



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

### **Staffing Matters & Urgency Committee**

- To:** Councillors Alexander (Chair), Boyce, Fraser, Gillies and Aspden
- Date:** Monday, 3 February 2014
- Time:** 1.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

### **AGENDA**

#### **1. Declarations of Interest**

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

#### **2. Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting during consideration of the following:

Annexes to Agenda Item 6 (Redundancy) on the grounds that they contain information relating to individuals. 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 3 - 6)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 23 December 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 **Friday 31 January 2014 at 5.00 pm.**

#### **5. Changes to Appointments to Council Bodies (Pages 7 - 10)**

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 of a number of changes required to the agreed list.

#### **6. Redundancy (Pages 11 - 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.

#### **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](mailto: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.

## 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।

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### **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

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Meeting	Staffing Matters & Urgency Committee
Date	23 December 2013
Present	Councillors Aspden, Gillies, Looker, Merrett and Simpson-Laing (Substitute)
Apologies	Councillors Alexander, Boyce and Fraser

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**60. Appointment of Chair**

Resolved: That Councillor Simpson Laing be elected as Chair of the meeting.

**61. Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal, prejudicial or pecuniary interests they may have in the business on the agenda. None were declared.

**62. Minutes**

Resolved: That the minutes of the last meeting held on 9<sup>th</sup> December 2013 be approved and signed by the Chair as a correct record.

**63. Public Participation**

It was reported there had been no registrations to speak under the Councils Public Participation Scheme.

**64. Appointment of Sub Committee for Appointment of Assistant Directors**

Members considered a report which sought formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to the proposed Sub-Committee to enable it to conduct the recruitment process, select and appoint a candidate, subject to the requirements of standing orders on appointments.

There are 12 Assistant Director Posts at City of York Council and 3 of those posts are currently vacant. It was proposed to recruit to two (Assistant Director School Improvement and Assistant Director Transport, Highways and Waste) and temporarily fill one of the vacancies (Interim Assistant Director for Transformation and Change).

Officers advised that the Interim Director for Transformation and Change would be a development opportunity for existing senior staff and would be advertised internally.

Some Members raised concerns about the Interim Director for Transformation and Change post only being advertised internally. Concerns were also raised that the three posts should have been considered and voted on separately.

Following further discussion it was:

Resolved: That approval be given to

- (i) The filling of and remuneration packages for the Assistant Director posts of School Improvement and Transport, Waste at a job evaluated salary of £66,068 to £73,401.
- (ii) The filling of the Interim Assistant Director Transformation and Change post at a job evaluated salary of £66,068 to £73,401 for a two year duration and advertised internally, as a development opportunity for existing senior staff.
- (iii) Establishing an Appointments Sub Committee consisting of three members, two Labour and one Conservative or Liberal Democrat, to be authorised to conduct the final interviews for each of the three Assistant Director posts.
- (iv) The Appointments Sub Committee being authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures.

Reason: To allow appointments to the Assistant Director posts to be made.

CLLr Simpson-Laing, Chair  
[The meeting started at 1.00 pm and finished at 1.30 pm].

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**Staffing Matters and Urgency Committee****3 February 2014**

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 of a number of changes required to the agreed list.

**Background**

2. Following the nomination of Councillor Gillies as the Lord Mayor Elect for the 2014/15 municipal year and the subsequent appointment of Councillor Steward as Conservative Group Leader the following changes to the agreed appointments list have been requested:

Committees, Sub-Committees and Working Groups

- Staffing Matters and Urgency Committee – to appoint Councillor Steward in place of Councillor Gillies on this Committee.

Joint Working – Strategic Partnerships

- Without Walls Partnership – to appoint Councillor Steward as one of the Conservative members on the Partnership in place of Councillor Gillies.
- York Economic Partnership – to appoint Councillor Steward as the Conservative member on the Partnership in place of Councillor Gillies.

Joint Working – Other

- North Yorkshire Fire and Rescue Authority – to appoint Councillor Richardson in place of Councillor Steward as the Conservative member on the Authority.

3. The Council has also recently been notified of the resignation of Rachel Barber, as a Parent Governor on the Learning and Culture Overview and Scrutiny Committee and provided with details of a suggested nomination for a replacement representative:

Learning and Culture Overview and Scrutiny Committee

- To appoint Edwin Thomas, to replace Rachel Barber, as a Parent Governor representative on the Learning and Culture Overview and Scrutiny Committee.
4. These matters have been brought to the Staffing Matters and Urgency Committee for agreement in view of the timing of forthcoming meetings of these bodies.

**Consultation**

5. As the requested Councillor membership changes only relate to one political Group, the Conservative Group, who have an entitlement to places on these bodies, no further consultation has been undertaken.
6. Following the resignation of Rachel Barber, as one of the two Parent Governor representatives on the Learning and Culture Overview and Scrutiny Committee, nominations were requested from all Parent Governors in York schools. Applications were considered by the Council's Head of Governor Support. The only nomination received was that from Edwin Thomas.

**Options**

7. Options open to the Committee are to approve or not approve the changes to the Council appointments set out at paragraphs 2 and 3 of the report.

**Council Plan 2011-15**

8. Establishing an appropriate decision making and scrutiny structure, contributes to the Council delivering its core priorities set out in the Council Plan, effectively.

**Implications**

8. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider nominations to places on Committees and other bodies:

- Financial
- Human Resources (HR)
- Equalities
- Crime and Disorder
- Property
- Other

### **Legal Implications**

10. 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**

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

### **Recommendation**

12. (i) That the Staffing Matters and Urgency Committee be asked to consider and agree the amended appointments, to Committees and Joint Working Groups for the remainder of the 2014/15 municipal year, arising from the nomination of Councillor Gillies as Lord Mayor Elect.
- (ii) That the Staffing Matters and Urgency Committee be asked to consider and agree the appointment of Edwin Thomas as a Parent Governor representative on the Learning and Culture Overview and Scrutiny Committee.

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

**Author:**

Dawn Steel  
Head of Civic and  
Democratic Services  
Telephone: 01904 551030

**Chief Officer Responsible for the  
report:**

Andy Docherty  
Assistant Director, Governance and ICT

**Report  
Approved**



**Date** 21 January  
2014

**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



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**Staffing Matters and Urgency Committee****3 February 2014**

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.

**Background**

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

**Consultation**

3. All of the proposed 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 can be found in the respective business case.

**Council Plan**

6. Whilst the actions being proposed in the report are not material to the Council Plan they are consistent with the required outcomes of the More 4 York programme.

**Implications**

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

**Risk Management**

- 8. The specific risks associated with each proposal and how they can be mitigated are contained in each business case. In summary, the risks associated with the recommended option are financial, legal, operational and reputational.

**Recommendations**

- 9. Staffing Matters and Urgency Committee is asked to:

Consider and note each proposal presented on the grounds of redundancy as detailed in the annexes.

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

**Contact Details**

**Author:**

Mark Bennett  
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** 24 January  
2014

**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**

Individual Business Cases (to be circulated at the meeting)