



## **Notice of a public meeting of**

### **Staffing Matters and Urgency Committee**

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

**Date:** Monday, 2 June 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 (Pages 5 - 6)**

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. 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.

[Please see attached sheet for further guidance for Members]

#### **3. Minutes (Pages 7 - 8)**

To approve and sign the minutes of the meeting of the Staffing Matters and Urgency Committee held on 13 January 2025.

#### **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, 29 May 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.

#### **Webcasting of Public Meetings**

Please note that, subject to available resources, this meeting will be webcast including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

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. Appointment of New YorWaste Director (Pages 9 - 14)**

This report sets out the proposal to appoint a new Council representation on the board of directors of Yorwaste Limited following the resignation of the current City of York Council Officer nominated as Director.

**6. Market Supplement for Corporate Director of Children and Education Services (Pages 15 - 26)**

This report seeks approval for a market supplement for the post of Corporate Director of Children and Education Services.

**7. Workforce Profile as at Quarter 4 2024/25 (Pages 27 - 44)**

This report provides the workforce profile, covering the period of 1 April 2024 to 31 March 2025.

**8. Redundancy, Pension and Exit Discretions Expenditure (Pages 45 - 50)**

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

**9. Work Plan (Pages 51 - 52)**

To consider the Committee's draft work plan for the municipal year 2025-2026.

**10. Urgent Business**

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

Democratic Services Officer

Reece Williams

Contact details:

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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
- Any special arrangements
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- For receiving reports in other formats

Contact details are set out above.

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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)

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یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

**Declarations of Interest – guidance for Members**

- (1) Members must consider their interests, and act according to the following:

<b>Type of Interest</b>	<b>You must</b>
Disclosable Pecuniary Interests	Disclose the interest, not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Directly Related) <b>OR</b> Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Affects) <b>OR</b> Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item <u>only if</u> the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

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## City of York Council

## Committee Minutes

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Meeting	Staffing Matters and Urgency Committee
Date	13 January 2025
Present	Councillors Douglas (Chair), Kilbane (Vice-Chair), Ayre, Lomas, and Widdowson
Officers in attendance	Helen Whiting - Chief Officer - HR and Support Services

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**11. Apologies for Absence (5:30pm)**

No apologies for absence were received.

**12. Declarations of Interest (5:31pm)**

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.

**13. Minutes (5:32pm)**

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 2 September 2024 be approved and then signed by the Chair as a correct record.

**14. Public Participation (5:32pm)**

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

**15. Workforce demographics as at 30 September 2024 (Q2) (5:32pm)**

The Chief Officer - HR and Support Services presented the report and reported that there were plans to conduct a pay gap report for disability, similar to the gender and ethnicity reports that had been undertaken.

In response to questions from members, the Chief Officer – HR and Support Services confirmed that:

- As seen in the report, tables 1.13 and 1.14 showed a running cumulative total where the final quarter included the totals of preceding quarters.
- Although reliance on Work with York (WWY) was reducing, there was still a need to use WWY to fill short-notice statutory or ad-hoc vacancies.

Resolved: That the committee noted the workforce profile provided in Annex A of the report.

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

## **16. Redundancy, Retirement and Settlement Agreements (5:53pm)**

The Chief Officer - HR and Support Services presented the report and it was;

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

Reason: In order to provide an overview of expenditure.

## **17. Work Plan (5:55pm)**

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

The Chief Officer - HR and Support Services reported that there were no quarterly retention payments to be reported for the meeting scheduled for 24 February 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 5.56 pm].





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**Staffing Matters and Urgency Committee**

2 June 2025

**Report of the Director of Governance and Monitoring Officer**

Portfolio of the Executive Members for Finance, Performance, Major Projects, Human Rights, Equality, and Inclusion

**Yorwaste Limited – Resignation and Appointment of new Director****Summary**

1. This report sets out the proposal to appoint a new Council representation on the board of directors of Yorwaste Limited following the resignation of the current City of York Council Officer nominated as Director.

**Background**

2. The Company was established as a Local Authority Waste Disposal Company owned fully by North Yorkshire Council in 1991 to manage the Council's landfill sites.
3. In 1996, as part of a Local Government Review, the Council became a 22.27% shareholder of the company. The Company provides services to York relating to transfer stations, processing recycling, garden waste and management and transport of waste at the two Household Waste Sites. The Company also provides similar services within North Yorkshire Council.
4. The Company's board of directors is made up of representatives of the two member authorities and also independent board members. The representatives from the Council are currently:
  - a. Cllr R. Melly; and
  - b. the Director of Environment, Planning and Transport – James Gilchrist
5. The company was set up originally as a *Teckal* company under Reg 12(1) of the Public Contract Regulations 2015 (the "**Procurement Regs**") and is now subject to Schedule 2, Part 1, Para. 2 of the Procurement Act 2023 (also called "**Vertical**

**Arrangements**”). These provisions under both the Procurement Regs and the Act allow the Council to award Yorwaste long term waste management service agreements on the basis that over 80% of the Company’s revenues come from its local authority owners.

## **Proposal**

6. James Gilchrist has tendered his resignation from Yorwaste with effect from 2<sup>nd</sup> June 2025, which coincides with his leaving date from City of York Council.
7. It is proposed that Debbie Mitchell – the Council’s Director of Finance is the new Director and Council Officer representative for the Yorwaste Board.
8. Arrangements will be made for Debbie Mitchell to be formally appointed to the Board following approval of this Committee.
9. In order, however, to expedite such changes in the future, it is proposed that the Committee delegates authority, to appoint any member and/or officer to the role of director of Yorwaste, to the Chief Operating Officer and the Monitoring Officer.

## **Recommendations**

10. Staffing Matters and Urgency Committee is requested to:
  - a. approve the appointment of Debbie Mitchell, the Council’s Director of Finance, to represent the Council on the board of directors for Yorwaste from 2<sup>nd</sup> June, following the resignation of James Gilchrist, the Council’s Director of Environment, Transport and Planning.

## **Reason**

To ensure that Yorwaste continues to meet the requirements of the Control Test under Schedule 2, Part 1, Para. 2 of the Procurement Act 2023.

- b. 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.

**Reason –**

To expedite such necessary changes to the Council's representation on the Yorwaste Board of Directors in the future.

**Implications and risks**

**HR Implications**

11. There are no HR implications arising from this report, however, should a conflict of interest arise between the Council and Yorwaste then any appointee of the Council's would need to declare this. Further, any appointee would need to declare their directorship on the Declaration of Interest form.

**Financial Implications**

12. There are no financial implications associated with this proposal, the officer assigned will not receive any financial payment in addition to the salary to undertake the role of nominated Director for Yorwaste Limited.

**Legal Implications**

13. Paragraph 5.2 of Article 12 (**Shareholder Committee**) of the Council's Constitution delegates authority to Staffing and Urgency Committee to approve the appointment, dismissal, and terms and conditions of Council Directors, and to recommend such matters to the board of the relevant company.
14. Any decision to appoint, or not to appoint, any particular individual to the board of Yorwaste must be taken with regard to matters set out under (**Guidance to Councillors and Officers Appointed to Outside Bodies**) of the Council's Constitution (in particular, but not limited to, paragraph 2.1 of Appendix 18), with any particular concerns referred to Monitoring Officer before any decision is taken.

15. The appointment by the Council of directors to Yorwaste's board of directors will help to enable Yorwaste meet the requirements of the Vertical Company under Schedule 2, Part 1, Para. 2 of the Procurement Act 2023. Schedule 2, Part 1, Para 2(b) and 2 (d) of the Act requires (inter-alia) that:
  - a. No person other than the authority, or authorities, exerts a decisive influence on the activities of the person (either directly or indirectly); and
  - b. In the case of joint control, each of the contracting authorities is represented on the person's board, or equivalent decision-making body.

## Contact Details

**Author:**

**Helen Whiting,  
Chief Officer HR and  
Support Services**

**Chief Officer Responsible for the  
report:**

**Bryn Roberts  
Director of Governance and  
Monitoring Officer**

**Report  
Approved**

**Yes**

**Date**

**8 May 2025**

**Specialist Implications Officer(s):**

**Dan Moynihan – Senior Lawyer (Contracts and Commercial)**

**Patrick Looker – Assistant Director of Finance**

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

**All**

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**For further information please contact the author of the report**

## Background Papers

None.

## Annexes

None.

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**Staffing Matters and Urgency Committee**

2 June 2025

**Report of the Chief Operating Officer**

*Portfolio of the Leader including Corporate Services, Policy, Strategy and Partnerships*

**Market Supplement for Corporate Director of Children and Education Services****Introduction**

1. This report seeks approval for a market supplement for the post of Corporate Director of Children and Education Services (CDCS).
2. In line with the Article 11 of the Council's Constitution: Staffing Matters and Urgency Committee, the Committee can consider and approve non-routine pay related matters in respect to Chief Officers listed in Article 11. A market supplement is deemed to be non-routine, and approval is sought for transparency purposes.
3. The supplement is considered appropriate to be able to maintain stability and retain expertise for York's children's services in an increasingly competitive and demanding market. Timing is also to react proactively to local job opportunities.

**Recommendations**

4. It is recommended that the Committee approve
    - a. A market supplement for the post of Corporate Director of Children and Education Services to ensure that the post is competitive in the current market and not risk the departure of the current post holder.
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- b. Subject to approval, the supplement will be monitored by Chief Officer HR and Support Services. As part of regular reports to the committee relating to market supplements and retention payments, this supplement will be presented.
- 5. It is recommended for the reasons outlined in this report that a supplement is awarded to the CDCS. There is a very real flight risk of the current postholder leaving CYC on the grounds of career development to a larger authority and/or on the grounds of seeking a higher salary for a comparable role with another Council. The postholder is prepared to dedicate time and resources to CYC should a supplement be approved. The continuity of leadership is advantageous to lead on the social care reforms and maintain the outstanding status of Ofsted. Learning and shared ambition can also continue with fellow colleagues as we work on a one council basis to achieve the best outcomes for the children and families that we support in the City.

## **Background**

- 6. The CDCS is also the designated Statutory Director of Children's Services (DCS). The Council employs two Corporate Directors, one for Adult Services and one for Children's, both report to the Chief Operating Officer.
  - 7. As a Statutory DCS, the post holder is responsible for the overall design and delivery of children's services in the area, including education, social care and safeguarding as set out in the Children's Act. A DCS is personally responsible and is held accountable for decisions made regarding children and young people in the system. As a Council, CYC is governed and bound by over 200 statutory duties covering education and children's social care. In CYC, the CDCS role and responsibilities extend to Adult Education and Family Services.
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8. The current CDCS has been in post since August 2022 and has successfully taken the Council's children's services from an Ofsted rating of 'Requires Improvement' in 2022 to 'Outstanding' in all areas as reported in April 2025. Only 7% of Councils have achieved an Outstanding status across all areas, and CYC is the only authority in 10 years to achieve progressing from below a 'good' rating to 'Outstanding' in all areas.
  9. The CDCS is currently considering a career move to North Yorkshire Council (NYC), as the current NYC DCS has announced his retirement. NYC have just released the recruitment campaign the role has an advertised salary of £136,853 to £159,178 with a closing date of 4 June.
  10. Whilst there is no guarantee that CYC's DCS will be successfully appointed, there is the intention that if offered he will leave CYC. This leaves CYC in a vulnerable position for the future and consideration of a market supplement payment is sought for approval.
  11. CYC formerly applied a market supplement to the DCS post between 2013 and 2019. Approval is now sought to reinstate a supplement for many of the same reasons, albeit the role is not vacant. The aim is to be proactive and alert to market demands on this occasion prior to the current postholder potentially leaving for a higher salary.
  12. A market supplement is ordinarily, for one year, however, supplements have been awarded for less and more than one year based on need and market data. They are all reviewable and remain as a supplement to the substantive salary. Market Supplements are also pensionable in line with the Local Government Pension Scheme (LGPS) Regulations.
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13. The current CDCS has stated that his plans for retirement are within the next 3/4 years, and it is hoped that CYC can retain the postholder for this period with a market supplement. Whilst a market supplement is not a binding agreement a clause can be agreed for a proportion of the supplement to be clawed back should the postholder not remain in employment. This can be reviewed on an annual basis. The postholder has expressed that he is happy to be subject to such a clause.
  14. This will mean that CYC can address the major reform for children services that has been set by the government to deliver better outcomes for children and young people with confidence. To deliver such reforms will need clear visible and trusted leadership, to lead on a whole system review of both education and children's social care. This approach and competence have been demonstrated through the recent Ofsted inspection through the current postholder. The reform challenge is in addition to the going pressures that the Council faces with SEND which CYC are making positive traction on under the leadership of the CDCS.
  15. Work is already underway to commence the children's social care reform and preparing the workforce is a key driver to success. A change of leader at this crucial time will impact negatively on both the workforce, other agencies, partners, schools and the children, young people and the families CYC serves.
  16. Good leadership through the current postholder supported by wider Corporate Management Team colleagues has seen significant savings resulting in an almost balanced budget for children's social care in the last two and a half years. This has been delivered through improving risk factors, reducing costly residential placements outside of York, where possible returning and maintaining children within their family structures with appropriate support networks which in turn has led to a significant reduction of children in care. There has also been a reduction in agency social worker spend and a maintenance of a stable social care workforce which also provides stability for our children and families. We are proud that York was mentioned in a recent House of Lords debate regarding reforms and the good work that the Council are achieving including supporting young people in
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care with a strong and stable social care workforce and limited agency. SEND has also had a significantly better profile than in recent years, so has fostering under the leadership of the CDCS.

### **The Market Supplement Process**

17. The Council's market supplement policy is not widely used and can be used for vacant posts as well as existing employees as a retention tool to be proactive before there is a pending recruitment.
18. For CYC to maintain an 'outstanding' Ofsted and deal with the children's care reforms, CYC would need to appoint an experienced DCS. Attracting an experienced DCS in the current climate will be very difficult, especially with a low salary. Although, there are 136 DCS's in the UK, all are currently faced with the same challenges. An experienced, local and trusted DSC has significant advantages to achieving a smooth leadership transition to addressing the needed reforms.
19. To award and propose a market supplement, salary data is needed. Analysis of salaries across the Yorkshire and Humber Region has been undertaken and whilst there are varying sizes to the Councils the issues facing DCS's personally, and the accountability and responsibility of the role, are distinctly comparable. As can be seen from **Annex A**, CYC's salary for the DCS is low in comparison to others in the region, salaries range from £135-£163k (*based on council pay policy and final accounts data from 2024*) compared with CYC's salary band which starts at £111,509 to £122,715.

### **The Proposed Market Supplement**

20. It is proposed that the CDCS is offered a supplement which would see an initial total salary offer of £140k.
  21. This would remain lower than the majority of the other DCSs in the Yorkshire and Humber Region but relative to CYC's Chief Operating Officer max salary (£163,499). Awarding up to £140k equates to a £17,285 supplement with immediate effect, which would then continue for a period of up to 4 years and will be reviewable likely on award of the annual pay award.
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22. It is proposed that the supplement be paid in equal monthly proportions.
23. The annual pay award is likely to see a 2-3% increase each year. The postholder's substantive grade would increase in line with the pay award, the market supplement would remain static. The following table demonstrates an estimate of salary costs (rather than oncosts, which are set out in paragraph 25 under the financial implications section)

<b>Corporate Director of Children's Services</b>	<b>Substantive Salary</b>	<b>Supplement Value</b>	<b>Total Package</b>
Current Salary (pending pay award from 1 <sup>st</sup> April 2025)	122,715	17,285	140,000
Possible pay award from 1 <sup>st</sup> April 2025 3.2%	126,641	17,285	143,926
Estimated (and reviewable) Salary and Market Supplement year 2 based on 2.5%	129,807	17,285	147,092
Estimated (and reviewable) Salary and Market Supplement year 3 based on 2.5%	133,052	17,285	150,337
Estimated (and reviewable) Market Supplement year 4 based on 2.5%	136,379	17,285	153,664

*(Note figures quoted are salary rates rather than oncosts)*

## **Consultation**

24. In line with the Chief Officer – Market Supplement procedure consultation has taken place with the recognised trade unions, and they are supportive of the supplement. The Director of Finance has been consulted as has Chief Officer HR and Support Services in line with the policy, and both supportive.

## HR Implications

25. HR implications that have been considered as part of this proposal include
- a. Financial savings and recent CMT restructure - whilst the current CMT restructure has been in place for just over one year, there was no change to the role of CDCS, and there will continue to be no change. The directorate will need to find the additional costs within the service budget and make savings as appropriate to cover costs.
  - b. Comparator Chief Officers – there is one other Corporate Director on comparable substantive salary. Whilst this in the first instance may give rise to a challenge, the case presented is robust with reasoning. Should there be a request from other officers, details can be considered on a case-by-case basis. It should be noted that there is not a desire to use supplements as a method of changing the current chief officer grading structure or the roles and responsibilities of individual chief officers. The role of Corporate Director of Children's Services has been evaluated and remains within the grade. There have also been transparent discussions with fellow chief officers around the reasoning for the market supplement.
  - c. Salary differential with Chief Operating Officer (COO) – structures are recommended to have at least 15% difference between an officer and manager. The difference between the substantive grade of the COO and CDCS is currently 28.5%, on applying a market supplement of £140k the difference remains within the recommended 15% (15.48%).
  - d. Options – there are essentially two options:
    - i. do nothing and risk the current CDCS leaving, possibly to NYC or another Council should the opportunity arise. It may be that nationally the social care reforms agenda prompts other DCSs to take retirement and CYC's current DCS seeks another position given recent success of Ofsted. As a worst-case scenario, CYC may see a failed
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recruitment even with a supplement and would need to review options such as an interim, which would have significant costs which would impact on the service (children and families), destabilise workforce morale and disruption, a detrimental financial impact and the need to reconnect and build new relationships with key partners.

- ii. Offer a supplement and clause to the current postholder to remain committed to CYC as the DCS and support and implement the reforms required. Within this time consideration can be given as to succession for a future CDCS.

## **Financial Implications**

26. Additional salary and oncosts will need to be sought from service budgets. Based on a supplement of £17,285 with oncosts this will equate to £22,124 in the first year and up to a maximum of £100k over a four-year period. This can be funded from within existing budgets. Should the market supplement not be agreed, the financial implications of the current CDCS leaving are likely to be significant. As outlined in the background section of this report, the current post holder has delivered a much-improved financial position for the directorate when many other Councils are seeing huge financial pressures in this area
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## Contact Details

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Chief Officer HR and Support  
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**Chief Officer Responsible for the  
report:**

Ian Floyd  
Chief Operating Officer

**Report  
Approved**

Yes

**Date**

21 May 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:

Council Constitution: Staffing Matters and Urgency Committee Article 11  
<https://democracy.york.gov.uk/documents/s175988/Article%2011%20-%20Staffing%20Matters.pdf>

## Annexes

Annex A – Comparison of City of York Council Salaries for Director of  
Children Services Roles Across Yorkshire and Humber Region

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**ANNEX A****Comparison of City of York Council Salaries for Director of Children Services Roles Across Yorkshire and Humber Region.**

<b>Council</b>	<b>From April 2024</b>	<b>Predicted from April 2025 (3.2%)</b>
City of York CEO/COO	163,499	168,730
City of York Corporate Director of Children's Services	122,715	126,641

(Note : pay award pending from 1<sup>st</sup> April 2025)

North Yorkshire	159,178	164,272
East Riding	139,400	143,861
Wakefield	142,949	147,523
North East Lincs	145,000	149,640
Hull	135,741	140,085
Calderdale	144,525	149,150
Rotherham	163,775	169,016
Barnsley	141,450	145,976
Leeds	163,288	168,513
Doncaster	138,883	143,327
Sheffield	160,925	166,075
Kirklees	148,625	153,381
North Lincs	149,000	153,768
Bradford	157,862	162,914

(Note : pay award pending from 1<sup>st</sup> April 2025)

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## Staffing Matters and Urgency Committee

2 June 2025

Report of the Chief Officer – HR and Support Services

### Workforce Profile as at Quarter 4 2024/25

#### Summary

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, covering the period of 1 April 2024 to 31 March 2025, 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 1** 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 Q4 2024/25 are as follows;

	Q4 2023/24	Q4 2024/25	Trend
Headcount	2597	2694	Increase
FTE	2212	2335	Increase
Average Days Sickness	11.2 days	12.1 days	Increase
New Starters	376	426*	Increase
Leavers	327	319*	Decrease
Resignations	63%	56%	Decrease
Retirements	25%	24%	Decrease

\*Figures for 2024/25 Q4 New Starters & Leavers are a rolling 12 month figure

5. Resignations and retirement as reasons for leaving are both lower at Q4 2024/25 compared to year-end 2023/24.

The rolling 12 month figure for new starters continues to be higher than leavers at Q4 2024/25 compared to 2023/24; these figures includes where agency staff have become employees in some services (place, children's and adults).

6. Overall Work with York (WWY) assignments have continued to be used, and will continue to be used. Assignment numbers are currently fluctuating to meet demands across the council directorates, finance directorate includes cleaning staff and transport and environment placements include project officers and operational waste staff.
7. There are more starters than leavers as a result of the move to advertising more temporary contracts as direct employment opportunities rather than via agency placements. Employee turnover is down overall from 13% 2023/24 to 12% 2024/25.
8. The Council is continuing to restructure and there are further workforce changes both planned in in consultation. In some instances agency is being used as a temporary measure to support vacancies ahead of restructuring and mitigate change.
9. **Table 1.11 and 1.12 in Annex 1** shows analysis of resignations by age and grades; trends are largely comparable between 2023/24 and 2024/25. However, at grades 7-11 there were fewer leavers in the 16-24 age group, and significantly more leavers in the 50-64 age group. 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 and Governance directorates, 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. On reporting the council's gender pay gap in March 2024, which is mandatory, the council also voluntarily reported ethnicity pay gap for the first time. This year a similar calculation has also been undertaken for disability with the same caveat as ethnicity in that the calculation can only be based on the data that we hold. Hopefully promotion and awareness can encourage future completion and a greater representative calculation.

All the pay gap reports can be found on Open Data: [Gender](#) report, and [Ethnicity and Disability](#) reports.

## **Consultation**

17. 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**

18. 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**

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

## **Risk Management**

## **Recommendations**

20. Staffing Matters and Urgency Committee is asked to:

- i. Note the workforce profile provided in ***Annex 1***.

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

## Contact Details

### Author:

Anna Vinuesa  
HR Advisor

### Chief Officer Responsible for the report:

Helen Whiting,  
Chief Officer - HR and Support  
Services

### Report Approved

Yes

### Date

20 May 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:

Previous Workforce Profile Reports;

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 1 – Workforce Profile report 2024/2025 to Quarter 4

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Business Intelligence Hub

# CYC Workforce Profile 2024/25

Date Produced: 13<sup>th</sup> May 2025

## Contents

1.	Key Performance Indicators .....	2
1.1	Staff Headcount (snapshot) .....	2
1.2	Staff FTE's .....	2
1.3	Average Sickness Days per FTE (rolling 12 months) .....	3
1.4	Number of New Starters.....	4
1.5	Number of Leavers .....	4
1.6	Leaving Reasons (% of Leavers) .....	5
1.7	Total Turnover % (rolling 12 months).....	5
1.8	Number of Voluntary Leavers.....	6
1.9	Voluntary Leavers by Age & Length of Service .....	6
1.10	Voluntary Turnover % (rolling 12 months) .....	7
1.11	Resignation – Comparison of % for Ages and Grades compared to Previous Year.....	7
1.12	Resignation – Comparison of % of Grades and Ages to wider current workforce .....	7
1.13	Work With York YTD – Total Assignments.....	8
1.14	Work with York – Long Term Assignments (over 12 months) .....	8
1.15	Work with York – Current Assignments .....	9
2.	Equalities Profiling.....	10
2.1	Gender .....	10
2.2	Sexual Orientation .....	10
2.3	Age .....	10
2.4	Ethnicity .....	11
2.5	Disability .....	11
2.6	Disability Type (of declared disability).....	11
2.7	Equalities by Grade.....	12
2.8	Gender Pay Gap.....	12

## 1. Key Performance Indicators

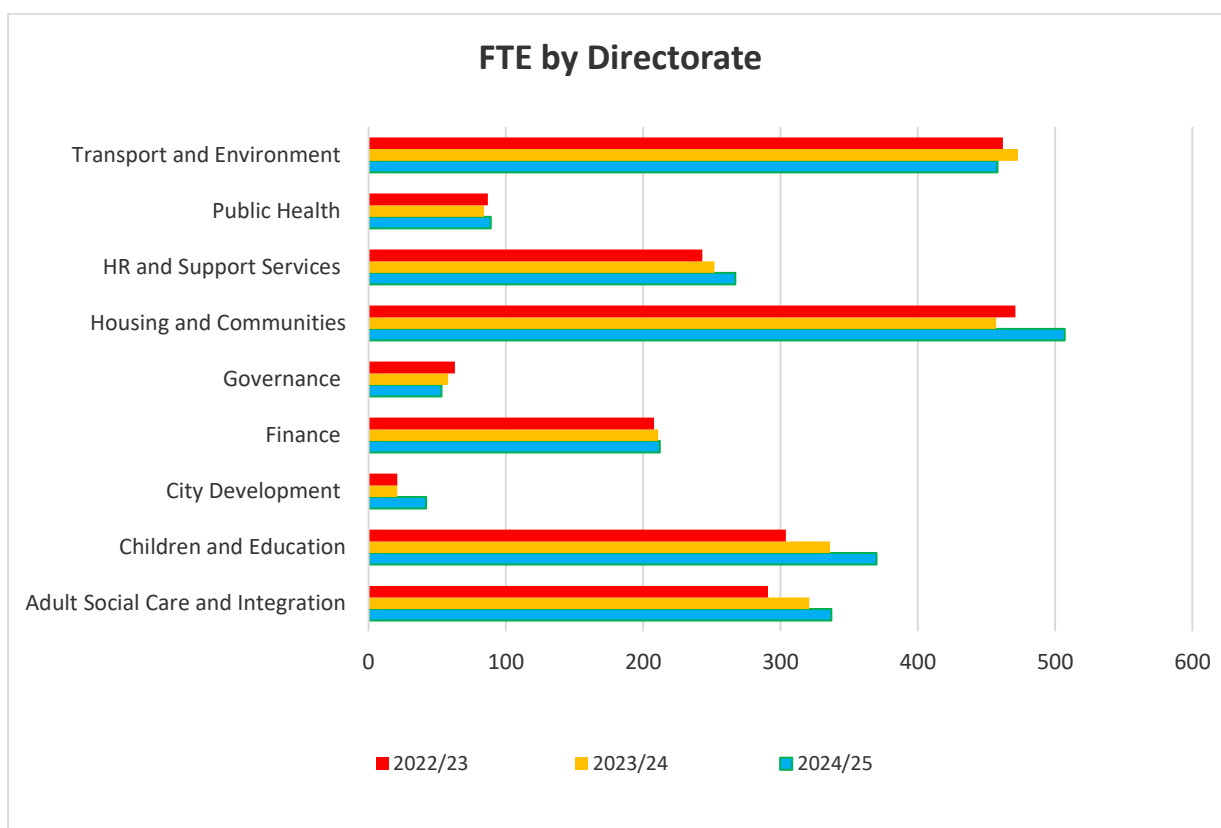
Below are tables containing details of KPI figures for 2022/23, 2023/24 and 2024/25. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure for the new Adults & Children's 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
City of York Council (exc. schools)	2545	2597	2694
Adult Social Care and Integration Directorate	350	377	392
Children and Education Directorate	369	402	433
City Development Directorate	23	22	46
Finance Directorate	237	239	241
Governance Directorate	67	62	65
Housing and Communities Directorate	619	602	617
HR and Support Services Directorate	282	287	305
Public Health Directorate	106	103	110
Transport and Environment Directorate	501	512	500

### 1.2 Staff FTE's

Directorate	2022/23	2023/24	2024/25
City of York Council (exc. schools)	2149	2212	2335
Adult Social Care and Integration Directorate	291	321	337
Children and Education Directorate	304	336	370
City Development Directorate	21	21	42
Finance Directorate	208	211	212
Governance Directorate	63	58	53
Housing and Communities Directorate	471	457	507
HR and Support Services Directorate	243	252	267
Public Health Directorate	87	84	89
Transport and Environment Directorate	462	473	458



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

Directorate	2022/23	2023/24	2024/25
City of York Council (exc. schools)	11.9	11.2	12.1
Adult Social Care and Integration Directorate	20.4	19.5	14.5
Children and Education Directorate	15.3	11.4	12.5
City Development Directorate	1.5	4.5	4.2
Finance Directorate	14.3	8.7	10.7
Governance Directorate	10.4	14.7	3.4
Housing and Communities Directorate	10.4	9.6	12.1
HR and Support Services Directorate	5.2	6.2	6.6
Public Health Directorate	8.7	10.4	11.0
Transport and Environment Directorate	13.0	13.0	15.5
Benchmark - Public Sector (LGA Worker Survey Excluding Teachers)		9.3	9.3
Benchmark - Public Sector (Y&H) (LGA Worker Survey Excluding Teachers)		12.4	12.4

**1.4 Number of New Starters**

Directorate	2022/23	2023/24	2024/25
City of York Council (exc. schools)	439	376	426
Adult Social Care and Integration Directorate	80	70	63
Children and Education Directorate	80	81	81
City Development Directorate	2	1	10
Finance Directorate	25	21	27
Governance Directorate	14	7	11
Housing and Communities Directorate	113	78	127
HR and Support Services Directorate	49	36	46
Public Health Directorate	11	15	18
Transport and Environment Directorate	69	67	43

**1.5 Number of Leavers**

Directorate	2022/23	2023/24	2024/25
City of York Council (exc. schools)	396	327	319
Adult Social Care and Integration Directorate	84	54	51
Children and Education Directorate	83	57	50
City Development Directorate	4	2	7
Finance Directorate	19	19	27
Governance Directorate	13	12	12
Housing and Communities Directorate	87	80	93
HR and Support Services Directorate	49	26	16
Public Health Directorate	9	18	12
Transport and Environment Directorate	48	59	51

**1.6 Leaving Reasons (% of Leavers)**

City of York Council (exc. schools)	2022/23	2023/24	2024/25
Died in Service	1-2%	1-2%	2%
Dismissal - end of contract	1-2%	3%	3%
Dismissal - lack of capability	1-2%	1-2%	1-2%
Dismissal - misconduct	<1%	2%	1-2%
Dismissal - probationary period	<1%	<1%	1-2%
Not known	<1%	<1%	<1%
Redundancy	2%	<1%	<1%
Resignation	73%	63%	56%
Retirement	17%	25%	24%
Retirement - Ill Health	1-2%	2%	<1%
Other	0%	0%	11%
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
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%	21%
Finance Directorate	16%	16%	12%
Governance Directorate	20%	19%	18%
Housing and Communities Directorate	15%	13%	16%
HR and Support Services Directorate	17%	9%	5%
Public Health Directorate	9%	17%	12%
Transport and Environment Directorate	10%	12%	10%
Benchmark – LGA (Public Sector)	N/A	N/A	Available July
Benchmark – LGA (Public Sector – Y&H)	N/A	N/A	Available July

### 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
City of York Council (exc. schools)	277	206	183
Adult Social Care and Integration Directorate	62	33	28
Children and Education Directorate	62	43	33
City Development Directorate	3	2	4
Finance Directorate	9	8	14
Governance Directorate	9	7	10
Housing and Communities Directorate	60	57	42
HR and Support Services Directorate	36	12	9
Public Health Directorate	8	15	11
Transport and Environment Directorate	109	29	32

### 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	12%	6%	6%	0%	0%
25-34	23%	30%	36%	15%	2%
35-49	33%	27%	27%	59%	35%
50-64	28%	33%	27%	22%	56%
65+	5%	3%	3%	4%	7%

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

Directorate	2022/23	2023/24	2024/25
City of York Council (exc. schools)	11%	8%	7%
Adult Social Care and Integration Directorate	18%	9%	7%
Children and Education Directorate	17%	11%	8%
City Development Directorate	13%	9%	12%
Finance Directorate	8%	7%	6%
Governance Directorate	14%	11%	15%
Housing and Communities Directorate	10%	9%	7%
HR and Support Services Directorate	13%	4%	3%
Public Health Directorate	8%	14%	11%
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			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	3%	6%	0%	9%	4%	1%	0%	5%
25-34	7%	18%	0%	25%	9%	12%	0%	21%
35-49	8%	25%	3%	36%	9%	24%	2%	35%
50-64	12%	13%	1%	26%	12%	20%	3%	35%
65+	2%	2%	0%	4%	2%	3%	0%	4%
Total	32%	63%	5%	100%	36%	59%	5%	100%

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

Age	Staff 2024/25				Resignations 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%	3%	4%	1%	0%	5%
25-34	6%	10%	0%	15%	9%	12%	0%	21%
35-49	9%	23%	1%	34%	9%	24%	2%	35%
50-64	17%	25%	2%	44%	12%	20%	3%	35%
65+	2%	2%	0%	4%	2%	3%	0%	4%
Total	37%	60%	3%	100%	36%	59%	5%	100%

### 1.13 Work With York YTD – Total Assignments

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

Directorate	2023/24	2024/25 Q2	2024/25 Q3	2024/25 Q4
City of York Council (exc. schools)	463	268	328	404
Adult Social Care and Integration		56	64	74
Children and Education Directorate		32	35	42
City Development Directorate		2	2	4
Finance Directorate		36	36	51
Governance Directorate		2	2	2
Housing and Communities Directorate		79	108	125
HR and Support Services Directorate		1	1	5
Public Health Directorate		0	1	1
Transport and Environment Directorate		68	79	100

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

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

Directorate	2023/24	2024/25 Q2	2024/25 Q3	2024/25 Q4
City of York Council (exc. schools)	47	43	50	55
Adult Social Care and Integration Directorate		11	15	13
Children and Education Directorate		4	6	7
City Development Directorate		1	1	1
Finance Directorate		4	6	4
Governance Directorate		0	0	0
Housing and Communities Directorate		9	7	10
HR and Support Services Directorate		0	0	0
Public Health Directorate		0	0	0
Transport and Environment Directorate		14	15	20



### 1.15 Work with York – Current Assignments

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

Directorate	2023/24	2024/25 Q2	2024/25 Q3	2024/25 Q4
City of York Council (exc. schools)	151	162	165	198
Adult Social Care and Integration Directorate		33	32	33
Children and Education Directorate		11	10	18
City Development Directorate		2	1	3
Finance Directorate		17	21	22
Governance Directorate		1	1	1
Housing and Communities Directorate		44	50	57
HR and Support Services Directorate		0	0	3
Public Health Directorate		0	1	1
Transport and Environment Directorate		54	49	60

## 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 31st March 2025. 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	
	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
Heterosexual	96%	95%	95%	94%
Non-Heterosexual	4%	5%	5%	6%

### 2.3 Age

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

## 2.4 Ethnicity

	2021/22		2022/23		2023/24		2024/25	
	White - British	BME	White - British	BME	White - British	BME	White - British	BME
City of York Council	94%	6%	93%	7%	93%	7%	92%	8%
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	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	94%	6%	93%	7%	93%	7%	91%	9%
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
Learning disability	9%	13%	15%	14%
Long-standing illness	35%	33%	32%	30%
Mental illness	9%	11%	10%	13%
Physical	10%	8%	8%	9%
Sensory	8%	9%	9%	10%
Other	30%	26%	26%	25%

*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	43%	33%	39%
	Female	57%	67%	61%
<b>Sexual Orientation</b>	Heterosexual	94%	94%	95%
	Non-Heterosexual	6%	6%	5%
<b>Age</b>	16-24	5%	2%	0%
	25-34	16%	16%	3%
	35-49	26%	38%	43%
	50-64	47%	41%	52%
	65+	6%	3%	2%
<b>Ethnicity</b>	Bame	9%	7%	3%
	White British	91%	93%	97%
<b>Disabled</b>	Disabled	10%	9%	7%
	Not Disabled	90%	91%	93%

## 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**

2 June 2025

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

**Redundancy, Pension and Exit Discretions Expenditure****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 March to June 2025 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 cases reported in the last 12 months (including those in table 1):

Table 1 - Summary of new cases since the last meeting to be noted by the Committee

Employee	Directorate	Exit Type	Cost (note over what time period)				
			Estimate £	Time period	Actual £	Discretionary elements	Total
1	City Development	Redundancy	£4,154.13	March 2025	£4,154.13	N/A	£4,154.13
2	Finance	Redundancy	£16,923.48	April 2025	£16,923.48	£3,699.96	£20,623.44
3	Housing and Communities	Redundancy	£1,137.42	Sept. 2024 <sup>1</sup>	£1,186.69	N/A	£1,186.69
4	Housing and Communities	Redundancy	£19,271	May 2025	£20,080.52	N/A	£20,080.52
5	Housing and Communities	Redundancy	£31,355	June 2025	£31,355	£36,667.66	£68,022.66
6	Housing and Communities	Flexible Retirement	£0.00	April 2025	£0.00	N/A	£0.00
7	Housing and Communities	Flexible Retirement	£0.00	April 2025	£0.00	N/A	£0.00
8	Children and Education	Flexible Retirement	£0.00	June 2025	£0.00	N/A	£0.00
9	Regulatory and Environmental Services	Flexible Retirement	£0.00	April 2025	£0.00	N/A	£0.00

<sup>1</sup>To note that this entry was late for the submission of the January 2025 SMUC report hence detailed here

**Table 2 - Summary of cases over the last 12 months (including those above).**

Total Number	Type of Exit	Directorate	Reporting Period	Total Cost of Redundancy	Pension Costs
1	Compulsory Redundancy	City Development	March 25	£4,154.13	£0.00
1	Compulsory Redundancy	Finance	April 25	£16,923.48	£3,699.96
3	Compulsory Redundancy	Housing and Communities	Sept 24 – Jun 25	£51,763.42	£36,667.66
2	Flexible Retirements	CCOM	Sept 24 – Oct 24	N/A	£0.00
3	Flexible Retirements	Place	June 24 – Aug 24	N/A	£0.00
2	Flexible Retirements	Finance	Nov 24 – Jun 25	N/A	£0.00
3	Flexible Retirements	Children and Education	Sept 24 – Jun 25	N/A	£0.00
3	Flexible Retirements	Housing and Communities	Sept 24 – Apr 25	N/A	£0.00
1	Flexible Retirement	Regulatory and	April 25	N/A	£0.00

		Environmental Services			
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## Council Plan

9. Whilst the actions being proposed 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**

X **Date** 21 May 2025

**Specialist Implications Officer(s):**None

**Wards Affected:** NONE

**Background Papers:**

None.

**Annexes:**

None.

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**Staffing Matters & Urgency Committee**  
**Draft Work Plan 2025/26**  
*(updated 22 May 2025)*

2025/26

Date	Proposed Reports
2 June	1. Appointment of New YorWaste Director 2. Market Supplement for Corporate Director of Children and Education Services 3. Workforce demographics as at 31 March 2025 4. Redundancy, Retirement and Settlement Agreements 5. Quarterly Retention Payments Update <i>(if any new applications 1 January to 31 March 2025) – no new updates for this period</i>
14 July	1. Staffing Report – Title to be confirmed
1 September	1. Workforce demographics as at 30 June 2025 2. Redundancy, Retirement and Settlement Agreements
24 November	1. Workforce demographics as at 30 September 2025 2. Redundancy, Retirement and Settlement Agreements
25 January 2026	1. Redundancy, Retirement and Settlement Agreements
25 February	1. Workforce demographics as at 31 December 2025 2. Redundancy, Retirement and Settlement Agreements
20 April	1. Redundancy, Retirement and Settlement Agreements

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