made in the absence of the meeting that the interim arrangements, as agreed in January 2020 continue.
5. This paper also recommends that the current interim arrangements for the Head of Paid Service and Section 151 continue.

Background

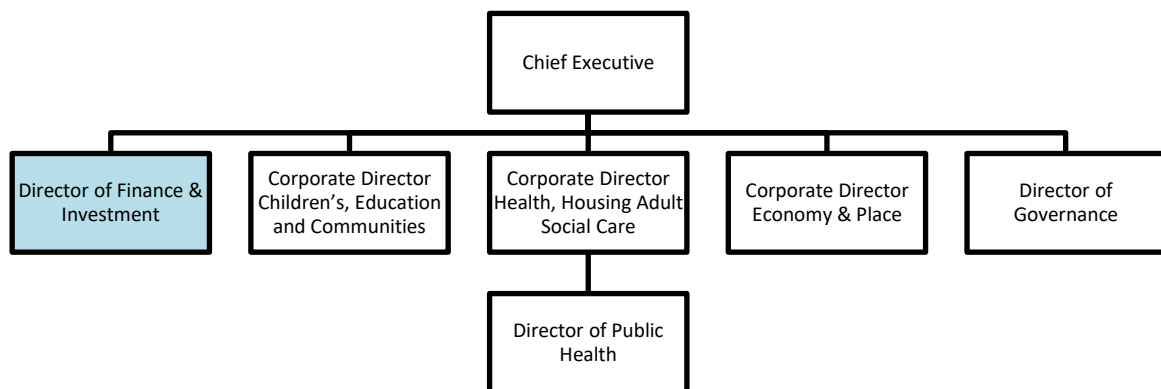
6. It was proposed and agreed by SMU committee on 17 February 2020, to receive a report in March 2020, to consider efficiency savings across the Corporate Management Team. However as a result of the impact of Covid-19 this has been delayed to June 2020.
7. In that meeting on 17 February 2020, SMU were asked to consider an early retirement request from a member of CMT. This was considered and agreed by committee (in line with Council's policies

and procedures, constitution, HR and legal advice). This was a decision made that then allowed officers to progress with HR and legal processes.

- 8. Those processes have now concluded and the member of staff left CYC on 16 March 2020.

Current Structure

- 9. The current structure is shown below, this was agreed in SMU and was shown at Full Council in December 2018. However it should be noted that this is only part implemented and £26k of the agreed savings are still to be achieved.
- 10. At that point, it was agreed that the full structure would not be implemented until the Director of Governance was recruited and in post. The Director of Governance commenced on 16 December 2019. However at that time, due to the long term absence of the Chief Executive, an interim arrangement to cover for the Chief Executive was considered and agreed at SMU in August 2019, and subsequently reviewed in October 2019 and January 2020.
- 11. The part of the structure that has not been implemented is the Director of Finance & Investment. The post holder who assimilated to the Director of Finance and Investment position is currently the Interim Head of Paid Service, as agreed through SMU.
- 12. The current structure as detailed below costs £989k per annum including on costs with an FTE of 7.



Options

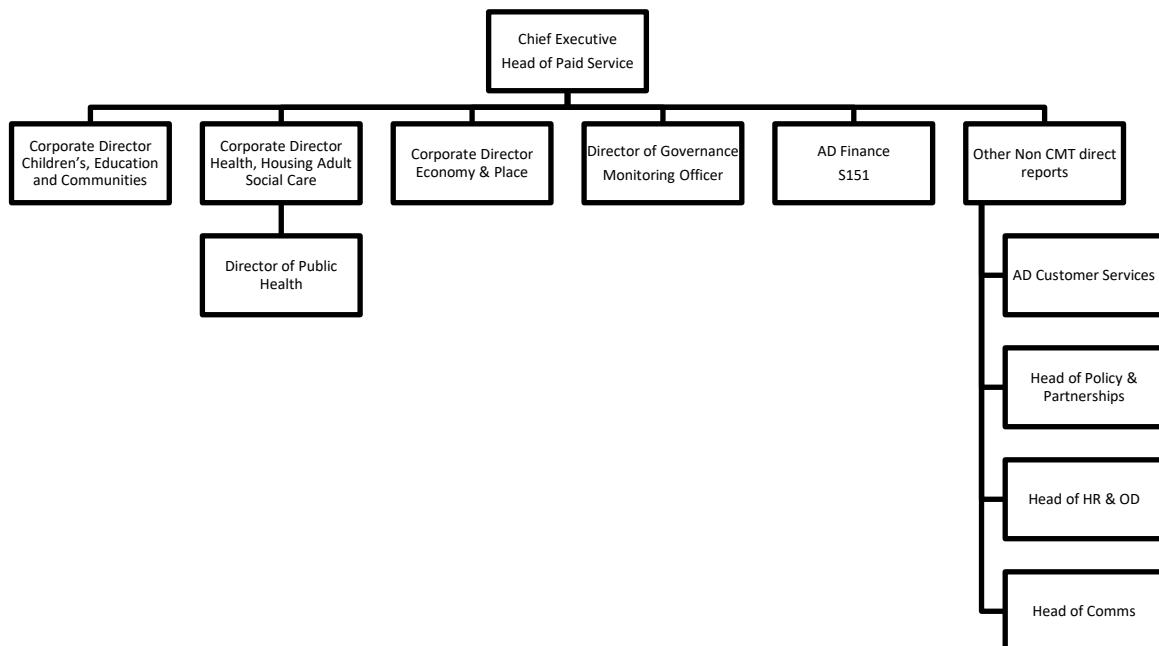
Proposed Structures

13. The administration has asked for consideration of potential efficiency savings to be made across the existing CMT structure.
14. The committee needs to be mindful of the efficiency saving that is required, which is a minimum £81k per annum. (Due to the decision made for early retirement on grounds of efficiency made in February 2020 SMU and to achieve the remaining savings from the earlier restructure agreed in December 2018).
15. The proposed structures illustrated are to enable the committee to see the structure of CMT on paper and to start to consider the deletion of a post across the CMT structure. During consultation it is expected that further structures may be identified for consideration, however without the detail gained through consultation and as this is an early informative paper further structures cannot be illustrated at this time.
16. These structures have been proposed as a first step for SMU to consider, however as these roles are key to the successful operation and delivery of the Council Plan and services to York residents, it is recommended that consultation is carried out in more detail with staff directly affected (across CMT, chief officers and heads of service), the trade unions, all political parties and key stakeholders.
17. It is intended that, in line with Council procedures, the intelligence gathered from the consultation throughout March and April is brought back to the SMU committee for consideration in May 2020, before progressing with a preferred structure.
18. Across all the structures proposed it is recommended that the Deputy responsibilities to the Chief Executive / Chief Operating role will be rotated around the Corporate Directors within CMT, holding the nominal title for up to 12 months. There will be no additional remuneration for this responsibility and is on top of their Corporate Director role. It should be noted that the statutory responsibility of Head of Paid Service will sit with the Chief Executive/Chief Operating Officer role in all of the proposals.

19. For information the Chief Officer Pay structure is shown below, please note these are April 2019 figures as the national pay award has not yet been agreed for April 2020.

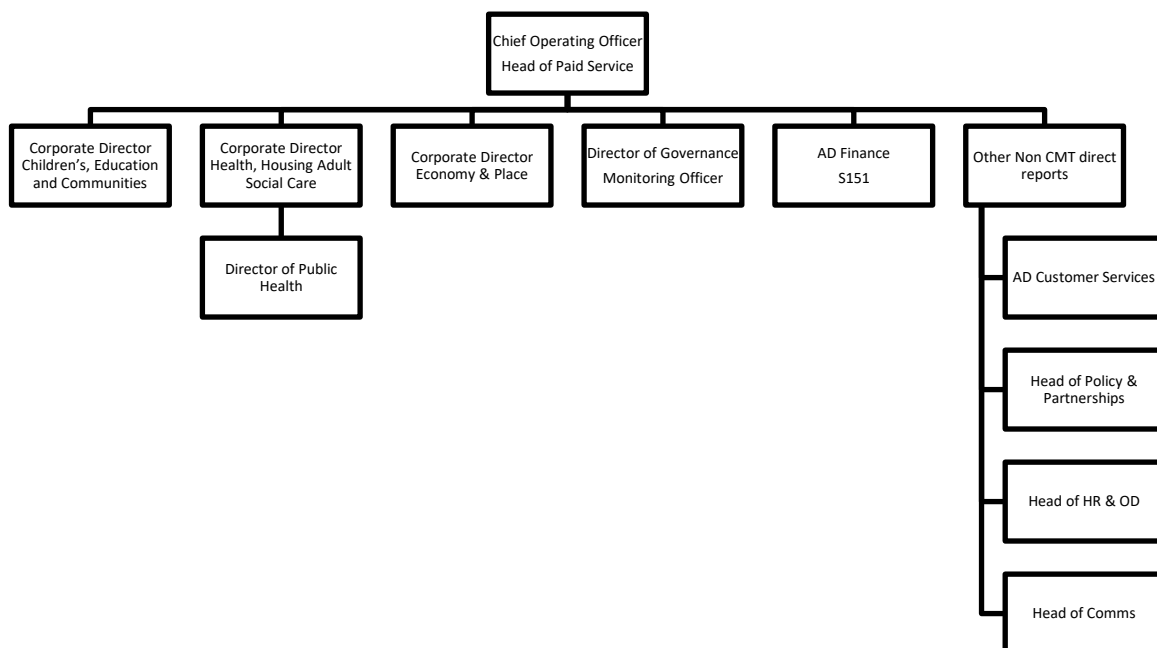
Job Titles	Level	Salary April 19	Job Titles	Level	Salary April19
Chief Executive	7	£153,891	Directors	4	£97,149
	6	£149,911		3	£93,864
	5	£147,921		2	£90,690
	4	£145,931		1	£87,623
	3	£143,940			
	2	£141,951			
	1	£137,971			
Corporate Directors	4	£109,068	Assistant Directors	4	£79,459
	3	£105,570		3	£76,592
	2	£102,204		2	£74,060
	1	£98,940		1	£71,521

Proposed Structure A



20. This structure retains the Chief Executive post however there would need to be a refocus of attention in the role as it would also need to be responsible for the services provided under the current customer and corporate service directorate, such as Finance, Customer, ICT etc.
21. The Director of Finance and Investment post would be deleted, and section 151 duties will be carried out by a newly created Assistant Director of Finance post. This is a growth post but a proposed amalgamation of one of the Heads of Service in Finance. In addition, an allowance of £10k has been made to facilitate a restructure within finance and procurement to ensure sufficient management capacity across the service.
22. The proposed cost of this structure is £903k therefore an annual efficiency saving of £86k including on costs.

Proposed Structure B



23. This option deletes the Chief Executive and Director of Finance & Investment post and puts in place a Chief Operating Officer.

24. It is proposed that the Chief Operating Officer will work with the Corporate Directors to assure and drive forward robust service improvement programmes that deliver long-lasting change. The COO will be responsible for corporate services and has a strengthened internal focus.
25. In addition section 151 duties will be carried out by a newly created Assistant Director of Finance post. This is a growth post but a proposed amalgamation of one of the Heads of Service in Finance. In addition, an allowance of £10k has been made to facilitate a restructure within finance and procurement to ensure sufficient management capacity across the service.
26. The proposed cost of this structure is £903k therefore an annual efficiency saving of £86k including on costs.
27. It is proposed that the Chief Operating Officer salary band will mirror the first 4 incremental points of the Chief Executive role and hence be capped at the half way point, but still subject to cost of living rises as negotiated nationally. This will lead to additional future savings due to a reduction in the pay spine.

Further Structures

28. Through the detailed consultation that will take place across June and July, further options on the structure of CMT may be identified, in which a post across the CMT structure is deleted to ensure the efficiency savings of £81k per annum are met.

Interim Arrangements

29. In January 2020, SMU committee considered the options for the interim arrangements for the Head of Paid Service and Section 151 and agreed they were to continue.
30. It was agreed that the Deputy Chief Executive will continue as the Interim Head of Paid Service and that the Deputy Statutory Section 151 Officer is assigned as the Statutory Section 151 Officer.
31. The cost of this arrangement, as detailed in the paper in October 2019 is an additional £2,408 per month for the Chief Executive and an additional £690 per month for the officer acting as the Section 151 Officer.

32. In the absence of the meeting in March 2020, a decision was made to continue with the interim arrangements. The decision was made by the Leader and as chair of SMU, following legal advice from the Monitoring Officer.
33. This committee is asked to note the continuation of the interim arrangements from April 2020.
34. In light of the content of this paper the committee are also asked to consider the continuation of the interim arrangements whilst consultation is carried out and a permanent replacement put in place.
35. Annex A contains the paper that was considered in January 2020 on options available.

Budget

36. Finance have considered the proposed structures and have confirmed the figures within the paper.
37. Efficiency savings of £81k per annum is required through any proposed structure.
38. Continued cost of the interim arrangements are additional £2,408 per month for the Chief Executive and an additional £690 per month for the officer acting as the Section 151 Officer. Please note that since the 17 March we are no longer paying the monthly salary of the Chief Executive.

Consultation

39. Until detailed consultation has been carried out, a preferred structure cannot be formally consulted upon. Once a preferred structure is identified and the impact on individuals is known then the normal consultation processes, in line with Council policies, employment legislation and HR practice will be followed.
40. It is therefore recommended that detailed consultation takes place in June and July with staff directly affected (across CMT, chief

officers and heads of service), the trade unions, all political parties and key stakeholders.

41. It is recommended that the Head of HR & OD leads this consultation.
42. CMT, Heads of Finance and Trade unions are aware of this paper and the need to consider a structure but understand that it is at an early/formative stage and that the consultation will form the proposed future structure.
43. The Council will also seek support from the LGA Workforce Development Team as part of the consultation. They will provide support to carry out a skills analysis on any proposed structure so that SMU have all the relevant information required upon which to make a decision.

Council Plan

44. Restructuring will contribute to delivering the Council Plan and its priorities, enabling the Council to remain proactive and fit for purpose for the future.

Implications

Financial

45. Efficiency savings of at least £81k per annum is required.

Human Resources (HR)

46. There are a number of HR implications. The Council's transformation policy must be adhered to during the process to ensure fair and equitable treatment of all staff affected.

Equalities

47. There are no equalities implications at this time, however, the Council needs to have due regards to the public sector equality duty, which will be kept under review.

Legal

48. The Council must ensure that its employment policies and procedures are followed so as to avoid any future legal challenge.

Crime and Disorder, Information Technology and Property

49. There are no identified implications.

Risk Management

50. This is a key area of the Council and integrated into the members, along with active public involvement. There will be public interest and we have to ensure the confidentiality of staff involved in the restructure is maintained even to the pressure of outside parties.

Recommendations

51. SMU are recommended:

- i) To consider initial proposals to restructure the corporate management team, to ensure efficiency savings can be realised;
- ii) To agree to further consultation to be carried out with staff directly affected by the proposals, trade unions, political groups and other key stakeholders;
- iii) To agree that the consultation is led by the Head of HR & OD due to the roles involved;
- iv) To agree to receive the consultation feedback and a proposed structure to SMU in August 2020, subject to completed consultation and any further impact of Covid-19;
- v) To note that when a proposed structure has been identified and agreed within SMU then formal consultation with staff affected will be carried out in line with HR practices and procedures;
- vi) To note the decision made to extend the current interim arrangements from April 2020 to date; and
- vii) That during the consultation period the interim arrangements that are currently in place to cover for the Chief Executive and Head of Paid Service are extended. The report received by SMU in January 2020 approving these arrangements is included for reference at Annex A.

Reason: To allow efficiencies to be made across the CMT structure.

Author:

Trudy Forster
Head of HR
Human Resources
Ext 01904 553984

Report X **Date** 03/06/2020
Approved

Specialist Implications Officer(s):

Wards Affected: All X

For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A – SMU paper 20 January 2020

Abbreviations

CMT – Corporate Management Team

COO - Chief Operating Officer

CYC- City of York Council

FTE - Full time equivalent

HR - Human Resources

LGA – Local Government Association

OD – Organisational Development

SMU – Staffing Matters and Urgency Committee

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Staffing Matters & Urgency Committee**20 January 2020**

Report of the Head of Human Resources

Interim cover for the Chief Executive**Summary**

1. Further to the original decision Staffing Matters and Urgency Committee made in August and further consideration in October 2019, this report provides an update and recommendations on the continued provision to cover the Head of Paid service duties in the ongoing absence of the Chief Executive.
2. It was agreed to review this arrangement in January if the Chief Executive had not returned to work.

Background

3. The Chief Executive remains unwell to attend work, however the Council need to continue to carry out its full functions and the Chief Executive role is key, as Head of Paid Service, in ensuring the delivery of the council's functions and in moving the council forward.
4. There is currently no known end date for the absence. The interim arrangements, as agreed in October, were on the basis that the Chief Executive remained off work, however if she returned to work then the interim arrangements, as agreed, would cease with immediate effect.
5. It was agreed in October that the Deputy Chief Executive will continue as the Interim Head of Paid Service and that the Deputy Statutory Section 151 Officer is assigned as the Statutory Section 151 Officer.
6. The cost of this arrangement, as detailed in the paper in October is an additional £2,408 per month for the Chief Executive and an additional £690 per month for the officer acting as the Section 151 Officer.
7. No further options have been considered at this time. The options presented in both August and October therefore remain unchanged.

Options and Analysis for interim cover

Option 1

8. To continue on the current arrangements. Leaving the Deputy Chief Executive as Interim Head of Paid Service and the Deputy Section 151 Officer as Section 151 Officer. The cost per month of this arrangement is £3,098.

Option 2

9. In the original paper, in August, option 2 was for the DCEX to act as interim Head of Paid service but consideration could be given to increase the Chief Officer establishment on a temporary basis to have an AD for Finance incorporating the Section 151 duties.
10. This will require approval at Council as there is an increase in the establishment of Chief Officers, even if temporarily, and there would need to be an internal recruitment process which will take time.
11. The cost of this option would be :
 - £2,408 per month for the DCEX and then a cost of an AD post,
 - Additional cost from grade 12 to AD estimated at £1,531 per month
 - Backfill would be required within Finance estimated for the purpose of this report at a grade 10. £3,392 per month.
12. We would need to recruit internally for the AD position if approved.
13. However it should be noted that the interim arrangements, as detailed in option 1 are working satisfactorily at the moment.

Option 3

14. To advertise and recruit for an Interim Chief Executive on an initial 3 month contract, with the flexibility to extend.
15. This would retain the DCEX in his current role.
16. However to recruit for this is likely to take at least two months until someone is in post. There would be the cost of advertising and interviewing, estimated at around £5,000.
17. As it is an interim arrangement the cost per day is estimated at £1,000 including expenses. This on average per month based on 21 working days would cost the authority £21,000.

18. The committee should note that the Chief Executives absence is reviewed on a monthly basis and therefore she may be fit to return to work at any point in the future and therefore careful consideration should be given as to whether it is appropriate to commit to any longer term interim provision at this time.

Consultation

19. Trade Unions were consulted on the current interim provision and were supportive of the need for interim provision. Staff indirectly affected through the interim arrangements have been supportive of the approach taken to date.

Council Plan

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

Implications

21. The following implications have been considered:
- **Financial** – The cost of each option is detailed above.
 - **Human Resources (HR)** – Temporary changes to contracts will be needed in options 1 and 2, therefore the necessary process will be followed. Option 2 would require recruitment to the post.
 - **Equalities** - There are no equalities implications.
 - **Legal** – Internal appointments into statutory positions can be done without the need for an appointments sub-committee and can be sanctioned by SMU. There is no requirement to go through to full council.
 - **Crime and Disorder** – There are not 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

22. The interim arrangements mitigate the risk to the Authority of not separating out the statutory functions of the Section 151 and Head of Paid

Service which could impact upon the effective delivery of services to the residents of York.

Recommendations

23. It is recommended that SMU:

- (i) Agree to option 1 and continue with the current interim arrangements.
- (ii) To agree to continue to pay the additional supplements for Interim Head of Paid Service and Section 151 Officer as detailed in option 1.
- (iii) To note that all interim arrangements would cease with immediate effect upon the return of the Chief Executive.
- (iv) To review the interim arrangements in April if the Chief Executive remains absent.

Reason: To provide suitable cover in the absence of the Chief Executive.

Contact Details

Author:

Trudy Forster

Head of HR

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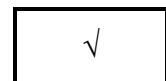
**Report
Approved**



Date 7/01/2020

Wards Affected:

All



For further information please contact the author of the report

Abbreviations

AD – Assistant Director

DCEX – Deputy Chief Executive

SMU - Staffing Matters & Urgency Committee



Staffing Matters and Urgency Committee

15 June 2020

Report of the Director of Governance

Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies

Summary

1. At the Annual Council meeting on 22 May 2019, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2019/20 municipal year. A number of changes to those appointments have since been approved by Staffing Matters and Urgency Committee, under its delegated powers. New regulations enacted in response to the coronavirus pandemic enable all existing appointments to be carried over to the 2020/21 municipal year. This report asks Members to approve some further changes to the current appointments before they are carried over to 2020/21.

Background

2. Existing appointments to the Council's committees, sub-committees and working groups are attached as Annex A to this report. Appointments to other bodies are attached as Annex B. These documents incorporate all changes made since approval of the original appointments at Annual Council in 2019.
3. The Annual Council meeting scheduled for May 2020, which would ordinarily have approved all appointments for the 2020/21 municipal year, has been cancelled due to the coronavirus pandemic. Under the regulations that came into force on 4 April 2020¹, appointments that would normally be made at an annual meeting can be continued until the next annual meeting or until such time as the authority determines.
4. Staffing Matters & Urgency Committee is authorised to deal with any in-year changes or appointments to any committees and outside bodies. Following consultation with political Groups, the following changes to

¹ Regulation 4(2), SI no. 392 of 202

the appointments set out in Annexes A and B are put forward for consideration:-

Planning Committee

Cllr Lomas to replace Cllr Perrett
Cllr Fisher to replace Cllr Widdowson
Cllr Widdowson to be appointed as 1st Lib Dem substitute

Area Planning Sub-Committee

Cllr Perrett to replace Cllr Lomas

Health and Wellbeing Board

Cllr Perrett to replace Cllr Lomas

Customer & Corporate Services Scrutiny Management Committee

Cllr Pearson to replace Cllr Vassie
Cllr Hollyer to replace Cllr Wann
Cllr Hook to be appointed as 1st Lib Dem Substitute
Cllr Vassie to be appointed as 2nd Lib Dem Substitute

Children, Education & Communities Policy & Scrutiny Committee

Cllr Barker to replace Cllr Hollyer
Cllr Hollyer to be appointed as Lib Dem Substitute

Economy & Place Policy & Scrutiny Committee

Cllr Hollyer to replace Cllr Hook
Cllr Hook to be appointed as Lib Dem Substitute

Health & Adult Social Care Policy and Scrutiny Committee

Cllr Norman to replace Cllr Kilbane
Cllr Lomas to be appointed as second Labour substitute
Cllr Hook to replace Cllr Pearson.
Cllr Pearson to be appointed as Lib Dem substitute.

North Yorkshire Pension Fund Committee

Cllr Vassie to replace Cllr Cuthbertson

Yorkshire Purchasing Association (YPO) Management Committee

Cllr Lomas to replace Cllr Pavlovic

West Yorkshire Combined Authority – Overview & Scrutiny Committee

Cllr Hollyer to replace Cllr Pearson

Leeman Road Millennium Green Trust

Cllr Heaton to replace Cllr Melly

Make it York Board

Cllr Smalley to replace Cllr Mason

North Yorkshire Flood Risk Partnership

Cllr Widdowson to replace Cllr Waller

Ouse and Derwent Internal Drainage Board

Cllr Vassie to be appointed

York Environment Forum

Cllr Melly to replace Cllr K Taylor

Yorkshire Regional Flood & Coastal Committee

Cllr Widdowson to replace Cllr Waller

Consultation

5. Normal processes to consult the relevant political Group/s have been applied to ensure each Group nominates the Members of its choice. No other consultation is specifically required in this instance.

Options

6. There are no alternative options available, as this is simply for the Groups concerned to nominate any changes to their existing appointments before all appointments are rolled over to the 2020/21

municipal year. This Committee will then consider and determine those nominations.

Council Plan

7. Maintaining an appropriate decision making and scrutiny structure and membership contributes to the effectively delivery of the Council's core priorities, as set out in the current Council Plan.

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:
 - a) Consider and approve the changes to appointments outlined in paragraph 2.
 - b) Note that, subject to these changes, the existing appointments set out in Annexes 1 and 2 to the report will be carried over to the 2020/21 municipal year.

Reason: In order to ensure that appropriate Council appointments are in place for the 2020/21 municipal year.

Contact Details

Author:

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Head of Civic and
Democratic Services
Tel: (01904) 551030

Chief Officer Responsible for the report:

Janie Berry
Director of Governance

Report

Date

4 June 2020

Specialist Implications Officers

Not applicable

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A: City of York Council Committees, Sub-Committees and Working Groups – appointments made May 2019, updated to May 2020

Annex B: Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies - appointments made in May 2019, updated to May 2020

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**City of York Council Committees, Sub-Committees and Working Groups
– appointments made May 2019, updated to May 2020**

Staffing Matters and Urgency Committee (4)			
Group	Composition	Membership	Status
Labour	(1)	Myers	
		Perrett	Substitute
Green	(1)	D'Agorne	Vice Chair
Liberal Democrat	(2)	Aspden	Chair
		Hook	
		Runciman	Substitute

Shareholder Committee (2)			
Group	Composition	Membership	Status
Green	(1)	D'Agorne	
Liberal Democrat	(1)	Ayre	Chair

Note: The Shareholder Committee is a Committee of the Executive and the same rules of procedure apply to its meetings as apply to the Executive. Voting Members therefore need to be members of the Executive.

Regulatory Functions

Planning Committee (15)			
Group	Composition	Membership	Status
Labour	(5)	Douglas	
		Fitzpatrick	
		Kilbane	
		Perrett	
		Pavlovic	
		Crawshaw	Substitute
		Lomas	Substitute

		Melly	Substitute
		Webb	Substitute
Conservative	(1)	Cllr Doughty	
Liberal Democrat	(7)	Ayre	
		Barker	
		Cullwick	Chair
		Daubeney	
		Fenton	
		Hollyer	
		Widdowson	
		Cuthbertson	Substitute
		Fisher	Substitute
Green	(1)	D'Agorne	
Independent	(1)	Warters	

Area Planning Sub-Committee (11)			
Group	Composition	Membership	Status
Labour	(4)	Crawshaw	Vice Chair
		Lomas	
		Melly	
		Webb	
		Douglas	Substitute
		Fitzpatrick	Substitute
		Perrett	Substitute
Liberal Democrat	(5)	Cullwick	
		Fisher	

		Hollyer	Chair
		Orrell	
		Waudby	
		Cuthbertson	Substitute
		Daubeney	Substitute
		Kilbane	Substitute
Green	(1)	Craghill	
York Independent	(1)	Galvin	

Audit and Governance Committee (7)			
Group	Composition	Membership	Status
Labour	(3)	Lomas	
		Pavlovic	Chair
		Webb	
		Douglas	Substitute
		K Taylor	Substitute
Liberal Democrat	(3)	Fisher	Vice Chair
		Mason	
		Wann	
		Fenton	Substitute
Green	(1)	D Taylor	
Co-opted Non-Statutory Members	(2)	Vacancy (following resignation)	
		Vacancy (term expired)	

Licensing & Regulatory Committee (15)			
Group	Composition	Membership	Status
Labour	(5)	Kilbane	
		Melly	
		Myers	
		Norman	
		Wells	Vice Chair
Liberal Democrat	(7)	Barker	
		Cuthbertson	
		Hook	
		Hunter	
		Mason	Chair
		Orrell	
		Pearson	
Green	(1)	D Taylor	
York Independent	(1)	Galvin	
Independent	(1)	Warters	

Appeals Panels

Corporate Appeals Panel (3)			
Group	Composition	Membership	Status
Labour	(1)	Kilbane	
		Pavlovic	Substitute
Liberal Democrat	(1)	Waller	
		Widdowson	Substitute

York Independent	(1)	Galvin	

Education Appeals Panel (3)

Group	Composition	Membership	Status
Labour	(1)	Wells	
		Fitzpatrick	Substitute
Liberal Democrat	(1)	Waudby	
		Hunter	Substitute
York Independents	(1)	Carr	

Housing Appeals Panel (3)

Group	Composition	Membership	Status
Labour	(1)	Pavlovic	
Conservative	(1)	Rowley	
Liberal Democrat	(1)	Hunter	
		Waudby	Substitute

Health and Wellbeing Board (3)

Note: The appointments identified by an * are ex officio or made by the body concerned and are for information only.

	Membership	Status
CYC Member (Leader's appointment)	Runciman	Chair
CYC Member Appointment	Cuthbertson	Portfolio holder for Education, Children & Young People
		Substitute
CYC Member Appointment (Labour nomination)	Lomas	
		Substitute
CYC Member Appointment (Green nomination)	Baker	
		Substitute
	Sharon Stoltz, Director of Public Health for City of York	CYC
	Fiona Phillips, Assistant Director, Consultant in Public Health, City of York Council	Substitute
	Sharon Houlden Corporate Director of Health, Housing and Adult Social Care	CYC
	Michael Melvin, Assistant Director, Adult Social Care, City of York Council	1 st Substitute
	Pippa Corner, Assistant Director, Joint Commissioning, City of York Council/NHS Vale of York Clinical Commissioning Group	2 nd Substitute
	Amanda Hatton, Corporate Director of Children, Education and Communities	CYC

	Sophie Wales, Assistant Director of Children's Social Care, City of York Council	1 st Substitute
	Maxine Squire, Assistant Director of Education & Skills, City of York Council	2 nd Substitute
	Dr Nigel Wells, Chair of NHS Vale of York Clinical Commissioning Group and Vice Chair of Health and Wellbeing Board	NHS Vale of York Clinical Commissioning Group
	Phil Mettam, Accountable Officer, NHS Vale of York Clinical Commissioning Group	Substitute
	Dr Andrew Lee, Executive Director, Primary Care and Population Health	NHS Vale of York Clinical Commissioning Group
	Michelle Carrington, Chief Nurse, NHS Vale of York Clinical Commissioning Group	Substitute
	Gillian Laurence, Head of Clinical Strategy	NHS England
	Shaun Jones, Head of Assurance and Delivery, NHS England, North Region, Yorkshire and Humber	Substitute
	Naomi Lonergan, Director of Operations, North Yorkshire & York	Tees, Esk and Wear Valleys NHS Foundation Trust
	Liz Herring, Head of Service, Adult Mental Health, North Yorkshire & York, Tees, Esk and Wear Valleys NHS Foundation Trust	1 st Substitute
	Colin Martin, Chief Executive, Tees, Esk and Wear Valleys NHS Foundation Trust	2 nd Substitute
	Simon Morrill, Chief Executive	York Teaching Hospital NHS Foundation Trust

	Wendy Scott, Chief Operating Officer, York Teaching Hospital NHS Foundation Trust	1 st Substitute
	Andrew Bertram, Deputy Chief Executive and Finance Director, York Teaching Hospital NHS Foundation Trust	2 nd Substitute
	Mike Padgham, Chair	Independent Care Group
	Beverley Proctor Chief Executive, Independent Care Group	Substitute
	Alison Semmence, Chief Executive	York Centre for Voluntary Service (CVS)
	David Harbourne, Chair of York CVS	Substitute
	Siân Balsom, Manager	Healthwatch York
	John Clark, Chair of Healthwatch York	Substitute
	Emily Abbott, Deputy Manager, Healthwatch York	Substitute
	Lisa Winward, Chief Constable	North Yorkshire Police
	Phil Cain, Deputy Chief Constable, North Yorkshire Police	Substitute

Scrutiny Function

Customer & Corporate Services Scrutiny Management Committee (9)			
Group	Composition	Membership	Status
Labour	(3)	Barnes	
		Crawshaw	Chair
		Musson	
		Myers	Substitute
		Norman	Substitute
Conservative	(1)	Rowley	
		Doughty	Substitute

Liberal Democrat	(4)	Fenton	Vice Chair
		Hunter	
		Vassie	
		Wann	
		Hook	Substitute
Green	(1)	D Taylor	

Children, Education & Communities Policy & Scrutiny Committee (7)			
Group	Composition	Membership	Status
Labour	(3)	Fitzpatrick	
		Heaton	
		Webb	Vice Chair
		Musson	Substitute
		Wells	Substitute
Liberal Democrat	(3)	Daubeney	
		Fenton	
		Hollyer	
		Barker	Substitute
Green	(1)	D Taylor	Chair
		Baker	Substitute

Vacancy
 Vacancy
 Vacancy
 Vacancy

Parent Governor Representative
 Parent Governor Representative
 Church of England Representative
 Catholic Representative

Economy & Place Policy and Scrutiny Committee (7)			
Group	Composition	Membership	Status
Labour	(3)	Barnes	Chair
		Douglas	
		K Taylor	
		Crawshaw	Substitute

		Kilbane	Substitute
Liberal Democrat	(3)	Daubeney	Vice Chair
		Hook	
		Pearson	
		Hollyer	Substitute
Green	(1)	Baker	

Housing & Community Safety Policy & Scrutiny Committee (7)

Group	Composition	Membership	Status
Labour	(3)	Musson	
		Pavlovic	Vice Chair
		Wells	
		Heaton	Substitute
		Webb	Substitute
Liberal Democrat	(3)	Fenton	Chair
		Mason	
		Vassie	
		Orrell	Substitute
Green	(1)	Baker	

Health & Adult Social Care Policy & Scrutiny Committee (7)

Group	Composition	Membership	Status
Labour	(3)	Kilbane	
		Melly	
		Perrett	
		Barnes	Substitute
Conservative	(1)	Doughty	Chair
Liberal Democrat	(3)	Cullwick	Vice Chair

		Pearson	
		Waudby	
		Wann	Substitute

Climate Change Policy & Scrutiny Committee (7)			
Group	Composition	Membership	Status
Labour	(2)	Barnes	
		Myers	
		Norman	Substitute
		K Taylor	Substitute
Liberal Democrat	(4)	Vassie	Chair
		Fisher	
		Hook	
		Wann	
		Pearson	Substitute
Green	(1)	Baker	Vice Chair

Standards

Joint Standards Committee (5)			
Council has previously decided not to apply proportionality to ensure all Groups are represented			
Group	Composition	Membership	Status
Labour	(1)	Douglas	
		Pavolvic	Substitute
Conservative	(1)	Rowley	
Liberal Democrat	(1)	Fisher	
		Cullwick	Substitute
Green	(1)	Baker	

York Independent	(1)	Carr	
Parish Council Member (Earswick)	1	Cllr Sian Wiseman	
Parish Council Member (Rawcliffe)	1	vacancy	
Parish Council Member (Strensall with Towthorpe)	1	Cllr Christopher Chambers	
Independent Person	1	Ms Angharad Davies	
Independent Person	1	Mr David Laverick	

Executive Advisory Groups

Corporate Parenting Board (8)			
Group	Composition	Membership	Status
Labour	(3)	Fitzpatrick	
		Heaton	
		Musson	
Conservative	(1)	Rowley	
Liberal Democrat	(3)	Cuthbertson	Chair
		Hunter	
		Runciman	
Green	(1)	D Taylor	

Local Plan Working Group (17)			
Proportionality does not apply to this body.			
Group	Composition	Membership	Status
Labour	(5)	Crawshaw	
		Douglas	
		Norman	
		Perrett	
		K Taylor	Vice Chair
		Barnes	Substitute
		Heaton	Substitute
		Melly	Substitute
Conservative	(1)	Doughty	
Liberal Democrat	(8)	Ayre	Chair
		Cullwick	
		Cuthbertson	
		Fisher	
		Hollyer	
		Orrell	
		Pearson	
		Widdowson	
		Aspden	Substitute
Green	(1)	D'Agorne	
York Independent	(1)	Carr	
Independent	(1)	Warters	

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**Joint Committees administered by other Councils,
Regional Local Authority Bodies and Other Bodies - appointments made in May 2019, updated to May 2020**

Table 1: Joint Committees administered by other Councils

Organisation	Total No of Places Available	Appointee(s)	Other Information (incl. composition)
Bus Lane Adjudication Service Joint Committee (BLASJC)	1	D'Agorne Waller (Sub)	
Leeds City Region Business Rates Pool Joint Committee	1	Aspden D'Agorne (Sub)	
North Yorkshire Pension Fund Committee	1	Cuthbertson	
Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	1	D'Agorne	
Yorkshire Purchasing Organisation (YPO) Management Committee	2	Daubeney Pavlovic	1 Labour, 1 Lib Dem

Table 2: Regional Local Authority Bodies

Organisation	Total Number of Places Available	Current Appointee(s) (2019-20)	Other Information (incl. composition)
Leeds City Region Enterprise Partnership Board	1	Aspden D'Agorne (Sub)	The appointee should be an Executive Member. A substitute should also be appointed.
North Yorkshire Police and Crime Panel	2	Aspden Mason (Vice Chair)	2 Lib Dem No subs
Transport for the North (TfN) Board	1	Aspden D'Agorne (Sub)	Appointee must be the Leader or the Executive Member. A substitute should also be appointed, responsible for transport
Transport for the North (TfN) Scrutiny Committee	1	D Taylor Fenton (Sub)	Plus substitute representative

Organisation	Total Number of Places Available	Current Appointee(s) (2019-20)	Other Information (incl. composition)
West Yorkshire Combined Authority (WYCA)	1	Aspden D'Agorne (Sub)	<p>To be appointed by City of York Council Council's Lead Member plus substitute representative</p> <p>This member must be law be non voting unless the Combined Authority resolves otherwise – currently, by resolution of the Combined Authority, this member has voting rights except in relation to budget and levy setting, and the adoption of any implementation plans appended to the Single Transport Plan.</p>
West Yorkshire Combined Authority – Transport Committee	1	D'Agorne Waller (Sub)	City of York Council, as a separate transport authority, is invited to nominate one non voting member.

Organisation	Total Number of Places Available	Current Appointee(s) (2019-20)	Other Information (incl. composition)
West Yorkshire Combined Authority – Overview and Scrutiny Committee	3	Fenton (LD) Pearson (LD) Kilbane (Lab) Daubney (LD Sub) Hook (LD Sub) Douglas (Lab Sub)	A substitute for each Overview and Scrutiny Committee Member is required.
West Yorkshire and York Investment Committee	1	Waller	Ex Officio appointment (relevant portfolio holder) No nominations are required from City of York Council – name of relevant portfolio holder must be notified to the Combined Authority. No substitute arrangements for this committee

Organisation	Total Number of Places Available	Current Appointee(s) (2019-20)	Other Information (incl. composition)
West Yorkshire Combined Authority Leeds City Region Partnership Committee	1	Aspden D'Agorne (Sub)	City of York Council is currently represented on this committee by its Combined Authority Member. No nominations are therefore required from City of York Council. There are substitute arrangements for co-optees to this committee – to be notified to the Combined Authority by the relevant Monitoring Officer
WYCA Advisory Panel – Employment and Skills Panel	1	Cuthbertson	There are no substitute arrangements for Panel Members
WYCA Advisory Panel – Green Economy Panel	1	Waller Widdowson (Sub)	
WYCA Advisory Panel - Inclusive Growth and Public Policy Panel	1	Waller	There are no substitute arrangements for Panel Members

Organisation	Total Number of Places Available	Current Appointee(s) (2019-20)	Other Information (incl. composition)
WYCA Advisory Panel – Place Panel	1	Waller	<p>There are no substitute arrangements for Panel Members</p> <p>There is no requirement for the appointee to be an Executive Member but they should have the relevant portfolio experience to enable them to contribute effectively to the work of the Panel</p>

Table 3: Other Bodies

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Acaster Malbis Knowles Educational Foundation	2	Cllr Catherine Lamb (2020) Mrs Olivia Blacker (2020)	Appointment to be made at member or Community Rep Level. Awards are decided by a board of 8 trustees, 2 of whom are representatives of City of York Council and who are elected or re-elected every four years.
Active York Executive Member for Culture, Leisure and Tourism	1	Smalley	Member to be Executive Member for Culture, Leisure and Tourism. Subs are not permitted
Adoption Panel	1	Heaton	At least one Council appointee should be a Member. 1 Labour, No subs

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Ainsty 2008 Internal Drainage Board	11 (incl 5 members)	Mr G H Smith Mr Steve Wragg (officer) Carr Galvin 3 x Member vacancies 4 x Community Rep Level vacancies	Appointment to be made at Member or Community Rep Level. * Council Member places on various internal drainage boards allocated by Council to nominated Parish Council representatives
Association for Public Service Excellence (APSE)	2	Waller Crawshaw	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
British Sugar Community Forum	4	Barnes (Acomb) Lomas (Acomb) Hook (Rural West York) Heaton (Holgate) Barker (Sub - Rural West York)	Representative should be a Ward or Community member Acomb Ward Member x 2 Rural West Ward Member Holgate Ward Member
Charity of Jane Wright	2	Miss A Sains <i>(3 Dec 2020)</i> Ms S Cooke <i>(May 2023)</i>	Appointment to be made at Member or Community Rep Level. Subs are not permitted Appointments are for 4 years
City of York Safeguarding Children Partnership	1	Cuthbertson	Lead Member for Education, Children & Young People - observer status

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
City of York Trading Company	2	Cuthbertson Daubney K Taylor	At least one Council appointee should be a Member. 1 Labour, 1 Lib Dem (?) The Members are non-executive directors. Subs are not permitted
Clifton Backies Management Board	3	Smalley Waudby Wells	Representative should be a Ward or Community member 3 Elected Members plus 3 council officers Subs are not permitted
Consultation Meetings with Looked After Children and Young People "Show Me That I Matter"	3	Cuthbertson Fitzpatrick Runciman D Taylor (Sub)	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour, 1 Green Subs are allowed

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Cultural Leaders Group (formerly York @ Large)	1	Smalley	<p>Representative to be an elected councillor with understanding of the skills/business/infrastructure funding landscape.</p> <p>Named deputy to be a Council Officer. 1 Lib Dem</p>
Derwenthorpe Partnership Advisory Committee	4	Orrell Wann Webb 1 x vacancy	<p>At least one Council appointee should be Ward Member.</p> <p>Subs are allowed</p>
Early Years SEN Steering Group	1	Cuthbertson	<p>At least one Council appointee should be a Member.</p> <p>1 Lib Dem</p>
Explore York Libraries and Archives Mutual Ltd.	1	Mr Chris Edwards	<p>To be a community representative (i.e. it cannot be a councillor or officer). The appointment is for 3 years at a time.</p>

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
f40	1	Cuthbertson	Must be the Executive Member for Education, Children and Young People
Foss 2008 Internal Drainage Board (no subs allowed)	10	Fisher Warters Parish Cllr S Wiseman Mr D Crossley Mr C Chambers Steve Wragg (officer) 4 x Vacancies	Appointment to be made at Member or Community Rep Level. * Council Member places on various internal drainage boards allocated by Council to nominated Parish Council representatives
Fostering & Sharing Care Panel	1	Runciman	At least one Council appointee should be a Member. 1 Lib Dem No subs permitted
Friends of St Nicholas Fields	1	Craghill Baker (Sub)	Representative should be a Ward or Community member
Fulford Parish Council Cemetery Committee	1	Aspden	Representative must be Ward Member

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Germany Beck Community Forum	2	Aspden (Fulford) D'Agorne (Fishergate)	Representative should be a Ward or Community member Fulford Ward Member and Fishergate Ward Member
Glen Family Resource Centre (The <i>Members' Quarterly</i> (Visits to Children's Homes))	3	Cuthbertson Fitzpatrick 1 x vacancy TBC	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour, 1 Vacancy
Heslington East Community Forum	No set figure	Aspden (Fulford) Norman (Hull Road) Vacancy for rep for Osbaldwick & Derwent Ward TBC	Representative should be a Ward or Community member Ward Member for Hull Road, Fulford & Heslington, and Osbaldwick and Derwent A sub is permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Human Rights and Equalities Board	3	Baker Fitzpatrick Smalley	At least one Member to be an Executive Member 1 Lib Dem, 1 Green, 1 Labour Executive Member - Ex Officio
Joint Member Working Group on the Joint Mineral and Waste Plan (Subs are permitted)	2	D'Agorne Hollyer Fisher (Sub) Taylor (Sub)	At least one Council appointee should be a Member. 1 Lib Dem, 1 Green
Kyle and Upper Ouse Internal Drainage Board	9 incl 5 members	5 Member vacancies 3 Community Members Cllr A Mansell (Skelton PC) Steve Wragg (officer)	Appointment to be made at Member or Community Rep Level. * Council Member places on various internal drainage boards allocated by Council to nominated Parish Council representatives Substitutes are not permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Leeds & York Partnership NHS Foundation Trust (Mental Health) (3 yr appt to Sept 2019)	1	Perrett	At least one Council appointee should be a Member. 1 Lib Dem or Labour
Leeman Road Millennium Green Trust	2	Melly 1 x vacancy TBC	Representative should be a Ward or Community member
Local Government Association – Councillors’ Forum	1	Aspden	At least one Member to be an Executive Member. Observer status only, CYC do not appoint direct to this A sub is permitted
Local Government Association – General Assembly	4	Aspden Craghill Perrett Smalley	At least one Member to be an Executive Member. 2 Lib Dem, 1 Green, 1 Labour Subs are permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Local Government North Yorkshire and York	1	Aspden D'Agorne (Sub)	At least one Member to be an Executive Member. 1 Lib Dem Must be Leader, subs are allowed
Local Government North Yorkshire and York Spatial Planning & Transport Board	1	D'Agorne Waller (Sub)	The position has to be occupied by the Executive Member for Planning and Transport 1 Lib Dem A sub is permitted
Local Government York, North Yorkshire & East Riding Housing Board	1	Craghill Ayre (Sub)	At least one Member to be an Executive Member. 1 Lib Dem A sub is permitted
Make It York Board	2	Mason Taylor	At least one Member to be an Executive Member. 1 Lib Dem, 1 Green Appointees are company directors

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Migration Yorkshire Board	1	Smalley	A local authority-led partnership which works across the Yorkshire and Humber region. It is overseen by the Migration Yorkshire Board, which is comprised of all the local authorities in the region.
North Yorkshire Flood Risk Partnership	1	Waller Widdowson (Sub)	At least one Member to be an Executive Member.
North Yorkshire Pension Fund – Local Pension Board	1	Hook	At least one Council appointee should be a Member. Subs are not permitted The Pensions Board assists the Pension Fund Committee in administering the pension scheme.

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Ouse and Derwent Internal Drainage Board	5	Parish Cllr R Bramley Steve Wragg (officer)	<p>The Council no longer has any formal appointments on this body but details are included on the Council's website where community representatives are notified to the Council. Steve Wragg is the nominated officer member.</p> <p>Appointment to be made at Member or Community Rep Level.</p> <p>* Council Member places on various internal drainage boards allocated by Council to nominated Parish Council representatives</p>
Peasholme Centre Management Committee	3	Cullwick Craghill Pavlovic	<p>At least one Council appointee should be a Member.</p> <p>1 Lib Dem , 1 Green, 1 Labour</p>

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Quality Bus Partnership	3	K Taylor D'Agorne Pearson Widdowson (Sub) Craghill (Sub)	At least one Council appointee should be a Member. Membership amended to 1 appointee plus 1 sub for each of main political groups 1 Lib Dem, 1 Green, 1 Labour
Reserve Forces & Cadets Association for Yorkshire & the Humber	1	Barker	At least one Council appointee should be a Member.
SACRE (Standing Advisory Council on Religious Education)	3	Cullwick Fitzpatrick Rowley	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour, 1 Con subs not allowed
Safer York Partnership	1	Craghill Smalley (Sub)	At least one Council appointee should be a Member. A sub is permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Schools Effectiveness and Achievement Monitoring Group	3	Cuthbertson Fitzpatrick 1 x vacancy TBC	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour, 1 Vacancy A sub is permitted (Formerly the School Improvement Monitoring Group / Ofsted Sub Group)
Schools Forum	1	Cuthbertson	Appointee to be Executive Member for Education, Children and Young People 1 Lib Dem No substitute required Formerly known as York Education Partnership
Shopmobility York	1	Baker	At least one Council appointee should be a Member. 1 Green

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
SNAPPY	2	Barnes Hunter Aspden (Sub)	Appointment to be made at Member or Community Rep Level. 1 Lib Dem, 1 Labour Subs are permitted CYC Reps are trustees
St Michael le Belfrey with St Wilfrid Charities for the Poor	1	Fitzpatrick	Appointment to be made at Member or Community Rep Level. 1 Labour Subs are not permitted
St Wilfrid's Eleemosynary Charity	2	Cuthbertson Fitzpatrick	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour CYC representatives are trustees and each appointment shall be made for a term of four years

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Tees, Esk and Wear Valley NHS Foundation Trust	1	Wann	<p>At least one Council appointee should be a Member.</p> <p>1 Lib Dem or Labour</p> <p>The term of office of the appointment should be for a maximum of three years.</p>
The Isabel Ward (York) Charitable Trust (<i>formerly Micklegate, York Charitable Trust</i>)	1	Kilbane	

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Terry's Community Forum	6	Baker (Micklegate) Crawshaw (Micklegate) Kilbane (Micklegate) Widdowson (Dringhouses & Woodthorpe) Galvin (Bishopthorpe) D'Agorne (Fishergate) Craghill (Sub) Fenton (Sub) D Taylor (Sub)	Representative should be a Ward or Community member Ward Members from: 3 x Micklegate 1 x Dringhouses & Woodthorpe 1 x Bishopthorpe 1 x Fishergate A sub is permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
University of York Court	1	Cuthbertson (ex officio)	
Veritau Limited	1 + officer	Ayre Ian Floyd (officer)	Member to be an Executive Member. 2 Board Directors to nominate – Senior Officer and appropriate Member portfolio holder
York and North Yorkshire Waste Partnership (Members)	1	Widdowson Waller (Sub)	At least one Council appointee should be a Member. 1 Lib Dem Subs are permitted
York Business Improvement District (BID)	2	D'Agorne Waller	At least one Member to be an Executive Member. 1 Lib Dem, 1 Green Company Directors

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
York Central Community Forum	4	Melly (Holgate) Heaton (Holgate) Crawshaw (Micklegate) Baker (Micklegate)	Representative should be a Ward or Community Member Should include 2 Ward Members for Holgate and 2 Ward Members Micklegate Subs are permitted from the 2 Wards
York Central Lead Members	5	Rowley (Osballdwick & Derwent) Crawshaw (Micklegate) K Taylor (Holgate) Daubeney (Westfield) D'Agorne (Fishergate)	At least one Council appointee should be a Member. (Must include 1 Ward Member for Holgate and 1 Ward Member for Micklegate) A sub is permitted Formerly York Central Steering Board

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
York Citizens Theatre Trust	3	Crawshaw Daubeney Mason	At least one Council appointee should be a Member. 2 Lib Dem, 1 Labour Formerly York Theatre Royal Board
York City Charities	2	Myers Daubeney	Appointment to be made at Member or Community Rep Level. 1 Lib Dem , 1 Labour
York Environment Forum	5	Craghill Fisher Rowley K Taylor 1 x independent vacancy TBC	At least one Council appointee should be a Member. Non voting members Representative from each political group: 1 Lib Dem, 1 Green, 1 Labour, 1 Con, 1 York Independent Subs are permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
York Fairtrade City Steering Group	1	Cullwick Waller (Sub)	At least one Council appointee should be a Member. 1 Lib Dem Subs are permitted
York Learning Improvement Board	1	Daubney	Established in August 2019. Reports annually to the Children, Education and Communities Scrutiny Committee.
York Museums Trust	2	Daubeney Myers	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour Subs are permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
York Outer Ring Road (YORR) Lead Members Board	5	Barnes D'Agorne Doughty Orrell 1 x independent vacancy TBC Pearson (Sub) Taylor (Sub)	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour, 1 Green, 1 Con, 1 York Independent Subs are allowed at specific meetings.
York Sports Village Stakeholder Group	1	Smalley	At least one Member to be an Executive Member. Exec Member responsible for Leisure
York Wheels	1	Wann	At least one Council appointee should be a Member. 1 Lib Dem

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
York, North Yorkshire and East Riding Local Enterprise Partnership Board	1	Aspden D'Agorne (Sub)	Leader of the Council, to be appointed by LEP Board 1 Lib Dem A sub is permitted
York, North Yorkshire and East Riding Local Enterprise Partnership Infrastructure and Joint Assets Programme Board	1	Waller Ayre (Sub)	At least one Council appointee should be a Member, to be appointed by the local authority. 1 Lib Dem A sub is permitted
York, North Yorkshire & East Riding LEP Area European Structural and Investment Funds Sub-Committee	1	Smalley	Representative to be an elected councillor with understanding of the skills/business/infrastructure funding landscape. Named deputy to be a council officer. 1 Lib Dem

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Yorkshire & Humber(Local Authorities) Employers Association	1	Ayre	At least one Council appointee should be a Member. 1 Lib Dem Formerly The Regional Employers Organisation
Yorkshire and Humberside Pollution Advisory Committee	1	Widdowson	At least one Council appointee should be a Member. 1 Lib Dem
Yorkshire Purchasing Organisation (YPO) Procurement Holdings Limited	1	Ayre	At least one Council appointee should be a Member – appointment as director 1 Lib Dem
Yorkshire Regional Flood and Coastal Committee (jointly with NYCC)	1	Waller Widdowson (Sub)	At least one Member to be an Executive Member. 1 Lib Dem A sub is permitted

Organisation	Total Number of Places available	Current Appointee(s)	Other Information (incl. composition)
Yor OK Board	2	Cuthbertson Fitzpatrick	At least one Council appointee should be a Member. 1 Lib Dem, 1 Labour A sub is permitted
Yorventure Management Group	1	Vassie	At least one Council appointee should be a Member. 1 Lib Dem A sub is permitted
Yorwaste Limited	1	Waller	At least one Council appointee should be a Member. 1 Lib Dem Company Director

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Staffing Matters and Urgency Committee**15 June 2020**

Report of the Interim Head of Paid Services

Workforce Profile as at 31 March 2020**Summary**

1. This report provides the Staffing Matters and Urgency Committee with the workforce profile, as at the end of quarter four of 2019/2020.

Background

2. SMU committee asked to have visibility of the workforce profile as part of a newly developed forward plan. This is the second time it has been provided for Staffing matters and Urgency.
3. The data provided is already available throughout the Council and through the Open Data Platform, however is not published together as shown in appendix 1.
4. The workforce data is provided through the performance framework, is shared with Scrutiny committees and discussed at both Corporate Management Team and Directorate Management Teams.
5. It is proposed that the workforce profile, in the format presented, is published on open data and therefore is readily available for residents to view.

Consultation

6. The contents of the report and appendix have not been consulted on as the data is factual and already available through different sources.

Options

7. The Committee, in considering the workforce profile, may consider highlighting areas for consideration by the Customer and Corporate Scrutiny Committee.

Council Plan

- 8. The content of the report and appendix are not material to the Council Plan they are consistent with the required outcomes of the Workforce Strategy (People Plan).

Implications

- 9. There are no implications from the report.

Risk Management

- 8. There are no identified risk risks associated with the report.

Recommendations

- 9. Staffing Matters and Urgency Committee is asked to:
 - a) note the workforce profile provided.
 - b) consider if any area is to be referred to Customer and Corporate Services Scrutiny Committee.

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

Contact Details

Author:

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Ext 3985

Chief Officer Responsible for the report:

Ian Floyd
Interim Head of Paid Service

Report **Date** 03/06/2020
Approved

Ian Cunningham
Head of BI
Ext 5749

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

Appendix 1 – Workforce Data as at 31 March 2020

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Business Intelligence Hub

Workforce Profile

Date Produced: 01/06/2020

Contents

1. Key Performance Indicators.....	2
1.1 Staff Headcount (snapshot)	2
1.2 Staff FTE's.....	2
1.3 Average Sickness Days per FTE (rolling 12 months) (Provisional)	3
1.4 Number of New Starters	3
1.5 Number of Leavers.....	3
1.6 Leaving Reasons (% of Leavers)	4
1.7 Total Turnover %.....	5
1.8 Number of Voluntary Leavers	5
1.9 Voluntary Turnover %	5
1.10 Work With York YTD – Total Assignments	5
1.11 Work With York – Long Term Assignments (over 12 months).....	6
2. Equalities Profiling	6
2.1 Gender	6
2.2 Sexual Orientation	6
2.3 Age	6
2.4 Ethnicity	7
2.5 Disability.....	7
2.6 Religion.....	7

1. Key Performance Indicators

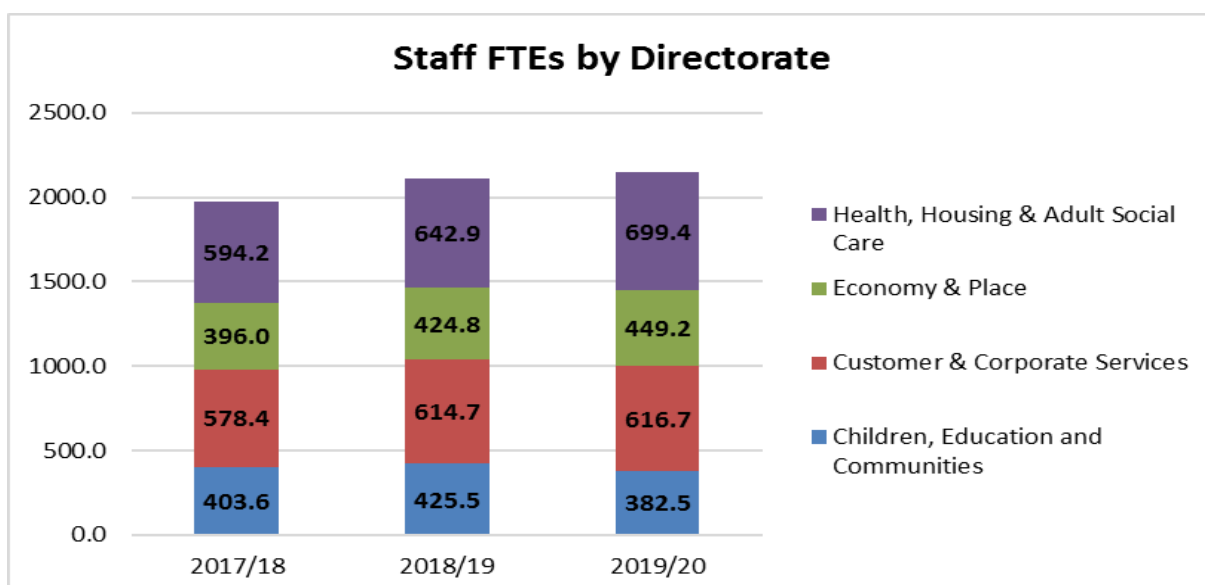
Below are tables containing details of KPI figures for 2017/18, 2018/19 and 2019/20 where available. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff. The majority of the data within this report is available publically on York Open Data.

1.1 Staff Headcount (snapshot)

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	2460	2574	2593
Children, Education and Communities	619	637	563
Customer & Corporate Services	677	718	716
Economy & Place Directorate	447	467	497
Health, Housing & Adult Social Care	727	757	825

1.2 Staff FTE's

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	1972.2	2107.9	2147.8
Children, Education and Communities	403.6	425.5	382.5
Customer & Corporate Services	578.4	614.7	616.7
Economy & Place	396.0	424.8	449.2
Health, Housing & Adult Social Care	594.2	624.9	699.4



1.3 Average Sickness Days per FTE (rolling 12 months) (Provisional)

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	11.5	11.3	11.6
Children, Education and Communities	8.5	8.3	12.1
Customer & Corporate Services	8.7	6.5	9.3
Economy & Place	15.8	16.7	13.0
Health, Housing & Adult Social Care	13.5	14.3	12.4
Benchmark – CIPD (All Sectors)	NC	6.6	5.9
Benchmark – CIPD (Public Sector)	NC	8.5	8.4

1.4 Number of New Starters

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	208	425	325
Children, Education and Communities	75	104	92
Customer & Corporate Services	68	123	88
Economy & Place	23	71	73
Health, Housing & Adult Social Care	42	127	72

1.5 Number of Leavers

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	365	315	281
Children, Education and Communities	135	82	91
Customer & Corporate Services	96	72	76
Economy & Place	36	55	47
Health, Housing & Adult Social Care	98	106	66

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2017/18	2018/19	2019/20
Died in Service	< 1%	< 1%	1-2%
Dismissal - end of contract	2-3%	5%	4%
Dismissal - lack of capability	< 1%	< 1%	1-2%
Dismissal - misconduct	1-2%	< 1%	<1%
Dismissal - probationary period	0%	< 1%	<1%
Dismissal - redundancy	9%	11%	2-3%
Not known	< 1%	1-2%	<1%
Other reason	1-2%	2-3%	1-2%
Resignation	42%	38%	62%
Resignation - Career	5%	6%	1-2%
Resignation - Ill Health	2-3%	2-3%	<1%
Resignation - Job related	1-2%	7%	1-2%
Resignation - Personal	1-2%	5%	<1%
Resignation - Workplace related	0%	< 1%	<1%
Retirement	8%	12%	17%
Retirement - Early	1-2%	4%	1-2%
Retirement - Ill Health	1-2%	< 1%	1-2%
Retirement - Redundancy	< 1%	< 1%	<1%
Transfer	< 1%	< 1%	<1%
TUPE Transfer Out	20%	< 1%	<1%
Settlement Agreement	< 1%	< 1%	1-2%

1.7 Total Turnover %

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	14.8%	12.2%	11.0%
Children, Education and Communities	21.8%	12.9%	14.7%
Customer & Corporate Services	14.2%	10.0%	10.6%
Economy & Place	8.1%	11.8%	9.8%
Health, Housing & Adult Social Care	13.5%	14.0%	8.7%

1.8 Number of Voluntary Leavers

Voluntary Turnover occurs when an employee willingly chooses to leave their position.

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	192	198	186
Children, Education and Communities	57	56	68
Customer & Corporate Services	58	53	51
Economy & Place	19	36	24
Health, Housing & Adult Social Care	58	53	43

1.9 Voluntary Turnover %

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	7.8%	7.7%	7.3%
Children, Education and Communities	9.2%	8.8%	11.0%
Customer & Corporate Services	8.6%	7.4%	7.1%
Economy & Place	4.3%	7.7%	5.0%
Health, Housing & Adult Social Care	8.0%	7.0%	5.7%

1.10 Work With York YTD – Total Assignments

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	1174	1089	1105
Children, Education and Communities	214	256	311
Customer & Corporate Services	427	296	220
Economy & Place	213	267	273
Health, Housing & Adult Social Care	320	270	301

1.11 Work With York – Long Term Assignments (over 12 months)

Directorate	2017/18	2018/19	2019/20
City of York Council (exc. schools)	159	131	118
Children, Education and Communities	40	44	33
Customer & Corporate Services	30	11	8
Economy & Place	41	45	49
Health, Housing & Adult Social Care	48	31	28

2. Equalities Profiling

The tables and graphs below summarise the City of York Council's equalities profile. These were produced using a snapshot of data taken on 30/04/2020. Councillors, casual and school staff have been excluded. National age data is provided by ONS annual figures (2017) with York and National figures taken from the 2011 Census.

The majority of council staff fall within a grade 1-12 system. For this report, employees that do not fall within any of these grades have been categorised into the corresponding grade based on their FTE salary.

2.1 Gender

	2018		2019		2020	
	Male	Female	Male	Female	Male	Female
City of York Council	36.2%	63.8%	36.4%	63.6%	36.8%	63.2%
York	49.0%	51.0%	49.0%	51.0%	49.0%	51.0%
National	49.4%	50.6%	49.4%	50.6%	49.4%	50.6%

2.2 Sexual Orientation

	2018	2019	2020
Heterosexual	96.6%	96.6%	96.2%
Non Heterosexual	3.4%	3.4%	3.8%

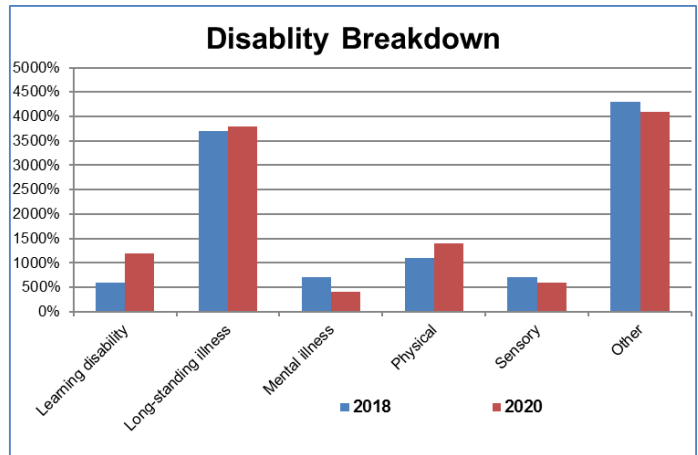
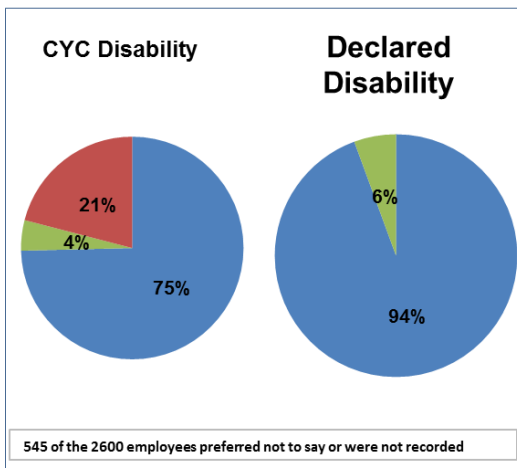
2.3 Age

	2018		2019		2020	
	CYC	National	CYC	National	CYC	National
16-24	2.5%	10.9%	2.6%	10.5%	3.0%	10.5%
25-34	11.7%	23.3%	12.0%	23.4%	12.2%	23.4%
35-49	37.3%	33.7%	37.0%	33.6%	35.5%	33.6%
50-64	45.4%	28.1%	45.4%	28.5%	45.6%	28.5%
65+	3.1%	4.0%	3.0%	4.0%	3.6%	4.0%

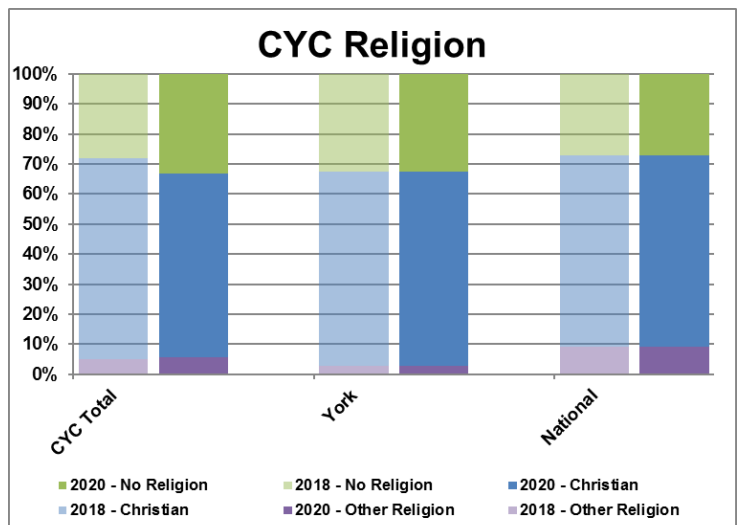
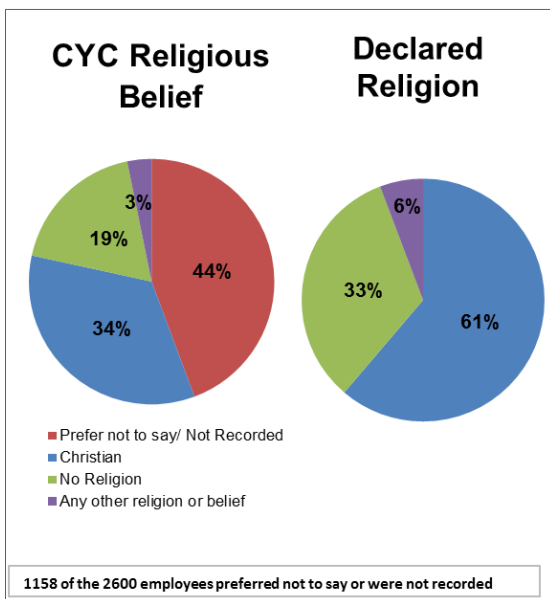
2.4 Ethnicity

	2018		2019		2020	
	White - British	BME Community	White - British	BME Community	White - British	BME Community
City of York Council	95.0%	5.0%	95.0%	5.0%	94.6%	5.4%
York	90.2%	9.8%	90.2%	9.8%	90.2%	9.8%
National	80.5%	19.5%	80.5%	19.5%	80.5%	19.5%

2.5 Disability



2.6 Religion



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**Staffing Matters & Urgency Committee
Draft Work Plan 2019-20**

2 December 2019	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Draft work plan
20 January 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 30 Sept 2019 (would normally be December) <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers <ul style="list-style-type: none"> ○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
3 February 2020	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
24 March 2020 (cancelled)	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. CMT Structure
6 April 2020 (cancelled)	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements

5 May 2020 (cancelled)	1. Redundancy, Retirement and Settlement Agreements
8 June 2020 (moved to 15 June)	1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 31 March 2020 <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers <ul style="list-style-type: none"> ○ Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
July 2020 (date tbc)	1. Redundancy, Retirement and Settlement Agreements
August 2020 (date tbc)	1. Redundancy, Retirement and Settlement Agreements
Sept 2020 (date tbc)	1. Redundancy, Retirement and Settlement Agreements

<p>Oct 2020 (date tbc)</p>	<p>1. Redundancy, Retirement and Settlement Agreements</p>
<p>Nov 2020 (date tbc)</p>	<p>1. Redundancy, Retirement and Settlement Agreements</p>
<p>Dec 2020 (date tbc)</p>	<p>1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 30 September 2020</p> <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers • Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency

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Staffing Matters and Urgency Committee**15 June 2020**

Report of the Deputy Chief Executive and Director of Customer and Corporate Services

Settlement Agreement**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the mutual termination of a member of staff's contract and the provision of a settlement agreement.

Background

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

Consultation

3. All of the settlement agreements have been subject to the correct authorisation process as agreed through SMU committee on 5 August 2019.

Options

4. The business cases are for noting only. Members of the Executive have been involved and have approved the parameters of the settlement agreement prior to agreement.
5. Please note that the payment includes statutory elements such as payment in lieu of notice and holiday pay where there is no discretion.

Analysis

6. The analysis of each proposal can be found in the respective business case.

Council Plan

- 7. 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 (People Plan).

Implications

- 8. The implications of each proposal can be found in the respective business case.

Risk Management

- 9. 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

- 10. Staffing Matters and Urgency Committee is asked to:
 - 1) Note the expenditure associated with the dismissal on the ground of mutual agreement through the provision of a settlement agreement as detailed in the annexes.

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

Contact Details

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Chief Officer Responsible for the report:

Janie Berry
Monitoring Officer

**Report
Approved**

Date 3/06/2020

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

Annex A - Confidential Business Case

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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