



Notice of a public meeting of

Staffing Matters and Urgency Committee

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and Kilbane
- Date:** Monday, 25 April 2022
- Time:** 5.30 pm
- Venue:** Snow Room, West Offices

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare any disclosable pecuniary interest or other registerable interest they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests.

2. Exclusion of Press and Public

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

Annexes A-E to Agenda Item 10 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 21 March 2022.

4. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering is 5.00pm on Wednesday 21 April 2022 Members of the public can speak on agenda items or matters within the remit of the committee.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda. Webcasting of Public Meetings Please note that, subject to available resources, this public meeting will be webcast including any registered public speakers who have given their permission.

The public meeting can be viewed on demand at www.york.gov.uk/webcasts. During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

Written representations in respect of items on this agenda should be submitted to Democratic Services by 5.00pm on 21 April 2022.

5. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies (Pages 5 - 8)

At the Annual Council meeting on 27 May 2021, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2021/22 municipal year. A further change is required to the membership of the School Effectiveness and Achievement Monitoring Group.

6. Appointment of Assistant Director of Customer and Communities (Pages 9 - 14)

The current Assistant Director of Customer & Communities is retiring on 31st August 2022. This report makes proposals to

permanently recruit to this post which was established as part of the new council management team restructure in April 2021.

7. Acting Up Payment for the Director of Public Health (Pages 15 - 18)

This report seeks the approval and endorsement of a temporary Acting Up Allowance for the Assistant Director of Public Health for the period of 1st January 2022 to 31st May 2022.

8. Work Plan (Pages 19 - 22)

To consider the Committee's draft work plan for the municipal year 2021-22.

9. Urgent Business

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

10. Redundancy, Retirement and Settlement Agreements
(Pages 23 - 46)

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below Chief Officer.

Democracy Officer
Robert Flintoft

Contact details:

- Telephone – (01904) 555704
- Email – robert.flintoft@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

City of York Council

Committee Minutes

Meeting	Staffing Matters and Urgency Committee
Date	21 March 2022
Present	Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and Kilbane

67. 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.

Several Members noted that they did not have a prejudicial or disclosable pecuniary interest. However, Cllr Aspden and Cllr D'Agorne noted that he had previously contributed to the North Yorkshire Pension Fund due to their previous jobs in education. Cllr Hook also noted that she was currently on the North Yorkshire Pension Fund Board.

68. Exclusion of Press and Public

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

69. Minutes

Resolved: That the minutes of the Staffing Matters and Urgency Committees held on 1 February 2022 and 15 February 2022 be approved and then signed by the Chair as a correct record.

70. Public Participation

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

71. Amendment to the Council's LGPS Discretionary Policy to Implement a Shared Cost Additional Voluntary Contribution Scheme

The Committee considered the proposal to amend the Council's LGPS Discretionary Policy Statement in order to comply with The Local Government Pension Scheme Regulations 2013 (the "LGPS Regulations"), to implement a Shared Cost Additional Voluntary Contribution Scheme (SCAVC) for employees. It was noted that the Committee had deferred a decision on the amendment to the policy at their 15 February 2022 meeting to receive additional information relating to the scheme and its provider.

Officers confirmed that they had enquired with Her Majesties Revenues and Customs (HMRC) regarding their position on the scheme. HMRC noted that they carry out pre and post tests on payroll and any concern regarding the implementation of the scheme would be confirmed following those tests. Officers did confirm however, that multiple other Councils had already joined the scheme ran by AVC Wise and HMRC had not raised concerns following tests on these Councils payrolls. Officers also provided in the report a breakdown of the grades of those currently benefiting from the Councils Additional Voluntary Contribution (AVC) scheme and noted they would expect 90% of those on the current AVC to move over to the SCAVC if implemented.

The Committee thanked officers for the checks with HMRC and agreed that with officers that in the event HMRC had issues with the scheme when tests were undertaken that the scheme wouldn't be implemented. Members enquired whether the scheme would take additional monies from the LGPS from those taking out pensions in future years, officers confirmed the scheme was separate from the LGPS and it would not be affected.

Members discussed how well the scheme could support staff. It was noted that the scheme would allow staff to save additional money for retirement and would be a benefit above that of the current AVC as it would provide savings on national insurance. It was confirmed that the scheme could be accessed by any member of City of York Council staff, the only barrier to entry would be to where a payment would take an employee's pay below the national minimum wage, but noting that there is no set payment and payments are by choice of the employee. It was discussed that those who would benefit the most from the scheme would be those at higher grades who would be most able to sacrifice current salaries, this was discussed in relation to the current breakdown of grades of those who accessed the Council's current AVC, as it was noted that, the percentage of staff in each grade accessing the current AVC was higher for those at higher grades.

The Committee voted 3 in favour and 1 abstention (Cllr Kilbane) to amend Council policy to read 'The Council will exercise discretion to allow Local Government Pension Scheme Members to contribute to a shared cost salary sacrifice scheme additional voluntary contribution (SSSCAVC) scheme. The amount of these employer Shared Cost AVC contributions will not exceed the amount of salary sacrificed by the employee. This is a Council discretion which is subject to the employee meeting the Council's conditions for acceptance into the salary sacrifice Shared Cost AVC scheme and may be withdrawn or changed at any time. The Council will not enter into any other form of shared cost AVC.'

Resolved:

- i. To amend Council policy to read 'The Council will exercise discretion to allow Local Government Pension Scheme Members to contribute to a shared cost salary sacrifice scheme additional voluntary contribution (SSSCAVC) scheme. The amount of these employer Shared Cost AVC contributions will not exceed the amount of salary sacrificed by the employee. This is a Council discretion which is subject to the employee meeting the Council's conditions for acceptance into the salary sacrifice Shared Cost AVC scheme and may be withdrawn or changed at any time. The Council will not enter into any other form of shared cost AVC.'

Reason: To provide City of York Council staff access to the new SSSCAVC scheme.

72. Retention Payments

The Committee considered the review of the use of retention payments by the Council. It was confirmed that in the last quarter two applications had been approved. Members enquired why the grade 12 post was scheduled to be reviewed in 12 months, while those in grades 9, 6, and 5 were set at 6 months. Officers noted that the grade 9, 6, and 5 posts were part of one application that had a number of interventions in place to be reviewed, while the grade 12 post was in social care which the Council had longer term staffing challenges in, therefore it was adjudged that a review in 12 months was sufficient. Members enquired about the cost the retentions and it was noted that this was not currently available in the report but could be shared with Members after the meeting.

Resolved:

- i. Noted the number of retention payments made in the last quarter.

Reason: In order to provide an overview of the number of payments made.

73. Work Plan

The Committee considered their work plan for 2021/22 and noted that they may have a Chief Officer appointment to consider at the 25 April 2022 Committee meeting.

Resolved:

- i. That the Committee work plan be noted.

Reason: To ensure the Committee maintains a program of work for 2021-22.

74. Redundancy, Pension or Exit Discretion

Members considered a report which advised them of expenditure associated with pension or exit discretions. An overview of expenditure was provided in the table at paragraph 5 of the report. There were total costs to the council of £23,591.09. Full details were set out in exempt Annex A to the report.

Resolved:

- i. Noted the expenditure associated with each proposal as detailed in the annexes.

Reason: In order to provide an overview of expenditure.

Note: the above item was considered in private session, in accordance with the decision in Minute 74.

Cllr Aspden, Chair

[The meeting started at 5.38 pm and finished at 6.00 pm].



Staffing Matters and Urgency Committee**25 April 2022**

Report of the Director of Governance and Monitoring Officer

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 27 May 2021, appointments were made to Committees, Sub-Committees and Outside Bodies for the 2021/22 municipal year. A further change is required to the membership, 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 any in-year changes or appointments to any Committees and Outside Bodies, and the following change is put forward for consideration:

School Effectiveness and Achievement Monitoring Group

To appoint Cllr Webb to the above Group in place of Cllr Fitzpatrick.

Consultation

3. 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

4. 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 a position that has become available. This Committee will then consider and determine those nominations.

Council Plan

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

Implications

6. 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

7. 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

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

Recommendations

9. Staffing Matters and Urgency Committee is asked to consider and approve the change to committee and outside body appointments as set out in paragraph 2.

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

Contact Details

Author:

Dawn Steel
Democracy & Member Support
Manager
Dawn.steel@york.gov.uk

Chief Officer Responsible for the report:

Janie Berry
Director of Governance and Monitoring
Officer

Report **Date** 7 April 2022

Specialist Implications Officers

Not applicable

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes: None

This page is intentionally left blank



Staffing Matters & Urgency Committee**25 April 2022**

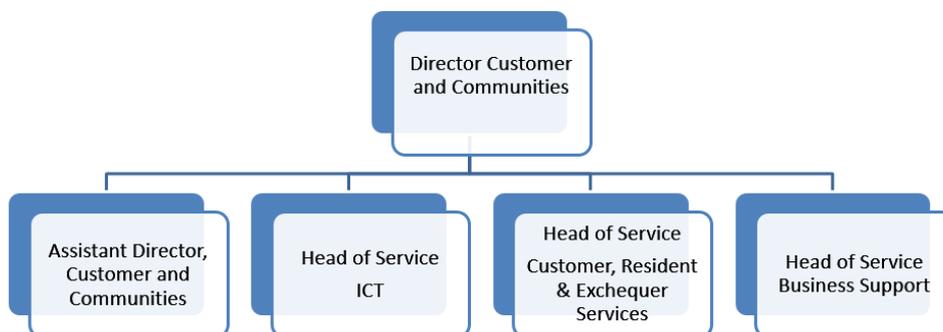
Report of the Director of Customer & Communities

Recruitment of Assistant Director of Customer & Communities**Summary**

- 1 The current Assistant Director of Customer & Communities is retiring on 31st August 2022. This report makes proposals to permanently recruit to this post which was established as part of the new council management team restructure in April 2021.
- 2 Approval is sought to establish an Appointment Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to that Sub-Committee. This is to enable them to conduct the recruitment process, select and appoint candidates, subject to the requirements of the standing orders on appointment.
- 3 The report also asks for approval to engage North Yorkshire County Council Resourcing Team.

Background

4. The current structure established from April 2021 is as follow:



With the following specific responsibilities:



- Local Area Coordination
- Volunteering and social action
- Family Information Service and Live Well York
- Community Sport and Health Champions
- Environment and Community Officers
- Human Rights and Equalities
- Ward teams and ward budgets
- Community Hubs
- Community Covenant

- Client Management of CYC leisure facilities (incl the Community Stadium)
- Client Management of Explore York
- Community Centres/facilities/projects
- Childrens Centres Project

- Community based learning programmes to support health and wellbeing and personal development
- Employability and functional skills programmes
- Family Learning
- Apprenticeships both for the council and for small businesses
- Full time 16-18 including personalised learning programmes
- Workplace qualifications to improve skills

5. The postholder also directly leads on:

- the council's relationship with the cultural and heritage sector to deliver the city's cultural strategy including management of relevant client management arrangements such as those in place for Make It York;
- the council's relationship with the voluntary, community and faith sectors, working with York CVS to create a shared vision and strategy for the sector;
- lead the council's contribution to equalities and human rights partnership arrangements.

6. Whilst the structure works well with the current direct officer reports – it is clear that the directorate requires a deputy Director to cover all the functions in the absence of the Director and strategic joint delivery of all the service plans and priorities. Subject to further discussions with portfolio holders the job description will be adjusted to make clear that there is a deputising responsibility for the remaining direct reports. In addition, the responsibilities around diversity, equality and inclusion (DEI) will be reviewed and where appropriate strengthened, taking line management of the council's new Access Officer role and with an

objective to create further capacity and strengthen arrangement for DEI plans strategically and within all council services.

Remuneration Package

7. As this post is to be externally advertised as a vacancy the Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process.
8. Once the job description is finalised it is fully expected to fall within the existing Assistant Director pay grade of £74,591 to £82,869. Whilst the 2021/22 pay award has only recently been settled a pay award for 2022/23 will be subject to national pay negotiations. The role will have access to the standard set of Chief Officer Terms and Conditions. It is also proposed that relocation costs may be reimbursed up to a maximum of £7,719 as per the council's policy. There are no other enhancements recommended for this role.

Appointments Committee

9. The council's Constitution allows for an Appointments Committee, including at least one member of the Executive, to interview applicants for a Chief Officer post and to determine who should be offered the vacant posts.
10. To attract the strongest field of candidates with the right knowledge and skills it is recommended that North Yorkshire County Council Resourcing Team carry out the external recruitment exercise, and are engaged to support the Appointments Sub-Committee.

Council Plan

11. Making an appointment to this post will contribute to delivering the Council Plan and its priorities.

Implications

12. The following implications have been considered:

- **Financial**

The cost of associated recruitment will be managed within existing departmental budgets. The budget for the salary at the existing grade is fully funded.

- **Human Resources (HR)** – The job description for the post will be resubmitted and subjected to the council’s established job evaluation mechanism. Any changes to the job description are expected to be minor and therefore no change in grade is expected. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol.
- **Equalities** - There are no equalities implications relating to the impact of this report excepting that the equalities and inclusion aspects of the job description will be strengthened which will impact positively on all residents with protected characteristics under equalities legislation.
- **Legal** –

All Chief Officer posts are politically restricted pursuant to the Local Government and Housing Act 1989.

It is the statutory responsibility of the Head of Paid Service to ensure that a structure is in place which can effectively and efficiently discharge the council’s differing functions and to determine the organisation of the authority’s staff alongside their proper appointment and management.

The process of appointing Chief Officers is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

In respect of appointment to Chief Officer posts, the Council is required to comply with the Officer employment procedures as outlined in the council’s Constitution.

- Section 4D: Appointment and Dismissal of Staff Part 3, of the council’s Constitution states:

Recruitment of Head of Paid Service and Chief Officers

3.1 This Standing Order applies to the appointment of all Chief Officer posts including temporary appointments. It does not apply,

however, where it is proposed that the appointment be made exclusively from among the Council's existing officers.

3.2 Before an appointment is made the Council will:

(a) draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed;

(b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of the persons who are qualified to apply for it; and

(c) make arrangements for a copy of the statement mentioned above to be sent to any person on request.

3.3 A Chief Officer Appointments Sub Committee will either interview all qualified applicants for the post or select a shortlist of such applicants and interview those included on the shortlist. The Appointments Committee must include at least one Member of the Executive.

3.4 Where no qualified person has applied or, the Appointments Committee determines that it has not identified a sufficient shortlist to proceed to interview, the Council will make further arrangements for an advertisement.

- **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

13. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

14. It is recommended that the Committee:
 - a. confirms the pay package for the vacant role to be advertised for the Assistant Director Customer & Communities;

- b. establishes an Appointments Sub-Committee for the role. To delegate sufficient powers to the Sub-Committee enabling them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment;
- c. approves the engagement of the North Yorkshire County Council Resourcing Team to undertake the recruitment and selection process.

Reason: To allow timely appointment to the vacant post of Assistant Director Customer & Communities in line with the council's Constitution and relevant legislation.

Contact Details

Author

Pauline Stuchfield
Director of Customer & Communities
Pauline.stuchfield@york.gov.uk

Chief Officer Responsible for the Report

Ian Floyd
Chief Operating Officer

Helen Whiting
Head of HR & OD
Human Resources
Ext 1622

Report X **Date** 10/4/2022
Approved

Specialist Implications Officer(s):

Janie Berry – Director of Governance and Monitoring Officer
Debbie Mitchell – Chief Finance Officer and s151 Officer

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

All



For further information please contact the author of the report

Background Papers :

No



Staffing Matters and Urgency Committee
25 April 2022

Report of the Head of Human Resources and Organisation
Development

Temporary Acting-Up Allowance for Assistant Director of Public Health
Summary

1. This report seeks the approval and endorsement of a temporary Acting Up Allowance for the Assistant Director of Public Health for the period of 1st January 2022 to 31st May 2022.

Background

2. The Director of Public Health is a statutory post which needs to be fulfilled. The substantive post holder has been absent from work and the Assistant Director of Public Health has undertaken the Acting Up of the full Statutory role in her absence.
3. In line with the Council policy, the acting up arrangement will be reviewed again should the period be extended beyond six months, however, for this case this is not currently anticipated. Should the acting up arrangement need to be extended, further agreement will be sought from this Committee. The Trade Unions also support this allowance.
4. It is proposed that the Assistant Director will receive a payment equivalent to the difference between the AD pay band to point 1 of the Director pay band. In line with the Council's policy, appointment will be to the first point of the grade, and this will be pro-rata to a five-month period. The payment equates to £3,547 plus on costs.

Pay Band	Level	01 April 2021
	4	£101,318
Directors	3	£97,892
	2	£94,582
	1	£91,383
	4	£82,869
Assistant	3	£79,879

Directors	2	£77,238
	1	£74,591

Council Plan

4. Whilst acting up arrangements are not material to the Council Plan, they are consistent with the required outcomes of the Organisation Development Plan of maintaining a skilled and experienced workforce to deliver Council Services.

Implications

Financial Implications

5. The acting up arrangement outlined in this report has a cost to the Council of £4.6k. This can be accommodated within the existing budget for this service.

Equalities Implications

6. There are no specific equalities issues, although, not to make a payment for undertaking a role is against the Council's policies and job evaluation principles to pay the rate of the job.

Legal Implications

7. There is not an equal pay claim in this particular case as both the substantive post holder and acting up post holder are female.

Crime and Disorder, Information Technology and Property

8. There are no known crime and disorder, information and technology and property risks.

Risk Management

9. The risk of not applying an acting up payment will impact on the Council delivering a statutory role and function and business continuity especially during a period of changing government and public health guidance which was needed to support the Council and the wider population of the City.

Recommendation

9. Staffing Matters and Urgency Committee are invited to:

a. approve and endorse the acting up arrangement as outlined in the paragraphs above.

Reason: To make a payment to the Assistant Director Public Health who has Acting in the full statutory role of Director of Public Health.

Contact Details

Author:

Helen Whiting
Head of HR & OD
Human Resources

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

**Report
Approved**

Date 29 March
2022

Specialist Implications Officer(s):

Janie Berry - Director of Governance and Monitoring Officer
Debbie Mitchell - Chief Finance Officer

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

All

For further information please contact the author of the report

Background Papers:

There are no background papers

This page is intentionally left blank

**Staffing Matters & Urgency Committee
Draft Work Plan 2021-22**

21 June 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics at 31 March 2021 <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers • Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency 3. Progress in implementing the new Corporate Leadership Group (CLG).
19 July 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
16 August 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
20 September 2021	<ol style="list-style-type: none"> 1. Emergency Retention Protocol 2. Redundancy, Retirement and Settlement Agreements
18 October 2021	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements
29 November 2021	<ol style="list-style-type: none"> 1. Appointment of the Managing Director of Make It York 2. Redundancy, Retirement and Settlement Agreements
17 January 2022	<ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Amendment to the Discretions Policy Statement, to allow for Salary Sacrificed Shared Cost AVCs (<i>item was deferred until 15th February</i>)

	<p>3. Workforce demographics at 31 December 2021</p> <ul style="list-style-type: none"> • FTE • Equality Data • Absence and Well Being • Starters and Leavers • Reasons for leaving i.e. retirement, redundancy, dismissal, settlement agreement • Agency
1 February 2022	1. People Directorate Restructure
15 February 2022	<p>1. Redundancy, Retirement and Settlement Agreements</p> <p>2. Amendment to the Discretions Policy Statement, to allow for Salary Sacrificed Shared Cost AVCs</p> <p>3. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies</p>
21 March 2022	<p>1. Redundancy, Retirement and Settlement Agreements</p> <p>2. Amendment to the Discretions Policy Statement, to allow for Salary Sacrificed Shared Cost AVCs</p> <p>3. Retention Payments</p>
25 April 2022	<p>1. Changes to Membership of Committees, Joint Committees administered by other Councils, Regional Local Authority Bodies and Other Bodies</p> <p>2. Redundancy, Retirement and Settlement Agreements</p> <p>3. Appointment of Assistant Director of Customer and Communities</p> <p>4. Acting Up Payment for the Director of Public Health</p>
16 May 2022	1. Redundancy, Retirement and Settlement Agreements
TBC June 2022	<p>1. Workforce Demographics as at 31st March 2022</p> <p>2. Executive Recruitment Searches</p> <p>3. Retention Payments</p>

This page is intentionally left blank



Staffing Matters and Urgency Committee**25 April 2022**

Report of the Chief Operating Officer

Redundancy, Pension or Exit Discretion**Summary**

1. This report advises the Staffing Matters and Urgency Committee of the expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below Chief Officer.

Background

2. The background and detailed case surrounding each proposal are contained in the individual business case(s) attached as confidential annexes to this report for noting.

Consultation

3. All of the proposed redundancy, pension or exit discretions have been subject to consultation in accordance with the Council's statutory obligations.

Approval

4. In accordance with Council policy the appropriate Chief Officer or Departmental Management Team and S151 officer have approved the attached business case(s). The decisions as to whether or not to make an employee redundant rests with the Chief Operating Officer or Officers nominated by him. In terms of payments related to redundancy the council is contractually obliged to make the payment set out in the business case. Only in exceptional circumstances can discretionary additional payments for redundancy be considered. The Section 151 Officer has decision making authority for all staff other than Chief Officers in this matter.

Analysis

5. The analysis of each proposal can be found in the respective business case. Below is an anonymised summary of these cases noting costs associated with each.

Employee	Business Case Annex	Type of Exit	Costs to CYC £	Total £
1	A	Flexible Retirement	£0	£0
2	B	Flexible Retirement	£0	£0
3	C	Flexible Retirement	£0	£0

Employee	Business Case Annex	Type of Exit	Redundancy Costs £	Pension Costs £	Total for this year £
4	D	Compulsory Redundancy	£12,621.42	£ 0	£ 12,621.42
5	E	Compulsory Redundancy	£27,119.96	£23,432.81/year total cost of £117,164.05 paid back over 5 years	£50,552.77

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 Organisation Development Plan.

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:

Note the expenditure associated with each proposal as detailed in the annexes.

Reason: In order to provide an overview of expenditure.

Contact Details

Author:

Helen Whiting
Head of HR
Human Resources

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

**Report
Approved**

Date 07/04/2022

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
- Annex C – Confidential Business Case
- Annex D – Confidential Business Case
- Annex E – Confidential Business Case

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank