



Notice of a public meeting of

Staffing Matters and Urgency Committee

- To:** Councillors Aspden (Chair), D'Agorne (Vice-Chair),
Hook and Douglas
- Date:** Monday, 15 August 2022
- Time:** 5.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices
(G039)

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 to Agenda Item 9 and 11 and Annexes A, B, and C to items 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 - 2)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 7 July 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 Thursday 11 August 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 11 August 2022.

5. Apprenticeships Update (Pages 3 - 10)

This report gives the Committee an update of apprentices across CYC, our performance against the public sector apprenticeship target and details of how we are developing the apprenticeship offer further across the Council.

6. Committee Appointments (Pages 11 - 14)

At the Annual Council meeting on 26 May 2022, 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.

7. Appointment of Assistant Director of Adult Services (Pages 15 - 18)

This report requests the 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 for a promotion to another Council.

8. Work Plan (Pages 19 - 20)

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

9. Council Agency Workers and Work with York Engagements (Pages 21 - 28)

This report provides a summary as requested by the Committee of the Council's arrangement in place with City of York Trading operating as Work with York (WwY) and more detailed information on the current number of agency engagements in place across the Directorates.

10. Working as One Programme (Pages 29 - 36)

This report gives an update on the Working as One (Wa1) programme (the Council's hybrid working programme).

11. Redundancy, Pension or Exit Discretion (Pages 37 - 50)

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.

12. Urgent Business

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

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 میا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

| | |
|---------|---|
| Meeting | Staffing Matters and Urgency Committee |
| Date | 7 July 2022 |
| Present | Councillors Aspden (Chair), D'Agorne (Vice-Chair), Hook and Douglas Officers Helen Whiting, Head of HR |

11. Declarations of Interest (17:30)

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.

12. Minutes (17:31)

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 20 July 2022 be approved and then signed by the Chair as a correct record.

13. Public Participation (17:31)

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

14. Appointment of Director of Governance and Monitoring Officer (17:32)

The Committee were requested to approve the appointment of an appointments subcommittee and approval to fill the post of the Director of Governance and Monitoring Officer. It was confirmed that depending on the appointment an interim director may need to be appointed. The Committee confirmed that there were to be no amendments to the post or grade and salary was as advised in the report subject to the national payment award for 2022/23. Members discussed the relocation scheme and the length of advertisement, this would be 3 week but due to the holiday period, officers confirmed that the Council would be flexible to get the best candidates.

Resolved:

- i. Approved the filling of the Director of Governance and Monitoring Officer post and remuneration package for the post with a salary range of £91,383 to £101,318, in accordance with the procedural rules set out in the constitution for the appointment of chief officers;
- ii. Established an Appointments Sub-Committee consisting of three members to include at least one member of the Executive;
- iii. Noted that pending the formal acceptance and start date of the successful applicant, interim arrangements will be made to ensure that this Statutory role is fulfilled in accordance with Regulations and the Council's constitution.

Reasons: To allow the timely appointment of the post of Director of Governance and Monitoring Officer in line with the council's constitution and relevant legislation

Cllr Aspden, Chair

[The meeting started at 5.30 pm and finished at 5.38 pm].



Staffing Matters and Urgency Committee**15 August 2022****Report of the Head of HR & OD****Apprenticeships Update****Summary**

1. This report gives the Committee an update of apprentices across CYC, our performance against the public sector apprenticeship target and details of how we are developing the apprenticeship offer further across the Council.

Recommendations

2. Staffing Matters and Urgency Committee is asked to:
 - a. Note the current and proposed activity around apprenticeships, including the performance against the public sector target.

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

Background

3. In order to increase the provision of apprenticeships nationally and to meet the government's commitment to create 3 million more apprenticeships, from 1st April 2017 an apprenticeship levy was introduced for all organisations with a payroll exceeding £3m p.a. The levy equates to 0.5% of payroll and is returned with an additional 10% to the organisation to support apprenticeships and work-related vocational and professional qualifications.
4. Funds into levy can roll over 24 months and can be used to pay for training and assessment for apprenticeship standards for both new and existing employees. They cannot be used for salary costs or any other associated costs (i.e. travel, books).

5. Apprenticeships provide an opportunity to strengthen succession planning and innovate our workforce for the future, committing to staff and giving great opportunities for growth and personal development, whilst obtaining qualifications and resulting in highly trained staff across the organisation. They can also help the council to grow staff where there are current recruitment difficulties e.g. in social care.
6. In addition, the commitment to apprenticeships and the use of the levy transfer by the council provides an important statement to partners about the commitment to the local economy through the increase of skills within the city and within the council to grow our own.
7. To support the wider city agenda, the council's Apprenticeship Levy Transfer Scheme was launched late May 2021 and to financial year end (March 2022), circa £160,000 has been committed to support nine local businesses and 27 apprenticeships over a maximum of 51 months. Funded apprenticeship standards include, Data Analysis, Adult Care, Lead Practitioner Care, Children, Young People and Families Practitioner, Chartered Manager and Early Years Educator.

Public sector target

8. The public sector was set a target of 2.3% of the workforce to be made up of apprentices and for Local Government this target includes schools that are maintained by the authority.
8. The Council's outturn against the public sector target of 2.3% was:

| Year | No. of apprentices | Percentage |
|---------|--------------------|------------|
| 2017/18 | 27 | 0.47% |
| 2018/19 | 60 | 1.04% |
| 2019/20 | 52 | 0.79% |
| 2020/21 | 50 | 0.72% |
| 2021/22 | 79 | 2.3% |

9. Following significant work from the HR and the Skills team, performance against the public sector target has improved significantly over the past year. As of 31 March 2022, there are 79 active apprentices within the council and Local Authority Maintained

schools', compared with 52 on 31 March 2021. 36 apprentices started an apprenticeship in 2021/22 (excl. schools).

10. The public sector target ended on the 31 March 2022. There will be no formal targets moving forward, though public sector bodies are free to set their own internal targets. However, the Government still intend to monitor and record the progress of public sector apprenticeships, and therefore, public sector bodies will still need to report their progress annually. Performance on starts will continue to be expressed as a percentage of headcount and league tables will be created for each sub-sector to rank performance, including for local government.
11. CYC have committed to achieving the 2.3% target going forward to provide a framework for maximising the levy.

Future Pipeline

12. Covid and budget pressures mean that it has been difficult to persuade managers to take on new apprentices. Of the 36 new apprentices who started in 2021/22, only 11 were new to the organisation. The pressure is both from the cost of the salary and the perceived time commitment to induct and support a new apprentice through their training. Both HR and the skills teams are actively supporting managers to help them overcome these challenges.
13. Despite this, apprenticeships remain an integral part of the Council's strategy to support succession planning and upskilling of the existing workforce. Apprenticeships are being used increasingly to support skills development within the existing workforce and help fill skills gaps. Examples of this include higher and technical apprenticeships in Social Work, Senior Leader Degree, Chartered Manager, Solicitors, Welder, Electricians, Gas Engineers, Leader in Adult Care, Chartered Town Planner and Civil Engineering.
14. People directorate currently use this approach to create a pipeline of newly qualified social workers. 3 cohorts of 4 apprentices have been recruited from existing staff with a 4th cohort planned for 2023. Currently we have 12 apprentices on program.

15. We have encouraged apprenticeships through providing match funding to help cover salary costs. This funding is separate to the apprenticeship levy. This limited match funding for apprenticeships, is set at £120,000 per annum which equates to around 7 apprentices per year. Apprenticeships and therefore, the match funding are often committed for a 2 year period and hence money is limited.
16. In 2021, unused match funding was earmarked to fully fund 6 Business Admin apprentices across the Council. 6 Business Admin apprentices started in November 2021 and January 2022. The apprentices are located in Democratic Services, Business Support, Transport, Virtual School, Public Health and York Learning. Feedback from managers, the apprentices and the training provider show that this cohort approach has worked well and enabled the apprentices to gain valuable support from each other.
17. It is proposed that we undertake the same exercise in 2022. Finance have estimated that we could full fund 3 apprentices for 2 years. A further £120K has been allocated for 2022/23 and the apprenticeship will promote this to teams across the Council.
18. There is also the possibility to ring fence some of the business admin opportunities to care leavers and actively encourage applications from young people with End/EHCP as part of the Council's corporate parent responsibilities and commitment to social inclusion and mobility.

Future pipelines – non apprentices

19. The apprenticeship team also support a number of other pathways including interns and work experience placements. T levels are technical-based qualifications in England developed in collaboration with employers and businesses so that the qualification meets the needs of industry and prepares students for work, further training or study. T Levels are two-year courses that can be studied by 16-18 year olds after finishing their GCSEs. T levels offer another potential pathway to encourage more people into work and prepare them for apprenticeships. They offer students a mixture of classroom learning and on-the-job experience through an industry placement of at least 315 hours - approximately 45 days.

20. CYC are working with the LGA who provide support to local authorities to help them bring in T levels and we have been in discussion with York College about partnering with them. Signing up to the support requires us to commit to taking on at least one placement and we have committed to this.

Unison Apprenticeship Charter

21. The Unison apprenticeship charter provides a tool to ensure apprenticeships deliver positive outcomes for both apprentices and employers. The charter covers pay, terms and conditions and the working environment. This would further demonstrate our commitment to Apprentices and our overall aim to ensure that we enrich and provide quality apprenticeships for existing members of staff and new apprentice roles. The unison charter requires employers to commit to offering all apprentices a role at the end of the apprenticeship. We do not offer this but we do offer every opportunity to retain skills and experience within the council and we are looking to agree a bespoke charter with the three recognised CYC unions; GMB, Unison and Unite who all support and champion apprenticeships.

Council Plan

22. The Council Plan identifies eight priorities, three of which are relevant:
- Well-paid and an inclusive economy;
 - A better start for children and young people;
 - An open and effective council.

Implications

23. The following implications are for noting;
- **Financial** – the Apprentice levy funding is dedicated to funding apprenticeship training only. As a Council we do not have a choice to the paying of the levy and we must abide by the funding rules. Apprenticeship funds expire after 24 months and return to the Government if they remain unused.
 - **Human Resources (HR)** The Council's strategy is to maximise the spending of the apprenticeship funding and the organisational development plan has key linkages to the use of

apprenticeships in growing and investing in existing employees (funds cannot be used on agency staff) and offering new apprenticeship roles at numerous levels across the diverse range of roles in our workforce.

- **Equalities** – Apprenticeships are available to all ages, the only criteria to is to have Level 2 qualification in Maths and English on completion of the apprenticeship to receive their apprentice qualification. Applicants without English and Maths qualifications at the time of starting their apprenticeship can be supported to complete these in addition to and alongside their apprenticeship qualification. The Council does make provision ring fence some of the business admin opportunities to care leavers and actively encourage applications from young people with End/EHCP as part of the Council’s corporate parent responsibilities and commitment to social inclusion and mobility.

There are no known **legal, crime and disorder, information technology, property** and other implications.

Risk Management

24. There are no risk management issues known

Contact Details

| | |
|----------------------------------|--|
| Author: | Chief Officer Responsible for the report: |
| <i>Helen Whiting</i> | <i>Ian Floyd</i> |
| <i>Head of HR & OD</i> | Chief Operating Officer |
| <i>HR</i> | |
| <i>Helen.whiting@york.gov.uk</i> | Report Approved |
| | Date <i>28th July 2022</i> |

Specialist Implications Officer(s)

None

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

All **Yes**

For further information please contact the author of the report

Background Papers:

None

Annexes:

None

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Staffing Matters and Urgency Committee**15 August 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 26 May 2022, 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 with any in-year changes or appointments to any Committees and Outside Bodies, and the following changes are put forward for consideration:

Housing and Community Safety Policy and Scrutiny Committee

To appoint Cllr Heaton to the above Committee as a substitute.

Health and Adult Social Care Policy and Scrutiny Committee

To appoint Cllr Myers to the above Committee as a substitute.

Climate Emergency Policy and Scrutiny Committee

To appoint Cllr Norman to the above Committee as a substitute.

Standing Advisory Council for Religious Education

To appoint Karen Vincent of All Saints Roman Catholic School to the above Committee 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 the above Board.

To appoint Zoe Campbell, Managing Director (North Yorkshire, York and Selby); Tees, Esk and Wear Valleys NHS Foundation Trust to the above Board and to appoint Amanda Hazelwood Care Group Director (North Yorkshire, York and Selby) Tees, Esk and Wear Valleys NHS Foundation Trust as a substitute.

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 changes to committees 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** 28 July 2022

Specialist Implications Officers

Not applicable

Wards Affected:

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**15 August 2022****Report of the Chief Operating Officer****Appointment of Assistant Director of Adult Services****Summary**

1. This report requests the 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 for a promotion to another Council.
2. Formal approval is also sought to establish an Appointments Sub Committee for this Chief Officer appointment and to delegate sufficient powers to that Sub-Committee to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the Council's Constitution (***Appendix 12 details the Officer Employment Procedure Rules – paragraph 5***).
3. It should be noted that subject to the appointment of the new postholder and the length of notice the officer is required to fulfil, the Chief Operating Officer will make a decision to appoint an interim Assistant Director.

Background

4. It is proposed that the recruitment process replaces this post on a like for like basis in terms of grade, portfolio scope, role and responsibilities as per the current structure.

Remuneration Package

5. The post is covered by Chief Officer Terms and Conditions.
6. The Committee is asked to confirm the pay package for this post which will be offered to the successful applicant. The salary is currently set at £74,591 to £82,869 however, it is pending a 2022 pay award which is negotiated by collective bargaining processes by the National Employers and National Trade Unions.

7. If appropriate, the successful applicant would be able to access the Council's relocation scheme, which provides relocation financial support up to the £7,719. The Council's scheme is in line with HRMC rules. There are no further enhancements recommended for this role.

Appointments Panel

8. The Council's Constitution allows for an Appointments Sub Committee for Chief Officer posts of no less than three elected members, including at least one member of the Executive (***Council Constitution Article 11 paragraph 3.5***).
9. Members are requested to consider and confirm panel nomination names and a Chair of the recruitment to progress. It is anticipated that the members appointment panel will take place late September.

Council Plan

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

Implications

Financial Implications

11. The Assistant Director post is within the pay range of £74,591 to £82,869 pending a 2022 pay award. The total cost, including on costs, is £95,476.48 to £106,072.32 (subject to pay award). The recruitment costs will be approximately £5500 to £7000 which includes the cost of advertising on professional social care / recruitment social media platforms. The cost of this post, and the associated recruitment costs, will be managed within existing departmental budgets.

Human Resources Implications

12. The job description has been confirmed via job evaluation to remain within the Assistant Director profiles. 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 as outlined in the Council's Constitution.

Equalities Implications

13. There are no known Equalities issues.

Legal Implications

14. 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.

Crime and Disorder, Information Technology and Property

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

Risk Management

16. There are no known risks associated with the recommendations in the report other than the potential risk to delivery of services if the committee either fails to or delays setting up an Appointments Sub Committee for the recruitment of this post.

Recommendations

17. Staffing Matters and Urgency Committee are invited to:

- a. Approve 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**).

- b. Establish an Appointments Sub-Committee consisting of three members to include at least one member of the Executive (**paragraphs 2, 8 and 9**).
- c. Note that pending the formal acceptance and start date of the successful applicant, interim arrangements will be made to ensure that this role is fulfilled (**paragraph 3**)

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

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 28th July
2022

Specialist Implications Officer(s):

Janie Berry - Director of Governance and Monitoring Officer
Debbie Mitchell – Chief Finance Officer and s151 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 however reference to the Council Constitution is available here <https://data.yorkopendata.org/dataset/cyc-s-constitution-live-link>

Staffing Matters & Urgency Committee
Draft Work Plan 2022-23
(updated 15th August 2022)

| Date | Proposed Reports |
|--|--|
| 20 th June 2022 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics as at 31st March 2022 3. Death in Service Update 4. Quarterly Retention Payments Update <i>(if any new applications 1st April to 30 June)</i> 5. Senior Recruitment Searches |
| Extra Meeting Convened 7 th July 2022 | <ol style="list-style-type: none"> 1. Appointment of the Director of Governance and Monitoring Officer |
| 15 th August 2022 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Apprentice Update 3. Working as One Update (Hybrid working) 4. Work With York Agency Update 5. Appointment of Assistant Director of Adult Services |
| 17 th October 2022 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update <i>(if any new applications 1st July to 30 Sept)</i> |
| 19 th December 2022 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements |
| 20 th February 2023 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Workforce demographics as at 31 December 2022 3. Quarterly Retention Payments Update <i>(if any new applications 1st Oct to 31st Dec)</i> |
| 20 th March 2023 | <ol style="list-style-type: none"> 1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update <i>(if any new applications 1st Jan to 31st March)</i> |



Staffing Matters and Urgency Committee**15 August 2022****Report of the Head of HR & OD****Council Agency Workers and Work with York Engagements****Summary**

1. This report provides a summary as requested by the Committee of the Council's arrangement in place with City of York Trading operating as Work with York (WwY) and more detailed information on the current number of agency engagements in place across the Directorates.
2. A full summary report is attached at **Annex A** of this report which is private document as it contains commercially sensitive information in accordance with Schedule 12A of the Local Government Act 1972.

Recommendations

3. Staffing Matters and Urgency Committee are requested to
 - a. Note the Work with York arrangements in place to engage agency workers
 - b. Note the current recruitment market that the Council and WwY face giving rise to an increase in agency engagements, their cost and length of engagement
 - c. Note that there is currently an exercise being undertaken to reduce, challenge and review agency spend and the number of agency workers

Risk Management

4. There are no risk management issues known

Contact Details

Author:

Helen Whiting
Head of HR & OD
HR
Helen.whiting@york.gov.uk

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

**Report
Approved**

Yes

Date 28th July
2022

Specialist Implications Officer(s)

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

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

All

Yes

For further information please contact the author of the report

Background Papers: None

Annex: *Annex A* main body of report

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

Document is Restricted

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Staffing Matters and Urgency

15 August 2022

Report of the Head of Human Resources and Organisational Development

Working as One Programme

Summary

1. This report gives an update on the Working as One (Wa1) programme (the Council's hybrid working programme).
2. A full summary report is attached at **Annex A** of this report which is private document as it contains commercially sensitive information, security and details regarding workforce arrangements, this report is therefore excluded from public in accordance with Schedule 12A of the Local Government Act 1972.

Recommendations

3. Staff Matters and Urgency are asked to;
 - a. Note the benefits and aims of the programme and the achievement to date and the ongoing initiatives as the programme continues to progress.

Risk Management

4. There are no known specific risks outstanding, however the programme board are made aware of operational programme risks as part of scheduled management updates.

Author:

Helen Whiting
Head of HR & OD
HR

Helen.whiting@york.gov.uk

Chief Officer Responsible for the report:

Ian Floyd
Chief Operating Officer

**Report
Approved**

Date *28th July
2022*

Specialist Implications Officer(s)

Janie Berry – Director of Governance and Monitoring Officer

Debbie Mitchell – Chief Finance Officer and s151

All

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

For further information please contact the author of the report

Background Papers: None

Annexes: Annex A body of report

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

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Staffing Matters and Urgency Committee**15 August 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 to make an employee redundant rest 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 | |
| | | | | | |
| Employee | Business Case Annex | Type of Exit | Redundancy Costs £ | Pension Costs £ | Total £ |
| 3 | C | Compulsory Redundancy | £1,637.74 | £0 | £1,637.74 |

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 04/08/2022

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

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