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| Meeting       | Staffing Matters and Urgency Committee                                                                                                             |
| Date          | 15 August 2022                                                                                                                                     |
| Present       | Councillors Hook, Widdowson (substitute for Cllr Aspden) and Douglas                                                                               |
| In Attendance | Helen Whiting (Head of Human Resources and Organisation Development)<br><br>Janie Berry (Director of Governance and Monitoring Officer) (remotely) |
| Apologies     | Councillors Aspden and D'Agorne                                                                                                                    |

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**16. Election of Chair (5:30)**

Resolved: That Cllr Widdowson be elected as Chair.

**17. Declarations of Interest (5:31)**

At this point in the meeting, Members were asked to declare any disclosable pecuniary interests or other registerable interests that they might have in the business on the agenda, if they had not already done so in advance on the Register of Interests. None were declared.

**18. Exclusion of Press and Public (5:31)**

Resolved: That the press and public be excluded from the meeting during the consideration of Annex A to agenda item 9 and 11 and Annexes A, B, and C to agenda item 10 on the grounds that they contain information relating to individuals and the financial affairs of particular persons. This information was 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).

## **19. Minutes (5:32)**

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 7 July 2022 be approved and then signed by the Chair as a correct record.

## **20. Public Participation (5:32)**

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

Cllr Warters made reference to the 10 December 2021 Full Council meeting where it was unanimously voted to initiate without delay a review of the council's supplementary document with regard to HMO's, specifically percentage thresholds. He expressed his concerns regarding the delayed time frame for the report to be presented to Executive and he confirmed he wished to submit a formal complaint against misleading statements that he felt were made by a senior officer.

Ms Swinburn spoke on agenda item 9, Council Agency Workers and Work with York Engagements and agenda item 10, Working as One Programme. She expressed her concerns regarding the complete exclusion of the annexes to the reports and that at most a redaction should have been included. Ms Swinburn commented on the costs related to temporary staff and fees to WorkwithYork, which she felt were distending out of control. She suggested the spending required full disclosure, with a scrutiny and a value for money audit. She also noted that remote working required a full and transparent conversation and she suggested that the report be reviewed by Scrutiny and Audit & Governance Committee.

## **21. Apprenticeships Update (5:38)**

Members considered a report that provided an update of apprentices across City of York Council (CYC), the council's performance against the public sector apprenticeship target and details of how the apprenticeship offer was developing further across the council.

The Head of Human Resources (HR) and Organisation Development (OD) noted that:

- The apprenticeship Levy was ring-fenced for apprenticeship training.

- To support the wider city agenda, the council's Apprenticeship Levy Transfer Scheme, a total of £160,000, had been committed to support 9 local businesses and 27 apprenticeships.
- As of 31 March 2022 there were 79 active apprentices within the council and local authority maintained schools.
- Apprenticeships remained an integral part of the council's strategy to support succession planning and upskilling of the existing workforce and this approach had been used to create newly qualified social workers.
- £120,000 per year had been set aside to fund apprenticeships within hard to fill posts, such as business support and customer services, and some of these opportunities were also ring-fenced for our care leavers.
- The apprenticeship team also supported a number of other pathway interns and work experiment placements such as T Levels.
- The council were looking to agree a bespoke union apprenticeship charter with the three recognised CYC unions, GMB, Unison and Unite.
- The Government apprenticeship starting salary rates were £4.81p/h in year 1 of an apprenticeship. CYC paid a higher rate of £6.83p/h in year one, rising to £9.18p/h in year two and if the individual was over 23, then they were offered £9.50p/h.

In answer to Members questions, the Head of HR & OD confirmed the council currently had one care leaver who had secured a post in the council through an apprenticeship.

The Committee discussed and raised concerns regarding the salaries offered to apprentices. They agreed that the rates, particularly for the under 25's and care leavers, required reviewing.

The Committee also requested that details on the value of the Levy fund and how the council were utilising it be included in future reports and they also welcomed more exertion on the communications, to ensure any myths were being addressed.

Resolved:

- (i) That the current and proposed activity around apprenticeships, including the performance against the public sector target, be noted.

- (ii) That a review be undertaken into apprenticeship salaries and reported at a future meeting.
- (iii) That the value of the Levy fund and how the council were utilising it be included in future reports.
- (iv) That further communications be explored.

Reason: To support the recommendation in the OD plan to maximise use of Levy funds available and promotion of apprenticeships across the workforce.

## **22. Committee Appointments (5:50)**

Further to the appointments to Committees 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 proposed changes to the membership of Committees were considered:

Housing and Community Safety Policy and Scrutiny Committee  
To appoint Cllr Heaton as a substitute.

Health and Adult Social Care Policy and Scrutiny Committee  
To appoint Cllr Myers as a substitute.

Climate Emergency Policy and Scrutiny Committee  
To appoint Cllr Norman as a substitute.

Standing Advisory Council for Religious Education  
To appoint Karen Vincent of All Saints Roman Catholic School in place of Kate Bailey.

Health and Wellbeing Board  
To appoint Martin Kelly, Corporate Director of Children's and Education, City of York Council.  
To appoint Zoe Campbell, Managing Director (North Yorkshire, York and Selby); Tees, Esk and Wear Valleys NHS Foundation Trust and to appoint Amanda Hazelwood Care Group Director (North Yorkshire, York and Selby) Tees, Esk and Wear Valleys NHS Foundation Trust as a substitute.

Resolved: That the above changes to Committees and Outside Body appointments be approved.

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

### **23. Appointment of Assistant Director of Adult Services (5:51)**

The Committee considered a report that sought approval to permanently recruit to the post of Assistant Director of Adult Services, ahead of the current post holder vacating the role in October 2022.

Resolved:

- (i) That the filling of this post and remuneration package for the Assistant Director post with a salary range of £74,591 to £82,869, in accordance with the procedural rules set out in the Constitution for the appointment of chief officers (paragraphs 1 to 2 and 6 of the report), be approved.
- (ii) That an Appointments Sub-Committee consisting of three Members to include at least one member of the Executive (paragraphs 2, 8 and 9 of the report), be established.
- (iii) That it be noted that pending the formal acceptance and start date of the successful applicant, interim arrangements will be made to ensure that this role was fulfilled (paragraph 3 of the report).

Reason: To allow the timely appointment of the post of Assistant Director of Adult Services and to ensure that the service was able to meet its service obligations and support the workforce to deliver key priorities, including those identified in the Council Plan

### **24. Work Plan (5:52)**

The Committee considered their current work plan and requested an update on apprenticeship salaries and training at a future meeting.

Resolved: That the work plan be noted.

Reason: To ensure the Committee maintains a program of work.

## **25. Council Agency Workers and Work with York Engagements (5:55)**

Members considered a report and annex that provided a summary of the council's arrangements in place with City of York Trading operating as WorkwithYork (WwY) and detailed information on the current number of agency engagements in place across the Directorates.

Members were informed of the commercially sensitive content within Annex A to the report and following discussion, it was noted that a redacted annex could be published as an agenda supplement and be made available to view via the following link:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=120&MId=13524&Ver=4>

Resolved:

- (i) That the WorkwithYork (WwY) arrangements in place to engage agency workers, be noted.
- (ii) That the current recruitment market that the council and WwY face giving rise to an increase in agency engagements, their cost and length of engagement, be noted.
- (iii) That there was currently an exercise being undertaken to reduce, challenge and review agency spend and the number of agency workers, be noted.
- (iv) That the commercially sensitive content be redacted from Annex A and following approval from the Chair and Cllr Douglas, it be submitted onto the online agenda as a supplement document.

Reason: To keep Committee Members updated.

Note: The above item was considered in private session, in accordance with the decision in Minute 2.

## **26. Working as One Programme (6:14)**

Members considered a report and annex that provided an update on the Working as One (Wa1) programme (the council's hybrid working programme).

Members were informed of the commercially sensitive content within Annex A to the report and following discussion, it was noted that a redacted annex could be published as an agenda supplement and be made available to view via the following link:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=120&MId=13524&Ver=4>

Resolved:

- (i) That the benefits and aims of the programme and the achievement to date and the ongoing initiatives as the programme continued to progress, be noted.
- (ii) That the commercially sensitive content be redacted from Annex A and following approval from the Chair and Cllr Douglas, it be submitted onto the online agenda as a supplement document.

Reason: To keep Committee Members updated.

Note: The above item was considered in private session, in accordance with the decision in Minute 2.

## **27. Redundancy, Pension or Exit Discretion (6:25)**

Members considered a report which advised them of expenditure associated with redundancy, pension or exit discretions paid in accordance with council policy to employees below the Chief Operating Officer. An overview of expenditure was provided in the table at paragraph 5 of the report.

Resolved: That the expenditure associated with each proposal, as detailed in the annexes to the report, be noted.

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 2.

Cllr Widdowson, Chair

[The meeting started at 5.30pm and finished at 6.30pm].