

Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Aspden, Boyce, Fraser and Steward
- Date:** Monday, 3 March 2014
- Time:** 1.00 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

AGENDA

1. **Declarations of Interest**

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

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

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

2. **Exclusion of Press and Public**

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

Annexes to Agenda Item 5 (Three Month Summary of Redundancies) and Agenda Item 6 (Redundancy) on the grounds that they contain information relating to individuals and the financial affairs of particular persons. This information is classified as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

3. Minutes (Pages 1 - 2)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 3 February 2014.

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 28 February 2014 at 5.00 pm.**

Filming or Recording Meetings

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public.

This includes the use of social media reporting, i.e. tweeting.

Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at:

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

5. Three Month Summary of Redundancies (Pages 3 - 6)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covers the period November 2013 to January 2014.

6. Redundancy (Pages 7 - 8)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of an employee 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

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

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City of York Council

Committee Minutes

Meeting	Staffing Matters & Urgency Committee
Date	3 February 2014
Present	Councillors Alexander (Chair), Boyce, Fraser and Aspden
Apologies	Councillor Gillies

65. Declarations of Interest

At this point in the meeting, Members were asked to declare any personal, prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. No interests were declared.

66. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of Annexes to Agenda Item 6 (minute item 70 refers) 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).

67. Minutes

Resolved: That the minutes of the last meeting held on 23 December 2013 be approved and signed by the Chair as a correct record.

68. Public Participation

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

69. Changes to Appointments to Council Bodies

Members considered a report which asked them to agree to a number of changes to appointments to Council bodies.

Resolved: (i) That the amended appointments to Committees and Joint Working Groups for the remainder of the 2013/14 municipal year, arising from the nomination of Councillor Gillies as Lord Mayor elect, be agreed

(ii) That the appointment of Edwin Thomas as a Parent Governor representative on the Learning and Culture Overview and Scrutiny Committee be agreed.

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

70. Redundancy

Members considered a report which advised them of the details and expenditure associated with the proposed dismissal of an employee on the grounds of compulsory redundancy and with a request from an employee for flexible retirement.

Details of the employees were contained in exempt annexes circulated to Members at the meeting.

Officers highlighted the request for flexible retirement. If granted, this would mean that the employee could continue to work at reduced hours and could access their pension early. This would be at no cost to the Council.

Resolved: (i) That the compulsory redundancy be noted.

(ii) That the request for flexible retirement be granted.

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

Councillor J Alexander, Chair
[The meeting started at 1.05 pm and finished at 1.10 pm].



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

Report of the Director of Customer and Business Support Services

Three Month Summary of Redundancies**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covers the period November 2013 to January 2014.

Background

2. In November 2010 a decision was taken that all proposed redundancies and exit payments needed to be formally presented to Staffing Matters & Urgency Committee (SM&UC).

A new reporting process took effect from January 2011. SM&UC meetings were arranged on a fortnightly basis to ensure reports were received on a regular basis.

At a meeting of Group Leaders on 9th July 2012, the following proposal was agreed for future redundancies;

- That a quarterly report of all redundancy cases summarising the data for all cases will be presented to SM&UC.
- All individual cases with total costs over £25k (redundancy and employers pension costs) would still be reported in the established way to SM&UC.

Under these new arrangements managers are still required to develop a redundancy business case for every redundancy and these will continue to be agreed by the Chief Executive and Director of CBSS.

On 24th June 2013 it was agreed that the quarterly report would identify all bumped redundancies.

Consultation

3. All of the proposed redundancies have been subject to consultation in accordance with the Council's statutory obligations.

Options

4. The Committee has the power within the Council's procedures to approve discretionary enhancements to redundancy and/or pension payments. The Committee does not have the power to make lower payments. By law the decisions as to whether or not to make an employee redundant rests with the Chief Executive or Officers nominated by her.

Analysis

5. The analysis of each proposal has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

Council Plan

6. Whilst the actions being proposed in the report are not material to the Council Plan they are consistent with the required outcomes of the Workforce Strategy.

Implications

7. The implications of each proposal has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

Risk Management

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

Recommendation

Staffing Matters and Urgency Committee are asked to:

Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annex.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

Contact Details

Author:

Mark Bennett
Head of HR Directorate
Support
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

**Report
Approved**

Date

*21 February
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

Summary of redundancies for the period November 2013 to January 2014 (Confidential and to be circulated at the meeting)

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Staffing Matters and Urgency Committee**3 March 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 an employee on the grounds of redundancy.

Background

2. The background and detailed case surrounding the proposal is contained in the individual business case to be circulated at the meeting as an annex to this report.

Consultation

3. The proposed redundancy has 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 the 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 the proposal can be found in the respective business case.

Risk Management

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

Recommendation

Staffing Matters and Urgency Committee is asked to:

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

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 21 February
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 (Confidential and to be circulated at the meeting)