



Notice of a public meeting of

Staffing Matters & Urgency Committee

To: Councillors Gillies (Chair), Aspden (Vice-Chair), Looker and Fenton (Substitute)

Date: Monday, 3 September 2018

Time: 5.30 pm

Venue: The King Richard III Room (GO49) - West Offices

AGENDA

1. Declarations of Interest

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

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

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

2. Exclusion of Press and Public

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

- Annex A to Agenda Item 7 (Redundancy)
- Annexes A and B to Agenda Item 8 (Pension or Exit Discretion)

on the grounds that they contain 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 6 August 2018.

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 on **Friday 31 August 2018, at 5.00pm**. Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please contact the Democracy Officers for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

Please note that, subject to available resources, this meeting will be filmed and webcast, or recorded, including any registered public speakers who have given their permission. This broadcast can be viewed at <http://www.york.gov.uk/webcasts>. or, if recorded, this will be uploaded onto the Council website following the meeting.

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 Officers (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/download/downloads/id/11406/protocol_film_or_webcasting_film_and_recording_of_council_meetings_20160809.pdf

5. Interim Arrangements for the Cover of the Assistant Director, Education and Skills (Pages 5 - 20)

This report seeks formal approval for the Corporate Director of Children's Services, Education and Communities to progress interim arrangements to cover the post of Assistant Director, Education and Skills without the need for an Appointments Sub-Committee, in line with the Council's Constitution.

6. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies (Pages 21 - 24)

This report seeks approval for amendments to the City of York Council's Committee and Outside Body memberships.

7. Redundancy (Pages 25 - 30)

This report advises the Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

8. Pension or Exit Discretion (Pages 31 - 38)

This report advises the Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

9. Urgent Business

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

9a. Appointment of the Interim Corporate Director for Health, Housing and Adult Social Care

Members asked to urgently consider this report following the appointments sub-committee that sat on Friday 31 August to appoint to the Interim Corporate Director for Health Housing and Adults Social Care. Members are asked to ratify the recommendation of the sub-committee before Executive is asked to approve.

In accordance with section 100B(4)(b) of the 1972 Local Government Act, the Chair has agreed for the Committee to

consider this report under urgent provisions in order that Executive can proceed with this appointment.

Democracy Officers

Catherine Clarke and Louise Cook (job share)

Contact details:

- Telephone – (01904) 551031
- Email catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

(If contacting by email, please send to both Democracy Officers named above).

For more information about any of the following please contact the Democratic Services Officers 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	6 August 2018
Present	Councillors Gillies (Chair), Aspden (Vice-Chair) and Looker

13. 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.

14. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Items 6 and 7 on the grounds that they contained 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).

15. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 2 July 2018 be approved and then signed by the Chair as a correct record.

16. Public Participation

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

17. Redundancy

Members considered a report which detailed the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

The background and detailed case surrounding each proposal was contained in the individual business cases, attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed dismissal of an employee on the grounds of redundancy, as detailed in Annexes A and B of the report, be noted.

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

18. Pension or Exit Discretion

Members considered a report which detailed expenditure associated with pension or exit discretions in accordance with Council policy.

Members considered the background and detail surrounding the proposals, which were contained in the business cases attached as confidential annexes to the report.

Resolved: That the expenditure associated with the proposed pension or exit discretions, as detailed in Annexes A and B of the report, be considered and approved.

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

19. Urgent Business

Resolved: That agenda item 7a be considered as an urgent item, in order that the Council could be represented at a key meeting of the Police and Crime Panel, which was scheduled to take place before the next ordinary meeting of the Committee.

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

19a) Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies

Members noted that at the Annual Council meeting on 24 May 2018, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2018/19 municipal year and that it was now necessary to make a change, to the membership of committees.

Members were informed that in accordance with section 100B(4)(b) of the 1972 Local Government Act, the Chair had agreed for the Committee to consider the report under urgent provisions, in order that the Council could be represented at a key meeting of the Police and Crime Panel which was scheduled to take place before the next ordinary meeting of the Committee.

Members agreed that Staffing Matters & Urgency Committee had the authority to deal with any changes or appointments to Committees and Outside Bodies, and they noted the following membership amendment:

To appoint Councillor Steward to replace Councillor Dew as a council representative on the North Yorkshire Police and Crime Panel.

Resolved: That the above change to North Yorkshire Police and Crime Panel be agreed.

Reason: In order to make appropriate appointments to the Councils Committees and Outside Bodies for the remainder of the current municipal year.

Cllr I Gillies, Chair

[The meeting started at 5.30 and finished at 5:40]

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Staffing Matters & Urgency Committee**3 September 2018**

Report of the Corporate Director of Children's, Education and Communities

Interim arrangements for the cover of the Assistant Director, Education and Skills**Summary**

1. This report seeks formal approval to establish to allow the Corporate Director of CEC to progress interim arrangements to cover the AD, Education and Skills without the need for an appointments sub-committee, in line with the constitution.

Background

2. The current Corporate Director of CEC leaves towards the end of September, and previously SMU agreed to the set up of an appointments sub-committee to recruit on an interim basis to the Corporate Director position.
3. This appointment sub committee sat on Monday 13 August and recommended the appointment of Maxine Squire, current AD in Education and Skills.
4. Executive members approved this appointment.
5. We are now seeking approval to backfill this position, either as a secondment opportunity for an internal member of staff in the whole role or through a combination of acting arrangements, again through internal staff only.
6. The current role of Assistant Director of Education and Skills provides senior management and leadership of the following service areas:

6.1 School Improvement

6.2 School Services (admissions, school place planning, exclusions etc)

6.3 Skills

6.4 Special Educational Needs

6.5 Educational Psychology

7. The constitution, section 4D, paragraph 3.1, states that “This standing order applies to the appointment of all Chief Officer posts including temporary appointments. It does not apply, however, where it is purposed that the appointment to be made exclusively from amongst the Council’s existing officers.”
8. We are therefore requesting SMU agree that the Corporate Director can progress with the interim arrangements, as soon as possible, without the need for the appointments sub committee.
9. The Corporate Director will communicate with members of SMU and portfolio lead with his proposal. Normal recruitment process / assessment will take place where applicable and in line with HR advice.

Consultation

10. Consultation has taken place with the Chief Executive, Council Management Team Portfolio Lead member and the Leader of the Council.

Options / Analysis

11. The alternative is to require an appointment sub-committee.

Council Plan

12. Making an appointment to this post will contribute to the delivery of the Council Plan and its priorities.

Associated Implications

13. The following implications have been considered:
 - **Financial** – *The temporary appointment will be made to the current salary band which is £68,744.00 to £76,374.00*
 - **Equalities** - The post will be recruited to in accordance with the Council’s Equalities policy.

- **HR - Human Resources (HR)** – The job description for the position of Assistant Director Education and Skills is subject to the Council’s established job evaluation mechanism and the grade confirmed for the position.
- **Crime and Disorder** – There are no 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

14. Appointment to this post on an interim basis until the current incumbent returns to post following the permanent recruitment to the Corporate Director CEC will ensure the council can fulfil its duties in Education and Skills maintaining momentum in delivery of the priorities of the Council Plan.

Recommendations

15. It is recommended that Staffing Matters and Urgency Committee:

Approve the the Corporate Director can progress the backfilling of the AD Education and Skills, from within current Officers, on a temporary basis without the need for an appointment sub committee, in line with para3.1 of section 4d of the constitution.

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role required to deliver the Council’s statutory responsibilities.

Contact Details

Author:

Jon Stonehouse

Chief Officer Responsible for the report:

Corporate Director of Childrens, Education & Communities

**Report
Approved**



Date 23/8/18

Specialist Implications Officer(s)

Human Resources: Claire Waind, HR Manager

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal Services

Finance: Richard Hartle, Finance Manager

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Annexes:

- A. Chief Officer Recruitment Protocol
- B. Conditions of Service – Assistant Director of Children’s Specialist Services
- C. Job Profile

Chief Officer* Recruitment Process - Officer / Members decisions

* A Chief Officer is defined as an officer who is employed under the Joint Negotiating Committee for Chief Officers of Local Authorities Terms & Conditions.

Key Recruitment & Selection decision stages	Officer Decision / Member Decision
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director
2. Establish a new temporary or permanent Chief Officer post	Member decision
3. Develop and agree Job description & Person Specification	Officer decision
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure
5. Agree recruitment budget	Officers decision subject to budgetary provision
6. Commence recruitment activity	Officer proposal subject to Member decision
7. Establish Appointments Committee	Officer proposal subject to Member decision
8. Confirm method to source applicants i.e. advert, use of search / consultancy services	Appointments Committee subject to proposal from Officers (Chief Executive or Director and Head of Human Resources or nominated substitute). Proposal to include recommendation on advertising media and a recommendation to use external recruitment consultants or run in-house and if so, what services to use. Options include search, response handling, technical assessment, long-listing, shortlisting, support at final stage or a combination

	<p>therein. Criteria to be considered are:</p> <ul style="list-style-type: none"> i. Grade and salary in relation to the market; ii. Current employment market situation; iii. Design of post and likelihood of direct skills match; iv. Technical expertise being sought; v. Ability to conduct technical assessment in-house; vi. CYC capacity to handle in-house.
9. Long-list applicants	Officer decision in accordance with job description and person specification
10. Interview long listed applicants / conduct selection tests / assessment centre	Officer panel or recruitment consultant
11. Short list applicants	Officer decision in accordance with job description and person specification
12. Informal reception event(s) for short listed candidates (not part of the recruitment process)	Officer decision in consultation with Appointments Committee to determine invitees
13. Final selection process	Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and recruitment consultants (if appropriate)
14. Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
15. Agree appointment	Appointments Committee subject to Standing Orders (objections from the Executive)

Conditions of Service

Assistant Director – Education & Skills

The post you are interested in is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council, and are advised not to give notice to terminate their present employment until clearance has been received.

Probationary period

Appointments from outside local government are subject to the successful completion of a six month probationary period.

Reporting line

This post reports to the Corporate Director Children, Education and Communities.

Targets

Objectives and targets will be agreed with the Director of Adult Social Care to reflect the Council's strategic priorities.

Salary

The appointment will be made in the Chief Officer Grade 10 range. The salary levels within the grade are as follows:

Point 61	£68,744
Point 62	£71,184
Point 63	£73,618
Point 64	£76,374

The starting salary will be determined by the Appointments Panel of elected Members.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year.

Annual leave

The annual leave entitlement is 30 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

Annex B

Pension

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

Car mileage for business use/Car parking

A mileage allowance of 45.0p per mile (up to 8,500 miles) is payable for business use.

Hours of Work

Working hours in this post will be subject to the needs of the service.

Whole time service

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

Sickness Absence

Any entitlements related to absence due to sickness or injury are as set out in the JNC for Chief Officers agreement. Officers are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
3 rd year of service	4 months full pay and 4 months half pay
During 4 th & 5 th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

Retirement

The normal retirement age of all Council employees, irrespective of gender, is 65 years.

Period of Notice

The written notice required to terminate employment in this post will be three months on either side.

Annex B

Canvassing

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

Political Restriction

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

Further Information

If you would like an informal discussion about the post, please contact Jon Stonehouse, Director of Children Education and Communities.

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ANNEX C

City of York Council

Role Profile

Assistant Director Education & Skills

1: Purpose of job:

- As a member of the Council Leadership Group, actively contributes to the strategic management of the Council to ensure achievement of corporate aims and objectives.
- Leads the formulation and application of strategy for the Education and Skills portfolio within the context of the overall CYC Council plan, statutory and national policy guidance.
- Scans and understands the external and political environment in which the Council operates and takes lead responsibility for ensuring that the strategic plans of the Directorate and the whole organisation meets the needs of the current administration
- Contributes to the development, articulation and communication of a clear vision for co-ordinated services across York, and provides a framework to ensure an effective and shared programme of joined up service delivery with key partners.
- Ensures that elected Members are fully aware of strategic plans and that they are positively, pro-actively and appropriately engaged in the portfolio
- Makes decisions critical to the organisation's success in respect of the wider City of York agenda and the specific portfolio responsibility
- Takes lead responsibility for seeking opportunities to develop the revenue of CYC through partnerships, new ventures and delivers activity that grows revenue and minimises cost without detriment to services



2: Organisation chart:

Full details are contained in a separate staffing Structure Chart.

3: Key responsibilities:

Designing, leading and developing statutory and non-statutory services to discharge the Council's role as a local Education Authority including:

- School effectiveness and achievement through developing and leading the annual commissioning plan for school improvement
- School Place Planning and the school capital maintenance programme
- School Admissions and Fair Access
- School Transport
- School Meals
- Governor Support Services
- Children Missing Education
- Elective Home Education
- The Virtual School for Children in Council Care
- Safeguarding in schools
- Traveller Education Service
- Early Years quality and sufficiency
- Supporting academy conversions

Managing and maintaining strategic partnerships to improve outcomes for children and young people:

- The York Learning Partnership
- Schools Forum
- Learning City York
- York, North Yorkshire and East Riding LEP Skills Board
- Work with headteachers, school clusters and multi-academy trusts
- Multi-agency partners
- Ofsted
- DfE/Regional Schools Commissioner



Strategic management and oversight of the Council's all age skills plan including:

- Local Area Statement of Need
- Apprenticeship Hub
- Representing City of York on the York, North Yorkshire and East Riding LEP Skills Board

5) Representing the City of York on regional and some national strategic and consultative groups, including:

- Representing ADCS on the national Advisory Group on Governance
- Delivering peer reviews to support regional self assessment
- Regional group for assistant directors (Education)
- ADCS Education and Achievement committee
- Education representative on the Prevent Board
- Participation in regional sector led improvement activity.

4: Knowledge and experience:

- A successful track record of achievement in Children's Services (Health, Local authority or other partners)
- Significant experience of leadership and management at a senior level in schools preferably as a Headteacher
- Evidence of success in building constructive working relationships with regulators/government departments
- Experience of strategic delivery of wider school improvement strategies across a community/city
- Knowledge and technical understanding of the underpinnings of school improvement and confidence in delivering improvements
- Ability to ensure the Local Authority discharges all of its responsibilities towards schools and contributes to good educational outcomes for all children including activity that narrows the gap for those most vulnerable.
- Knowledge and significant understanding of the legislative frameworks and statutory requirements relating to access and provision of school places
- Knowledge and significant understanding of school organisation arrangements and the statutory arrangements for delivery of new provision
- Experience of delivering transformational change in school organisational arrangements including school closures, mergers and federations which reflect demographic patterns and parental choice
- Knowledge of and experience on school revenue and capital funding arrangements including PFI and delivery of outcomes in partnership with the education community



- Experience of constructively challenging schools and governing bodies to drive improvement
- Experience to deploy or commission relevant school intervention strategies and oversee monitoring of improvement progress
- Experience of developing close constructive working relationships with headteachers, governing bodies, diocesan authorities etc
- Knowledge and understanding of local government
- A degree level qualification and/or professional managerial qualification (such as DiPSW or equivalent) or equivalent;
- Understanding of organisation structure, operations, decision making channels, planning processes and systems and the ability to identify opportunities for improvement

Skills

- Ability to successfully develop and deliver strategies to meet organisation objectives and achieve planned results in a complex multi-functional organisation;
- Ability to manage large and complex budgets with an emphasis on value for money and efficiencies
- Highly effective leadership and motivational skills and behaviours (as identified in CYC Leadership and Management Standards) that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Outstanding interpersonal, negotiating and commissioning skills;
- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- IT skills and the ability to fully exploit access to modern Information technology;
- Highly developed skills in numeracy and budget management; Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.
- Ability to keep equality of opportunity and diversity at the heart of all strategic management and operational activity
- Ability to advise, influence, persuade, command confidence and act assertively in a political environment with all key partners, internal and external

Experience

- A successful track record of achievement in a senior management role
- Substantial record of achievement in successfully managing change and large-scale projects;
- Significant experience of successfully motivating, managing, persuading and leading staff;



- Wide experience of successful inter-agency working and demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- Experience of significantly improving service delivery;
- Evidence of decision making based on sound risk management principles and contingency planning, which comply with the Council Procedures and processes
- Experience of managing performance within a complex environment where there is constant challenge and change
- Experience of negotiating significant contracts, commissioning services and monitoring provision

5: Key contacts and job context:

1. Reports to Corporate Director
2. Key relationship with other members of the Corporate Leadership Group
3. Leads and Manages the service areas specified above
4. Advises Members, Directors and managers on those service areas the postholder is responsible for
5. Key relationships with external advisers, and partnership working with other service providers and agencies including:
 - trade unions
 - relevant professional bodies and networks
 - regional and national local government bodies
 - regional and national agencies and departments of central government
 - public, private, voluntary and community sector partners
 - Headteachers
 - School Governors
 - FE & HE
 - Early Years Providers



6: Managerial responsibilities:

Staff

Approximately 140 fte

a) Budgets

Gross Revenue Budgets:

Early Years & Childcare	£1.1m
Educational Psychology	£0.9m
School Governance	£0.3m
School Services & Business Support	£9.8m
School Improvement Service	£2.6m
SEND	£4.2m
Total	£18.9m

b)

Capital Budget **£35.8m**

c) Assets

(e.g. property, plant): Please indicate nature of the responsibility, e.g maintenance, management.

Responsibility for managing the capital maintenance programme for maintained schools.
Management of the school transport and school meals contracts



Staffing Matters and Urgency Committee**3 September 2018**

Report of the Assistant Director - Legal and Governance

Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies**Summary**

1. At the Annual Council meeting on 24 May 2018, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2018/19 municipal year. Further changes are now required to the membership of committees, as set out below.

Background

2. Further to the appointments to Committees etc made at the Annual Meeting, Staffing Matters & Urgency Committee has authority to deal with any in-year changes or appointments to any Committees and Outside Bodies and the following changes are put forward for consideration.

West Yorkshire Combined Authority- Overview and Scrutiny Committee

3. At the time of the Annual Meeting, some of the substitute positions had not been confirmed and agreement of the following substitutes is now requested:
 - Cllr Jenny Brooks to be appointed as the Conservative Substitute.
 - Cllr Michael Pavlovic to replace Cllr Fiona Derbyshire as the Labour Substitute.
 - Cllr Ann Reid to be appointed as the Liberal Democrat Substitute.

West Yorkshire Combined Authority Inclusive Growth and Public Policy Panel

4. At its meeting on 28 June, the West Yorkshire Combined Authority agreed the creation of a new advisory panel, the Inclusive Growth & Public Policy Panel. Further to adoption of the panel, consideration was

given to its membership and it was subsequently agreed that City of York Council should have 1 representative on that panel. Governance arrangements around panel membership do not allow for substitute members. The following nomination is therefore requested:

- Councillor Keith Aspden to become the council's representative on the WYCA Inclusive Growth and Public Policy Panel.

York Museums Trust

5. Cllr Ashley Mason to replace Cllr Ian Cuthbertson.

Transport for the North (TfN) Scrutiny Committee

6. To appoint a substitute (nomination to be reported at the meeting).

Consultation

7. Normal processes to consult the relevant political Group have been applied to ensure the Group nominates the Members of their choice. No other consultation is specifically required in this instance.

Options

8. There are no alternative options available as this is simply for the Groups concerned to nominate appropriate candidates to either replace the Member concerned or to fill the position that has become available. This Committee will then consider and determine those nominations.

Council Plan

9. Maintaining an appropriate decision making and scrutiny structure and appointees to that contribute to the Council delivering its core priorities set out in the current Council Plan, effectively.

Implications

10. 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

11. 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

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

Recommendations

13. Staffing Matters and Urgency Committee is asked to consider the changes to Committee and Outside Body memberships as outlined in paragraphs 3 to 6 of the report.

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

Contact Details

Author:

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

Chief Officer Responsible for the report:

Andy Docherty
Assistant Director, Legal and Governance

Report



Date 22 August 2018

Specialist Implications Officers

Not applicable

Wards Affected: All

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 September 2018**

Report of the Deputy Chief Executive and Director of Customer and Corporate 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 Workforce Strategy.

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 is contained in each business case. In summary, the risks associated with the recommended option are financial, legal, operational and reputational.

Recommendations

- 9. Staffing Matters and Urgency Committee is asked to:
 - 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annexes.

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

Contact Details

Author:

Trudy Forster
Head of HR
Human Resources
Ext 3985

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

Report **Date** 23/08/18

Approved

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

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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Staffing Matters and Urgency Committee**3 September 2018**

Report of the Director of Corporate and Customer Services

Pension or Exit Discretion**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with pension or exit discretions in accordance with council policy.

Background

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

Consultation

3. All of the proposed pension or exit discretions 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 Workforce Strategy.

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 each proposal 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

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Chief Officer Responsible for the report:

Ian Floyd
Director of Corporate and Customer Services

Report Approved

Date 23/08/18

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
Annex B – Confidential Business Case

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of the Local Government Act 1972.

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