



## Notice of a public meeting of

### Staffing Matters and Urgency Committee

**To:** Councillors Douglas (Chair), Kilbane (Vice-Chair), Ayre, Lomas and Widdowson

**Date:** Monday, 13 January 2025

**Time:** 5.30 pm

**Venue:** West Offices - Station Rise, York YO1 6GA

### AGENDA

**1. Apologies for Absence**

To receive and note apologies for absence.

**2. Declarations of Interest**

At this point in the meeting, Members and co-opted 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. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

**3. Minutes (Pages 5 - 8)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on **2 September 2024**.

#### **4. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

**Please note that our registration deadlines are set as 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering at this meeting is 5:00pm on Thursday, 9 January 2025.**

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

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During coronavirus, we made some changes to how we ran council meetings, including facilitating remote participation by public speakers. See our updates ([www.york.gov.uk/COVIDDemocracy](http://www.york.gov.uk/COVIDDemocracy)) for more information on meetings and decisions.

#### **5. Workforce demographics as at 30 September 2024 (Q2) (Pages 9 - 26)**

This report provides the committee with the workforce profile covering the period of 1 April to 30 September 2024.

#### **6. Redundancy, Retirement and Settlement Agreements (Pages 27 - 30)**

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

**7. Work Plan** (Pages 31 - 32)

To consider the committee's draft work plan for the municipal year 2024-2025.

**8. Urgent Business**

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

Democratic Services Officer

Reece Williams

Contact details:

2. Telephone – (01904) 55 4447

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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
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Contact details are set out above.

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Ta informacja może być dostarczona w twoim (Polish)  
własnym języku.

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یہ معلومات آپ کی اپنی زبان (ہولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

City of York Council

Committee Minutes

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Meeting	Staffing Matters and Urgency Committee
Date	2 September 2024
Present	Councillors Douglas (Chair), Ayre, Lomas, Widdowson, and Webb (Substitute for Cllr Kilbane)
Apologies	Councillor Kilbane
Officers in attendance	Helen Whiting – Chief Officer – HR and Support Services

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#### **5. Declarations of Interest (5:30pm)**

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.

#### **6. Minutes (5:30pm)**

Resolved: That the minutes of the Staffing Matters and Urgency Committee meeting held on 5 June 2024 be approved and then signed by the Chair as a correct record.

#### **7. Public Participation (5:31pm)**

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

## **8. Appointment of New Director for YorWaste Limited (5:31pm)**

The Chief Officer – HR and Support Services presented the report and noted that a new representative from City of York Council was needed to sit on the board of directors of YorWaste Limited following the former Corporate Director of Place leaving the council. It had been proposed within the report that the Director of Environment, Transport and Planning be appointed by the committee, and it was resolved:

- i. That the committee approved the appointment of James Gilchrist, the Council's Director of Environment, Transport and Planning, to represent the Council on the board of directors for Yorwaste from and including 27 August 2024, following the resignation of Neil Ferris, the Council's Corporate Director of Place.

Reasons:

- i. To ensure that meets the requirements of the Control Test under the *Teckal* Exemption under contained under Reg 12(1) of the Procurement Regs and Schedule 2, Part 1, Para. 2 of the Procurement Act 2023.
- ii. Delegate authority to the Chief Operating Officer and the Monitoring Officer to select and appoint any member and/or officer to represent the Council on the board of directors of Yorwaste Limited, and where necessary in the future remove and / or replace said individuals from the board, pursuant to the Staffing Matters and Urgency Committee's delegated authority under Article 11 of paragraph 5.2 of Article 12 of the Council's constitution and in line with company laws, the Company's articles of association and any agreement between the Company's members from time to time.
- iii. To expedite such necessary changes to the Council's representation on the Yorwaste Board of Directors in the future.

## **9. Redundancy, Retirement and Settlement Agreements (5:34pm)**

The Chief Officer – HR and Support Services presented the report and noted that this was a new report style as requested by members during the committee's meeting of 20 May 2024 (Minute no.38).

In response to questions from members regarding the number of cases, the Chief Officer – HR and Support Services confirmed that the cases presented within table 1 of paragraph 7 of the report were those from the last quarter and were those that had been approved in line with agreed procedures, there were some flexible retirement business cases currently being considered, and subject to approval would be presented to the Committee at future meetings. There was no set pattern of when flexible retirement cases were received and considered. It was then;

Resolved:

That the committee noted the expenditure and cases that have been approved.

Reason: In order to provide an overview of expenditure.

## **10. Work Plan (5:38pm)**

Members considered and confirmed the draft work plan for the municipal year 2024-2025.

Resolved: That the members confirm and accept the committee's draft work plan for the municipal year 2024-2025.

Reason: To ensure the Committee maintains a programme of work for the municipal year 2024-2025.

Cllr Douglas, Chair

[The meeting started at 5.30 pm and finished at 5.39 pm].

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## Staffing Matters and Urgency Committee

13 January 2025

Report of the Chief Officer – HR and Support Services

### Workforce Profile as at Quarter 2 2024/25

#### Summary

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, covering the period of 1 April to 30 September 2024 (Quarter 2), for fair comparison some figures are for a rolling 12 month period, where this is the case it will be stated.

#### Background

2. The data provided in this report is already available throughout the Council to both employees and managers. The workforce data provided through the performance framework, is discussed with Corporate Management Team, Directorate Management Teams and Trade Unions.

#### Analysis

3. **Annex A** gives a full overview of key performance indicators directly linked to the Council's workforce.
4. Headcount, FTE, new starters, resignations and leavers rates at the Q4 position in 2023/24 and Q2 2024/25 are as follows;

	Q4 2023/24	Q2 2024/25	Trend
Headcount	2597	2637	Increase
FTE	2212	2249	Increase
Average Days Sickness	11.2 days	11.6 days	Increase
New Starters	376	367*	Decrease
Leavers	325	309*	Decrease
Resignations	63%	65%	Increase
Retirements	25%	28%	Increase

\*Figures for 2024/25 Q2 New Starters & Leavers are a rolling 12 month figure

5. Resignations and retirement as reasons for leaving are slightly higher at Q2 2024/25 compared to year-end 2023/24.

The rolling 12 month figure for new starters continues to be higher than leavers at Q2 2024/25 compared to 2023/24; these figures includes where agency staff have become employees in some services (place, children's and adults). It is notable that there are now no agency social workers in children's services compared to over 25 in previous years (note that **table 1.14 in Annex A** shows 6 - this is for the full year), other children and education assignments (**table 1.15**) include residential care cover where agency staff are key to providing cover arrangements at short notice.

6. Overall Work with York (WWY) assignments have continued to be used, and will continue to be used, albeit to a lesser extent in the future. Spend and usage of agency workers overall in the past year have been significantly reduced in comparison to previous years and agency placement numbers fall month on month.
7. There are also more starters than leavers as a result of the move to advertising more temporary contracts as direct employment opportunities rather than via agency placements, which also accounts for the reduction of longer-term agency workers engaged. Employee turnover is down overall from 13% 2023/24 to 12% Q2 2024/25 (Q2 2024/25 is a rolling 12 month figure).
8. The Council will, in the next year, see further changes in the workforce profile as the need to downsize is required to meet a balanced budget and implement planned restructures. It is expected to also continue to reduce agency spend where we can.
9. **Table 1.11 and 1.12 in Annex A** shows analysis of resignations by age and grades; trends are largely comparable between 2023/24 and Q2 2024/25. More detailed information is not available on reasons for leaving other than information shown in **table 1.6**; the Council does not collect where an employee is moving to, for example to another local authority, private sector, to take up university / further education to spend time with dependents etc.
10. The age band of 50 to 64 is the highest workforce age band of the Council's workforce. The average age of the workforce has reduced slightly over the years (now 47 years old), and the 50 to 64 age band makes up 44% of the Council's workforce, slightly higher than the percentage of Yorkshire and Humber (43%) and England from the Census data (41%).

11. Cost control measures continue to challenge spend, when a post becomes vacant, some remain unfilled or alternative options are considered including acting up arrangements for existing members of staff. HR are working with relevant managers to ensure creative recruitment for hard to fill vacancies that need to be filled. Wellbeing is at the heart of all considerations, it is repeatedly reinforced that employees are not expected to work excessive hours to cover unfilled vacant roles, and decisions around priorities and ways of working have to be considered creatively.
12. Sickness absence figures are similar to previous years, with significant reduction in Adult Social Care offset by smaller increases elsewhere. The Council does have several employees who are on long term sickness with terminal illness, for these employees we explore ill health retirement options but employee absence continues to be part of the absence figures, this may in some cases distort absence figures in some directorates.
13. We continue to benchmark absence with neighbouring and regional councils and City of York Council are experiencing the same trends as other Councils.
14. In terms of equalities profiling, the workforce gender and age distribution remain largely comparable year on year. Similarly, the declaration of sexual orientation and disability remains largely the same, as is the figures for employees declaring Black Asian and Racially Minoritised Community (BARMC) and disability.
15. We continue to promote and request that employees update their sensitive information (for example disability, ethnicity, sexual orientation) status to allow us to have a closer comparison with our local community.
16. In practical terms we are also working to ensure that our recruitment opportunities are sent to a wide range of community groups to attract and ensure that these are promoted to as many areas as possible of our community.
17. On reporting the council's gender pay gap in March 2024, which is mandatory, the council also reported ethnicity pay gap for the first time. It is proposed that a similar calculation will also be undertaken for disability in March 2025 with the same caveat as ethnicity that the calculation is only based on the data that we hold but hopefully promotion and awareness can encourage future completion and a greater representative calculation.

18. Following on from a commissioned Equality/Inclusion Consultant responding to the Council's position against the Equalities for Local Government (EFLG) Assessment. Several recommendations have been created alongside an action plan which are currently been assessed and built into the workforce plan and relevant service plans to aid further development of a diverse workforce. The Council have also recently appointed a Head of Equity, Diversity and Inclusion who will assist and work alongside HR for workforce equality matters in addition to working within the Communities Team.

### **Consultation**

19. The contents of the report and annex have not been consulted on as the data is factual and already available through different sources.

### **Council Plan**

20. The content of the report and annex are not material to the Council Plan but are valuable information to contribute to relevant workforce data evidence and the profile of the workforce has been included in the Council Plan 2023-2027.

### **Implications and risks**

21. There are no implications or risks associated with this report.

### **Risk Management**

22. N/A

### **Recommendations**

23. Staffing Matters and Urgency Committee is asked to note the workforce profile provided in **Annex A**.

Reason: In order to provide an overview of the workforce profile.

## Contact Details

### Author:

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Head of HR and OD  
Ext 1622

### Chief Officer Responsible for the report:

Helen Whiting,  
Head of HR and OD  
Ext 1622

Ian Cunningham  
Head of BI  
Ext 5749

**Report  
Approved**

✓ **Date 8 May 2024**

### 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:

Previous Workforce Profile Reports;

Quarter 2 2023/2024 (22nd January 2024)

<https://democracy.york.gov.uk/documents/s172648/Workforce%20Profile%20Report.pdf>

<https://democracy.york.gov.uk/documents/s172649/Annex%20A%20-%20CYC%20Workforce%20Profile%20Report%20Q2%202023-24.pdf>

Full Year 2023/2024 (20<sup>th</sup> May 2024)

<https://democracy.york.gov.uk/documents/s176499/Workforce%20Profile%20Report%20SMUC%20May%202024.pdf>

<https://democracy.york.gov.uk/documents/s176500/Annex%201%20-%20CYC%20Workforce%20Profile%20Report%202023-24%20Q4%20v1.pdf>

### Annexes

Annex A – Workforce Data 2024/2025 to Quarter 2

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# Business Intelligence Hub

## CYC Workforce Profile 2024/25 to Q2

Date Produced: 30/10/2024

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## 1. Key Performance Indicators

Below are tables containing details of KPI figures for 2022/23, 2023/24 and 2024/25 at Q2. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure for the new Adults & Children's directorate. The majority of the data within this report is available publicly on the York Open Data platform - [www.yorkopendata.org](http://www.yorkopendata.org)

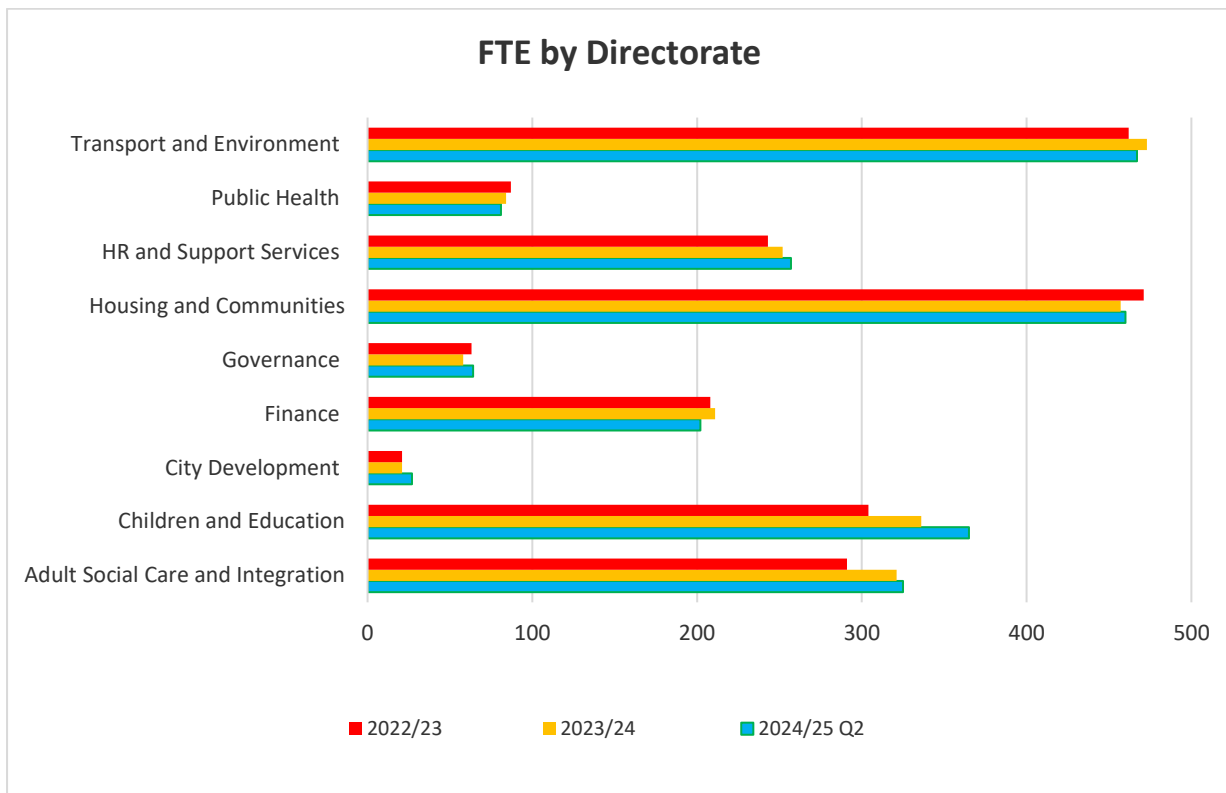
### 1.1 Staff Headcount (snapshot)

Directorate	2022/23	2023/24	2024/25 Q2
City of York Council (exc. schools)	2545	2597	2637
Adult Social Care and Integration Directorate	350	377	380
Children and Education Directorate	369	402	433
City Development Directorate	23	22	28
Finance Directorate	237	239	229
Governance Directorate	67	62	70
Housing and Communities Directorate	619	602	602
HR and Support Services Directorate	282	287	293
Public Health Directorate	106	103	99
Transport and Environment Directorate	501	512	510

### 1.2 Staff FTE's

Directorate	2022/23	2023/24	2024/25 Q2
City of York Council (exc. schools)	2149	2212	2249
Adult Social Care and Integration Directorate	291	321	325
Children and Education Directorate	304	336	365
City Development Directorate	21	21	27
Finance Directorate	208	211	202
Governance Directorate	63	58	64
Housing and Communities Directorate	471	457	460
HR and Support Services Directorate	243	252	257
Public Health Directorate	87	84	81
Transport and Environment Directorate	462	473	467





### 1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2022/23	2023/24	2024/25 Q2
City of York Council (exc. schools)	11.9	11.2	11.6
Adult Social Care and Integration Directorate	20.4	19.5	15.7
Children and Education Directorate	15.3	11.4	11.7
City Development Directorate	1.5	4.5	6.0
Finance Directorate	14.3	8.7	7.9
Governance Directorate	10.4	14.7	7.8
Housing and Communities Directorate	10.4	9.6	11.8
HR and Support Services Directorate	5.2	6.2	5.9
Public Health Directorate	8.7	10.4	11.7
Transport and Environment Directorate	13.0	13.0	13.8
Benchmark - Public Sector (LGA Worker Survey Excluding Teachers)		9.3	Available May 2025
Benchmark - Public Sector (Y&H) (LGA Worker Survey Excluding Teachers)		12.4	Available May 2025

#### 1.4 Number of New Starters

Directorate	2022/23	2023/24	2024/25 to Q2
City of York Council (exc. schools)	439	376	197
Adult Social Care and Integration Directorate	80	70	30
Children and Education Directorate	80	81	54
City Development Directorate	2	1	3
Finance Directorate	25	21	6
Governance Directorate	14	7	4
Housing and Communities Directorate	113	78	48
HR and Support Services Directorate	49	36	23
Public Health Directorate	11	15	3
Transport and Environment Directorate	69	67	26

#### 1.5 Number of Leavers

Directorate	2022/23	2023/24	2024/25 to Q2
City of York Council (exc. schools)	396	327	152
Adult Social Care and Integration Directorate	84	54	28
Children and Education Directorate	83	57	24
City Development Directorate	4	2	3
Finance Directorate	19	19	13
Governance Directorate	13	12	9
Housing and Communities Directorate	87	80	29
HR and Support Services Directorate	49	26	12
Public Health Directorate	9	18	6
Transport and Environment Directorate	48	59	28

### 1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2022/23	2023/24	2024/25 to Q2
Died in Service	1-2%	1-2%	1-2%
Dismissal - end of contract	1-2%	3%	3%
Dismissal - lack of capability	1-2%	1-2%	1-2%
Dismissal - misconduct	<1%	2%	0%
Dismissal - probationary period	<1%	<1%	<1%
Not known	<1%	<1%	0%
Redundancy	2%	<1%	0%
Resignation	73%	63%	65%
Retirement	17%	25%	28%
Retirement - Ill Health	1-2%	2%	0%
Settlement Agreement	0%	0%	0%
TUPE Transfer Out	1-2%	0%	0%

### 1.7 Total Turnover % (rolling 12 months)

Directorate	2022/23	2023/24	2024/25 to Q2
City of York Council (exc. schools)	16%	13%	12%
Adult Social Care and Integration Directorate	24%	15%	13%
Children and Education Directorate	22%	15%	12%
City Development Directorate	18%	9%	17%
Finance Directorate	16%	16%	19%
Governance Directorate	20%	19%	24%
Housing and Communities Directorate	15%	13%	12%
HR and Support Services Directorate	17%	9%	8%
Public Health Directorate	9%	17%	20%
Transport and Environment Directorate	10%	12%	11%
Benchmark – LGA (Public Sector)	N/A	N/A	N/A
Benchmark – LGA (Public Sector – Y&H)	N/A	N/A	N/A

### 1.8 Number of Voluntary Leavers

Voluntary Turnover occurs when an employee willingly chooses to leave their position through resignation.

Directorate	2022/23	2023/24	2024/25 to Q2
City of York Council (exc. schools)	277	206	98
Adult Social Care and Integration Directorate	62	33	15
Children and Education Directorate	62	43	15
City Development Directorate	3	2	3
Finance Directorate	9	8	8
Governance Directorate	9	7	7
Housing and Communities Directorate	60	57	19
HR and Support Services Directorate	36	12	9
Public Health Directorate	8	15	6
Transport and Environment Directorate	109	29	16

### 1.9 Voluntary Leavers by Age & Length of Service

Age	Less than 1 year	1 to 2 years	2 to 5 Years	5 to 10 years	Over 10 years
16-24	13%	14%	6%	0%	0%
25-34	17%	23%	33%	7%	0%
35-49	43%	27%	22%	50%	30%
50-64	22%	36%	33%	36%	65%
65+	4%	0%	6%	7%	5%

### 1.10 Voluntary Turnover % (rolling 12 months)

Directorate	2022/23	2023/24	2024/25 to Q2
City of York Council (exc. schools)	11%	8%	8%
Adult Social Care and Integration Directorate	18%	9%	8%
Children and Education Directorate	17%	11%	9%
City Development Directorate	13%	9%	17%
Finance Directorate	8%	7%	11%
Governance Directorate	14%	11%	14%
Housing and Communities Directorate	10%	9%	7%
HR and Support Services Directorate	13%	4%	4%
Public Health Directorate	8%	14%	18%
Transport and Environment Directorate	6%	6%	6%

### 1.11 Resignation – Comparison of % for Ages and Grades compared to Previous Year

Age	2023/24				2024/25 to Q2			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	3%	6%	0%	9%	6%	1%	0%	7%
25-34	7%	18%	0%	25%	9%	7%	0%	16%
35-49	8%	25%	3%	36%	11%	22%	1%	35%
50-64	12%	13%	1%	26%	10%	22%	5%	38%
65+	2%	2%	0%	4%	2%	2%	0%	4%
Total	32%	63%	5%	100%	39%	55%	6%	100%

### 1.12 Resignation – Comparison of % of Grades and Ages to wider current workforce

Age	Staff at Q2 2024/25				Resignations at Q2 2024/25			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	2%	1%	0%	4%	6%	1%	0%	7%
25-34	5%	9%	0%	15%	9%	7%	0%	16%
35-49	9%	23%	1%	33%	11%	22%	1%	35%
50-64	17%	26%	2%	44%	10%	22%	5%	38%
65+	2%	2%	0%	5%	2%	2%	0%	4%
Total	35%	62%	3%	100%	39%	55%	6%	100%

### 1.13 Work With York YTD – Total Assignments

Data is unable to mapped back to directorates pre-2024/25

Directorate	2022/23	2023/24	2024/25 Q1	2024/25 Q2
City of York Council (exc. schools)	665	463	210	268
Adult Social Care and Integration Directorate			48	56
Children and Education Directorate			28	32
City Development Directorate			1	2
Finance Directorate			22	28
Governance Directorate			1	2
Housing and Communities Directorate			59	79
HR and Support Services Directorate			0	1
Public Health Directorate			0	0
Transport and Environment Directorate			51	68

### 1.14 Work with York – Long Term Assignments (over 12 months)

Data is unable to mapped back to directorates pre-2024/25

Directorate	2022/23	2023/24	2024/25 Q1	2024/25 Q2
City of York Council (exc. schools)	83	47	48	43
Adult Social Care and Integration Directorate			12	11
Children and Education Directorate			5	4
City Development Directorate			1	1
Finance Directorate			4	4
Governance Directorate			0	0
Housing and Communities Directorate			10	9
HR and Support Services Directorate			0	0
Public Health Directorate			0	0
Transport and Environment Directorate			16	14

### 1.15 Work with York – Current Assignments

Data is unable to mapped back to directorates pre-2024/25

Directorate	2022/23	2023/24	2024/25 Q1	2024/25 Q2
City of York Council (exc. schools)	254	151	163	162
Adult Social Care and Integration Directorate			32	33
Children and Education Directorate			18	11
City Development Directorate			0	2
Finance Directorate			15	17
Governance Directorate			0	1
Housing and Communities Directorate			56	44
HR and Support Services Directorate			0	0
Public Health Directorate			0	0
Transport and Environment Directorate			42	54

## 2. Equalities Profiling

The tables below summary the City of York Council's equalities profile. These were produced using a snapshot of available data taken on 30<sup>th</sup> September 2024. Councillors, casual and school staff have been excluded. Age data is provided by The local government earnings and demography survey (LGEDS) 2019/20 with all York and National figures used taken from the 2011 Census.

### 2.1 Gender

	2021/22		2022/23		2023/24		2024/25 Q2	
	Male	Female	Male	Female	Male	Female	Male	Female
City of York Council	38%	62%	38%	62%	37%	63%	37%	63%
Public Sector	34%	66%	34%	66%	34%	66%	34%	66%
York	48%	52%	48%	52%	48%	52%	48%	52%
National	49%	51%	49%	51%	49%	51%	49%	51%

### 2.2 Sexual Orientation

	2021/22	2022/23	2023/24	2024/25 Q2
Heterosexual	96%	95%	95%	95%
Non-Heterosexual	4%	5%	5%	5%

### 2.3 Age

		16-24	25-34	35-49	50-64	65+
2021/22	CYC	3%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2022/23	CYC	3%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2023/24	CYC	4%	13%	33%	46%	4%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%
2024/25 Q2	CYC	4%	15%	33%	44%	5%
	Y&H	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%



## 2.4 Ethnicity

	2021/22		2022/23		2023/24		2024/25 Q2	
	White - British	BME	White - British	BME	White - British	BME	White - British	BME
City of York Council	94%	6%	93%	7%	93%	7%	93%	7%
Public Sector	90%	10%	90%	10%	90%	10%	90%	10%
Public Sector – Y&H	93%	7%	93%	7%	93%	7%	93%	7%
York	87%	13%	87%	13%	87%	13%	87%	13%
National	74%	26%	74%	26%	74%	26%	74%	26%

## 2.5 Disability

	2021/22		2022/23		2023/24		2024/25 Q2	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	94%	6%	93%	7%	93%	7%	92%	8%
Public Sector	92%	8%	N/A	N/A	N/A	N/A	N/A	N/A
Public Sector – Y&H	94%	6%	N/A	N/A	N/A	N/A	N/A	N/A
York	85%	15%	83%	17%	83%	17%	83%	17%
National	82%	18%	82%	18%	82%	18%	82%	18%

## 2.6 Disability Type (of declared disability)

	2021/22	2022/23	2023/24	2024/25 Q2
Learning disability	9%	13%	15%	16%
Long-standing illness	35%	33%	32%	31%
Mental illness	9%	11%	10%	11%
Physical	10%	8%	8%	7%
Sensory	8%	9%	9%	9%
Other	30%	26%	26%	26%

*Note: The equalities data in these tables is based on staff information held by HR. Over 25% of staff have not provided information for Disability and Ethnicity, and over 36% for Sexual Orientation.*

### **2.7 Equalities by Grade**

		Grades 1-6	Grades 7-11	Grades 12 & Over
<b>Gender</b>	Male	44%	33%	43%
	Female	56%	67%	57%
<b>Sexual Orientation</b>	Heterosexual	95%	94%	96%
	Non-Heterosexual	5%	6%	4%
<b>Age</b>	16-24	6%	2%	0%
	25-34	16%	15%	4%
	35-49	24%	38%	45%
	50-64	48%	42%	51%
	65+	6%	4%	1%
<b>Ethnicity</b>	Bame	8%	6%	3%
	White British	92%	94%	97%
<b>Disabled</b>	Disabled	9%	7%	2%
	Not Disabled	91%	93%	98%

### **2.8 Gender Pay Gap**

This is the link to the Gender Pay Gap reports which are produced by HR and are held on the York Open Data platform.

<https://data.yorkopendata.org/dataset/cyc-gender-pay-gap>



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**Staffing Matters and Urgency Committee**

13 January 2025

Report of the Chief Officer: HR &amp; Support Services

**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.
2. The new cases presented to the Committee for information cover the period October to December 2024 as well as the previous 12 months.

**Background**

3. The employment Rights Act 1996 s139 defines redundancy where:
  - a. The employer has ceased or intends to cease:
    - (i) to carry on the business for the purposes of which the employee was employed by him, or
    - (ii) to carry on that business in the place where the employee was so employed, or
  - b. The requirements of that business
    - (i) for employees to carry out work of a particular kind or
    - (ii) for employees to carry out work of a particular kind in the place where the employee was employed by the employer

Have ceased or diminished or are expected to cease or diminish.

4. As with all employers the Council due to changes in operational requirements, structure, funding, and or priorities will on occasions require to consult with employees on proposed redundancies. Whilst every effort is made to avoid dismissal for reasons of redundancy through seeking suitable alternative employment, this

report notes the number of cases and costs where a dismissal due to redundancy is likely or has taken place.

5. The Council has a flexible retirement policy to enable a planned and flexible approach to retirement that helps facilitate the transfer of knowledge and experience to others within the organisation. This report also notes the number of applications approved and any costs associated with these. Flexible retirement business cases consider individual employee requests for flexible retirement which must include a reduction in contractual hours (of at least 2 days – equating to at least 40% of contractual hours and up to no more than 3 days at 60% of contractual hours) or a reduction of 2 grades in the pay spine in line with the policy. All business cases consider the impact on a service / team and whether the reduced hours are required to be covered by other officers in the team.

### **Consultation**

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

### **Approval**

7. In accordance with Council policy the appropriate Chief Officer of the Departmental Management Team and S151 Officer (Director of Finance) have approved presented 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. Chief Officer redundancies (Statutory Chief officers and Corporate Directors) as per the Constitution for this committee (Article 11: Staffing matters and Urgency Committee) will be presented to the committee when appropriate for approval.  
<https://democracy.york.gov.uk/documents/s175988/Article%2011%20-%20Staffing%20Matters.pdf>

### **Analysis**

8. Table 1 below is an anonymised summary of the cases approved in the last quarter, and the Committee is requested to note costs associated with each. Table 2 is a summary of the previous cases reported in the last 12 months:

*Table 1 – Summary of new cases over the last quarter to be noted by the Committee*

Employee	Directorate	Exit Type	Cost (note over what time period)				
			Estimate £	Time period	Actual £	Discretionary elements	Total
1	Place	Flexible Retirement	£0.00	June 2024	£0.00	N/A	£0.00
2	Customer & Communities	Flexible Retirement	£0.00	Oct. 2024	£0.00	N/A	£0.00
3	Customer & Communities	Flexible Retirement	£0.00	Sept. 2024	£0.00	N/A	£0.00
4	Customer & Communities	Flexible Retirement	£0.00	Sept. 2024	£0.00	N/A	£0.00
5	Childrens	Flexible Retirement	£0.00	Oct 2024	£0.00	N/A	£0.00
6	Finance	Flexible Retirement	£0.00	Nov 2024	£0.00	N/A	£0.00
7	Finance	Flexible Retirement	£0.00	Dec 2024	£0.00	N/A	£0.00

*Table 2 - Summary of cases over the last 12 months to date*

Total Number	Type of Exit	Directorate	Reporting Period	Total Cost of Redundancy	Pension Costs
4	Compulsory Redundancy	Place	Jan - Feb 24	£51,722.37	£66,768.46
4	Flexible Retirements	Childrens	May 24 – Jan 25	N/A	£0.00
2	Flexible Retirements	Finance	Oct 24 – Jan 25	N/A	£0.00
2	Flexible Retirement	Childrens	May 24 – Jan 25	N/A	£0.00
1	Flexible Retirement	PH	May-24	N/A	£0.00
5	Flexible Retirements	Place	May-24 – Jan 25	N/A	£0.00

**Council Plan**

- 9. Whilst the actions in the report are not material to the Council Plan, they are consistent with the required outcomes of the Workforce Development Strategy.

**Implications**

- 10. Each case is assessed individually in line with HR processes and procedures. The implications of each business case have been assessed by relevant officers prior to approval. The Committee can be assured that relevant signatures and authorisations have been undertaken prior to processing agreed cases.

**Risk Management**

- 11. 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**

- 12. Staffing Matters and Urgency Committee is asked to note the expenditure and cases that have been approved. This report will be presented on a quarterly basis.

Reason: To provide an overview of expenditure.

**Contact Details**

**Author:**

Kay Crabtree  
HR Manager

**Chief Officer Responsible for the report:**

Helen Whiting  
Chief Officer – HR & Support Services

**Report  
Approved**

**Date** 2 January 2025

**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:** None

**Staffing Matters and Urgency Committee**  
**Draft Work Plan 2024/25**  
(updated 2 January 2025)

2024/25

<b>Date</b>	<b>Proposed Reports</b>
13 January 2025	1. Workforce demographics as at 30 September 2024 (Q2) 2. Redundancy, Retirement and Settlement Agreements 3. Quarterly Retention Payments Update (if any new applications 1st July to 30 September) – <i>no new updates for this period</i>
24 February 2025	1. Redundancy, Retirement and Settlement Agreements 2. Quarterly Retention Payments Update (if any new applications 1 October to 31 December) – <i>no new updates for this period</i>

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