

Report of the Head of Civic, Democratic & Legal Services

## **Establishing a Staffing Committee for City of York Council**

### **Summary**

1. This report sets out proposals for establishing a Staffing Committee for City of York Council.

### **Background**

2. Staffing matters are currently dealt with by a joint Urgency and Staffing Matters Committee. The terms of reference for this Committee can be found at pages 58-59 of Part 3C of the Constitution. These arrangements were developed to formalise the existing custom and practice that Urgency Committee dealt with staffing matters, in the absence of a committee with this remit, as Full Council meetings were too infrequent to allow timely decisions on these matters and also unsuitable to deal with sensitive issues affecting individual members of staff.

However staffing matters and urgent business ideally need to be dealt with in different ways. Meetings to deal with urgent business have to be convened on an ad-hoc basis, sometimes without the normal five clear working days notice, and require a small membership to facilitate attendance of Members at short notice. Meetings to deal with staffing matters ideally need to be diarised on a regular basis, require the normal five clear working days notice to be given, and would benefit from a larger membership, particularly in ensuring that meetings were quorate. Proposals have therefore been developed to establish a separate Staffing Committee.

### **Consultation**

3. Consultation has taken place with Corporate Management Team and the Group Leaders.

### **Options**

4. The following options are available for Members' consideration:
  - Option 1 – To agree to establish a Staffing Committee by splitting the terms of reference for the current Staffing Matters & Urgency Committee as set out

in Appendices 1 & 2, with a membership of 10 on a 4:4:2 proportional basis, and regular diarised meetings every two months;

- Option 2 – To amend these proposals, in relation to the size of the Committee, the terms of reference or the regular cycle of meetings;
- Option 3 – To reject these proposals and maintain the status quo.

## **Analysis**

5. Option 1 would address the deficiencies in the current arrangements for dealing with staffing matters.

## **Corporate Priorities**

6. The proposals contribute to the corporate values of providing strong leadership and supporting and developing people.

## **Implications**

7. There are no implications for any of the following areas:

- **Financial**
- **Human Resources (HR)**
- **Equalities**
- **Legal-** The delegations to this committee by Full Council are made pursuant to S.101 of the Local Government Act 1972.

The functions relating to what can be described as staffing matters are largely designated as 'Non-Executive' functions, under the Local Authority (Functions & Responsibilities) (England) Regulations 2001.

- **Crime and Disorder**
- **Information Technology (IT)**
- **Property**
- **Other**

## **Risk Management**

8. In compliance with the Council's risk management strategy. There are no risks associated with the recommendations of this report.

## **Recommendations**

9. The Executive are asked to recommend to Council the approval of Option 1 as follows:-

- i) That a Staffing Committee be established by splitting the terms of reference for the current Staffing Matters & Urgency Committee as set out in Appendices 1 & 2, with a membership of 10 on a 4:4:2 proportional basis, and regular diarised meetings every two months.
- ii) The new standing committee to be implemented with effect from the new municipal year and hold its inaugural meeting within May 2009.

Reason: To ensure that staffing matters are dealt with efficiently and effectively.

### Contact Details

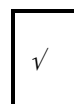
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*Quentin Baker  
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**Report Approved**



**Date** 21/1/09

**Specialist Implications Officer(s)** None

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

**All**

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

**Background Papers:**

Pages 58-59 of Part 3C of the Constitution

**Annexes**

Appendix 1 – Proposed terms of reference for the Staffing Committee

Appendix 2 – Proposed terms of reference for the Urgency Committee