



**Notice of a public meeting of
Staffing Matters & Urgency Committee**

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

Date: Tuesday, 26 February 2019

Time: 4.30 pm

Venue: The Craven Room - Ground Floor, West Offices
(G048)

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. Minutes (Pages 1 - 6)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 4 February 2019.

3. 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 **Monday 25 February 2019 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 Officer 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 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/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

4. Changes to Membership of Committees and Other Bodies (Pages 7 - 10)

This report seeks approval for amendments to appointments to committees and outside bodies as detailed in the report.

5. Urgent Business

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

Democracy Officer

Laura Clark

Contact details:

- Tel – (01904) 552207
- Email – Laura.Clark@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 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	4 February 2019
Present	Councillors Gillies (Chair), Aspden (Vice-Chair) and Looker

53. 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.

54. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of annexes to Agenda Items 7 to 9 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).

55. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 13 and 20 December 2018 be approved and then signed by the Chair as a correct record.

56. Public Participation

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Gwen Swinburn spoke on Agenda Item 6, Proposals to Negotiate and Consult on Chief Officer Pay Policy. She commented on the report and raised concerns relating to:

- the additional management tier;
- the financial implications;
- a Chief Officer Investigation, Disciplinary and Appointments Committee;
- the elections fees paid to Chief Officers;
- the report not containing an Equalities Impact statement.

She also stated that she welcomed the Corporate Services review, particularly within Legal and Democratic Services and hoped the same would occur within Customer Services and Information Governance. She questioned why HR services were being outsourced to North Yorkshire County Council and raised concerns regarding the pay grade proposed for the temporary appointment of the Assistant Director of Legal & Governance.

57. 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 other bodies for the 2018/19 municipal year and that it was now necessary to make changes to the membership of committees and other bodies.

Members agreed that Staffing Matters & Urgency Committee has authority to deal with any in-year changes or appointments to any Committees and Outside Bodies and they noted the following proposed changes as detailed in the agenda papers:

Joint Standards Committee

- To appoint Cllr Wartors to replace Cllr Hayes on this committee.
- To appoint Cllr Williams to the Labour Group vacancy.
- To appoint Cllr Looker as the Labour Group substitute.

Health, Housing and Adult Social Care Policy and Scrutiny Committee

- To appoint Cllr Hayes to replace Cllr Warters on this committee.

Resolved: That the above changes to committees be agreed.

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

58. Proposals to Negotiate and Consult on Chief Officer Pay Policy

Members considered a report that provided them with an overview on the proposed Chief Officer Pay Policy from April 2019.

Members received an update from the Chief Executive and the Head of HR and they were informed that the Chief Officer Pay Policy had been considered in more detail for ease of reference, transparency and to build a complete Chief Officer pay structure adding in a new Director level role.

Members noted that the three levels of Chief Officer Grades would be evaluated using Hay job evaluation methodology and that the proposals were being negotiated with the recognised trade unions and Chief Officers to ensure a collective agreement was made.

In answer to Members questions Officers confirmed:

- The annual Gender Pay Gap report was being considered and could be emailed to Members once finalised.
- The new Director level posts would be part of the Corporate Management Team and not an opportunity for Assistant Director posts to grow into a Director role through the Hay evaluation.
- Subject to the Corporate Services restructure being finalised, there was no proposal to increase the full time equivalent of Chief Officers.
- Management charts would be produced once the Corporate Services restructure was finalised.

The proposed implementation timeline was discussed and Members noted that the Chief Officer Pay Policy would be approved at Full Council on 21 March 2019.

Resolved:

- i. That the ongoing work to the Chief Officer Pay Policy be noted and agreed with the Trade Unions and that the full Pay Policy be approved by Council at its meeting in March 2019.
- ii. That Members receive the 2019 Gender Pay Gap report.

Reason: To keep the Committee informed of progress relating to the Chief Officer Pay Policy and comply with statutory requirements in relation the formal approval of the full Pay Policy.

59. Interim Arrangements for the Temporary Cover of the Assistant Director of Legal & Governance

Members considered a report that set out and sought approval to the Director of Customer and Corporate Services' proposals to recruit an interim Assistant Director, Legal & Governance, which was based on operational need and was made in line with the council's constitution arrangements.

Members received an update from the Chief Executive and the Head of HR and they noted the urgency to recruit a temporary Assistant Director of Legal and Governance and the areas the interim cover would directly line manage.

Members were informed that an Appointments Sub-Committee would be required and the reasons for outsourcing the recruitment process to North Yorkshire County Council (NYCC) were discussed.

After further discussions around the financial implications and consideration of the exempt Annex, it was:

Resolved:

- i. That the proposals for the Director of Customer and Corporate Services to progress the recruitment of

an Interim Assistant Director of Legal & Governance, in light of the circumstances outlined in the report, be endorsed.

- ii. That an Appointments Sub-Committee consisting of three members, one from each main party (1 Conservative, 1 Liberal Democrat and 1 Labour) to include a member of the Executive, be established
- iii. That the proposals for NYCC to support the recruitment process, including advertising and candidate search, as costed in Annex D of the report, be endorsed
- iv. That the salary to attract the right candidate for this interim role was either at AD level directly employed through CYC, engagement via Work with York or an alternative contractual arrangement considered by the Appointments Sub Committee, be agreed.

Reason: To progress an interim appointment in relation to this critical role required to deliver statutory responsibilities.

60. Pension or Exit Discretion

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

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

Resolved: That the expenditure associated with the proposed pension or exit discretion, as detailed in Annex A 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.

61. Redundancy

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

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

Resolved:

- i. That the expenditure associated with the proposed dismissal of an employee on the grounds of redundancy, as detailed in Annex A of the report, be noted.
- ii. That the proposed dismissal and use of reserve be considered by Executive.

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

Councillor I Gillies, Chair

[The meeting started at 5.30 pm and finished at 6.05 pm].



Staffing Matters and Urgency Committee**26 February 2019**

Report of the Director of Customer & Corporate Services

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.
3. City of York Trading Company
 - Councillor Rawlings to be appointed as a non-executive Director, and Chair, to replace Councillor Gates.
 - Councillor Cuthbertson to be appointed as an additional non-executive Director, as CYC has been asked to increase board members from 2 to 3.
 - To note that Councillor Funnell is to remain a non-executive Director.

Consultation

4. 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

5. 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

6. 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

7. 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

8. 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

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

Recommendations

10. Staffing Matters and Urgency Committee is asked to consider the changes to outside body memberships as outlined in paragraph 3 of the report and approve appropriate recommendations.

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

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Chief Officer Responsible for the report:
Ian Floyd
Director Customer & Corporate Services

Report **Date** 18 February 2019

Specialist Implications Officers
Not applicable

Wards Affected: N/A

All

For further information please contact the author of the report

Background Papers: None

Annexes: None

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