



Notice of a public meeting of

Staffing Matters and Urgency Committee

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

Date: Monday, 1 September 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 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.

[Please see attached sheet for further guidance for Members]

3. Exclusion of Press and Public

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

Annex A to Agenda Item 7, Redundancy, Pension and Exit Discretions Expenditure, on the grounds that it contains information relating to individuals and the financial affairs of particular persons. This information is classed as exempt under paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

4. Minutes (Pages 7 - 10)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 14 July 2025.

5. 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, 28 August 2025.

To register to speak please visit 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.

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) for more information on meetings and decisions.

6. Workforce Profile as at Quarter 1 2025/26 (Pages 11 - 28)

This report provides the committee with the workforce profile covering the period of 1 April to 30 June 2025.

7. Redundancy, Pension and Exit Discretions Expenditure (Pages 29 - 34)

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.

8. Work Plan (Pages 35 - 36)

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

9. Urgent Business

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

Democratic Services Officer

Reece Williams

Contact details:

Telephone – (01904) 55 4447

Email – reece.williams@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

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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)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (ہولی) 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:

Type of Interest	You must
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) OR 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) OR 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

Meeting	Staffing Matters and Urgency Committee
Date	14 July 2025
Present	Councillors Douglas (Chair) [until 5:56pm], Kilbane (Vice-Chair) [in the Chair from 5:56pm], Ayre, Lomas [Substitute for Councillor Douglas from 5:56pm]
Officers in attendance	Helen Whiting – Chief Officer – HR and Support Services

27. Apologies for Absence (5:30pm)

No apologies were received.

28. 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.

Councillor Douglas declared an interest in relation to item 8, City of York Trading Limited and Work With York Limited - Appointment of Director and Chair Nominations, in that she was included in the proposed nominations and as such would not participate in consideration of this item.

29. Minutes (5:31pm)

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 2 June 2025 be approved and then signed by the Chair as a correct record.

30. 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.

31. Changes to Membership of Committees and Other Bodies (5:32pm)

The Committee considered and confirmed the change of Membership for the SACRE Committee to appoint Tony Lawton to be appointed as a group member for group A representing Faith/Catholic.

Resolved: That Tony Lawton be appointed to SACRE group A to represent Faith/Catholic on the SACRE Committee.

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

32. Recruitment of Head of Paid Services (5:33pm)

The Committee considered the report presented by the Chief Officer - HR and Support Services and it was reported that the Chief Operating Officer (COO) had expressed his intention of retiring at around Easter 2026, and the Committee were presented with options for moving forward.

Members voted on the motion to adopt the recommendations set out on page 24 of the agenda, and the result of the vote was as follows:

2 votes in favour, 1 vote against, 0 abstentions.

Resolved: That the Staffing Matters and Urgency Committee:

- i. Approved the recruitment of a Chief Executive as a replacement of the Chief Operating Officer following the early notification that the post holder intends to retire at Easter 2026.
- ii. Confirmed the pay package for the role of Chief Executive to allow the post to be advertised, in agreement with page 21 of the agenda.
- iii. Would establish an Appointments Sub-Committee for the role of Chief Executive and would delegate sufficient powers to the Sub-Committee enabling it to conduct the recruitment process and select and appoint a candidate, subject to the requirements of the standing orders on appointment.
- iv. Approved the engagement of an executive recruitment consultant to undertake an executive search to aid the recruitment process, this process will follow procurement processes.
- v. Noted the proposed timetable for the recruitment campaign, highlighted on page 22 of the agenda.

Reason: To allow timely appointment to the Head of Paid Services/Chief Executive in line with the Council's Constitution and relevant legislation, as well as to ensure that there is a handover and seamless transition of leadership when the COO retires.

Members expressed words of thanks to the outgoing COO and wished him well in his retirement.

33. Work Plan (5:55pm)

Members discussed the work plan for the municipal year 2025-2026 and it was resolved:

- i. That a report on the Appointment of a New YorWaste Director following the committee's approval of the temporary appointment of City of York Council's (CYC) Director of Finance, to represent the Council on the board of directors for YorWaste from 2 June following the resignation of former Director of Environment, Transport and Planning would be received in the meeting scheduled for 2 September 2025.
- ii. That members considered the work plan for the municipal year 2025-2026.

Reason: To ensure the Committee maintains a programme of work for the municipal year 2025-2026.

34. City of York Trading Limited and Work With York Limited - Appointment of Director and Chair Nominations (5:56pm)

The Chief Officer - HR and Support Services presented the report and highlighted to members that City of York Trading and Work with York were now operating as separate organisations as of early 2025.

The Chief Officer - HR and Support Services noted a correction to paragraph 7 on page 31 of the agenda in that "Cllr Kallum Taylor" should instead read "Cllr John Moroney".

Members voted on the motion to adopt the recommendations set out on pages 32 and 33 of the agenda, and the result of the vote was as follows:

3 votes in favour, 0 votes against, 0 abstentions.

It was resolved that Staffing Matters and Urgency Committee:

- i. Approved the appointment of Councillor Claire Douglas to represent the Council on the Board of Directors for City of York Trading Limited and Work With York Limited.
- ii. Approved the delegated authority to the Managing Director of Work with York Limited to make all the necessary filings with the Registrar of Companies and necessary updates to the statutory registers and local administration in relation to this appointment.
- iii. Approved the appointment of Councillor Claire Douglas to act as Chair on the Board of Directors for Work With York Limited.
- iv. Approved the appointment of Councillor Claire Douglas to act as Chair on the Board of Directors for City of York Trading Limited.

Reason:

To ensure that City of York Trading Limited and Work With York Limited meets the requirements of the Control Test under the Teckal Exemption under contained under Reg 12(1) of the Public Contract Regulations 2015 and the requirements for Vertical Arrangements under Schedule 2, Part 1, Para. 2 of the Procurement Act 2023.

Cllr Douglas, Chair [until 5:56pm]

Cllr Kilbane, Vice-Chair, in the Chair [from 5:56pm]

[The meeting started at 5.30 pm and finished at 6.02 pm].



Staffing Matters and Urgency Committee

1 September 2025

Report of the Chief Officer – HR and Support Services

Workforce Profile as at Quarter 1 2025/26

Summary

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, covering the period of 1 April to 30 June 2025, for fair comparison some figures are for a full or 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 Q1 position in 2025/26 and the year 2024/25 are as follows:

	2024/25	Q1 2025/26	Trend
Headcount	2694	2680	Decrease
FTE	2335	2350	Increase
Average Days Sickness	12.1 days	11.9 days	Decrease
New Starters	71*	79	Increase
Leavers	77*	78	Increase
Resignations	56%	63%	Increase
Retirements	24%	26%	Increase

*Figures for 2024/25 New Starters & Leavers are for the equivalent quarter period

5. Resignations and retirement as reasons for leaving are both higher at Q1 2025/26 compared to year-end 2024/25.

The Q1 2025/26 figure for new starters is almost equal to that for leavers. For the full year 2024/25 it had been higher than for leavers; those figures included where agency staff had 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 have dropped over the quarter, but 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. Employee turnover remains at 12%.
8. The Council is continuing to restructure and there are further workforce changes both planned and 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 A** shows analysis of resignations by age and grades; trends are largely comparable between Q1 2025/26 and 2024/25. However, at grades 7-11 there were more leavers in the 25-34 age group, and significantly fewer 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 43% of the Council's workforce, equal to the percentage of Yorkshire and Humber (43%) and slightly higher than 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 have remained stable since the last year. 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).
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. Rather than provide a separate report, retention payments will now be reported in this overview report. Since June 2025, there has been one application for Retention payment covering one post and one employee. Retention payments must meet set criteria, be led by market data and are closely monitored. Retention payments are up to a 10% addition on the substantive salary. The application below was assessed and approved by Management and the Trade Unions at CCNC in July. This is for noting by the Committee only, and the officer would be identifiable if further details were provided hence, an overview only.

Retention payments are for a 12-month period unless stated otherwise:

Grade of post	Number of job holders	Effective date
Grade 12	1	1.6.24 to 30.6.26

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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

20. N/A

Recommendations

21. Staffing Matters and Urgency Committee is asked to:
- i. Note the workforce profile provided in **Annex A** and this covering report including addition of retention payment details as per **paragraph 16**.

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
01904 55 1622

Report Approved ✓ **Date** 12 August 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; Full Year 2024/2025 (2 June 2025)
<https://democracy.york.gov.uk/documents/g15157/Public%20reports%20pack%20Monday%2002-Jun-2025%2017.30%20Staffing%20Matters%20and%20Urgency%20Committee.pdf?T=10>

Annexes

Annex A – Workforce Profile report 2025/2026 to Quarter 1

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Business Intelligence Hub

CYC Workforce Profile 2025/26 Q1

Date Produced: 8/8/25

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1. Key Performance Indicators

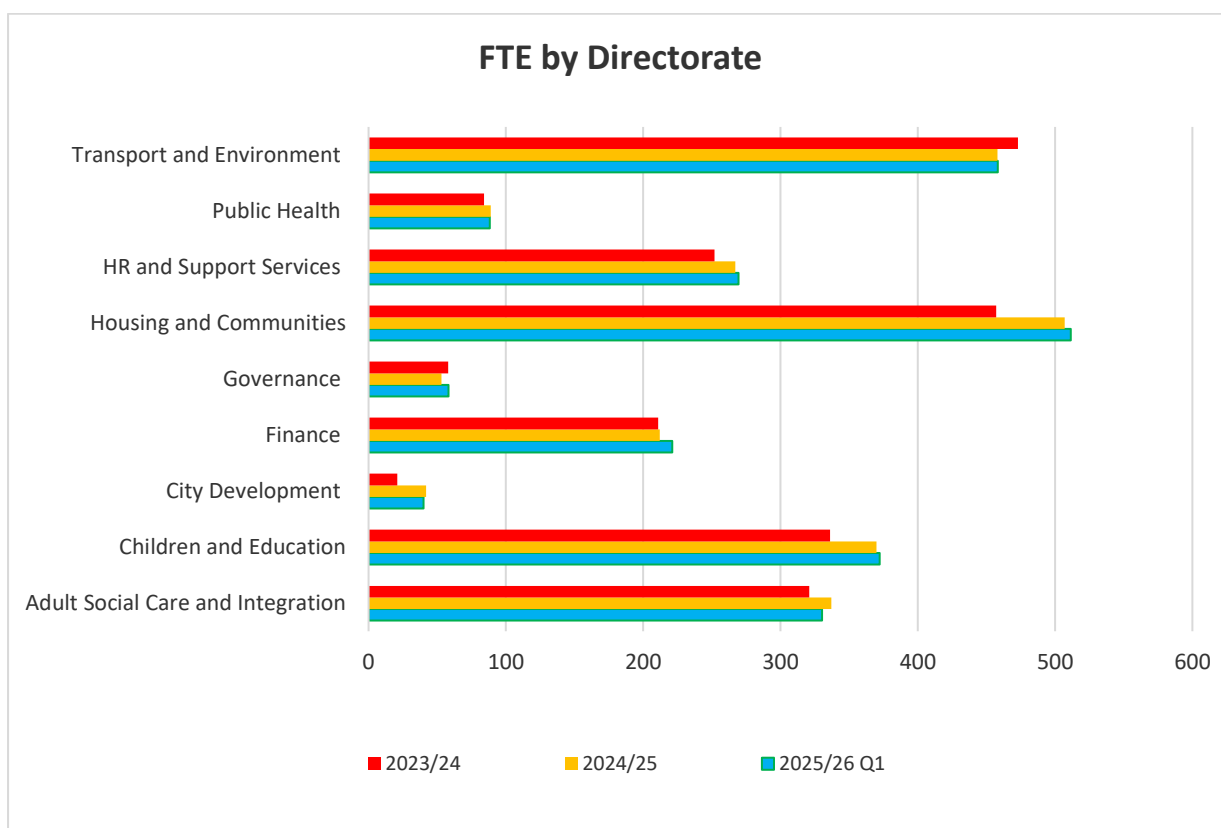
Below are tables containing details of KPI figures for 2023/24, 2024/25 and 2025/26 Q1. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure for the new Adults & Children's directorate. The majority of the data within this report is available publicly on the York Open Data platform - www.yorkopendata.org

1.1 Staff Headcount (snapshot)

Directorate	2023/24	2024/25	2025/26 Q1
City of York Council (exc. schools)	2597	2694	2680
Adult Social Care and Integration Directorate	377	392	381
Children and Education Directorate	402	433	431
City Development Directorate	22	46	41
Finance Directorate	239	241	247
Governance Directorate	62	65	58
Housing and Communities Directorate	602	617	612
HR and Support Services Directorate	287	305	306
Public Health Directorate	103	110	108
Transport and Environment Directorate	512	500	495

1.2 Staff FTE's

Directorate	2023/24	2024/25	2025/26 Q1
City of York Council (exc. schools)	2212	2335	2350
Adult Social Care and Integration Directorate	321	337	330
Children and Education Directorate	336	370	372
City Development Directorate	21	42	40
Finance Directorate	211	212	221
Governance Directorate	58	53	58
Housing and Communities Directorate	457	507	511
HR and Support Services Directorate	252	267	269
Public Health Directorate	84	89	88
Transport and Environment Directorate	473	458	458



1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Q1
City of York Council (exc. schools)	11.2	12.1	11.9
Adult Social Care and Integration Directorate	19.5	14.5	15.2
Children and Education Directorate	11.4	12.5	11.7
City Development Directorate	4.5	4.2	2.9
Finance Directorate	8.7	10.7	11.6
Governance Directorate	14.7	3.4	2.7
Housing and Communities Directorate	9.6	12.1	11.7
HR and Support Services Directorate	6.2	6.6	6.6
Public Health Directorate	10.4	11.0	10.0
Transport and Environment Directorate	13.0	15.5	15.6
Benchmark - Public Sector (LGA Worker Survey Excluding Teachers)	9.3	9.3	9.3
Benchmark - Public Sector (Y&H) (LGA Worker Survey Excluding Teachers)	12.4	12.4	12.4

1.4 Number of New Starters

Directorate	2023/24	2024/25	2025/26 Q1
City of York Council (exc. schools)	376	426	79
Adult Social Care and Integration Directorate	70	63	9
Children and Education Directorate	81	81	9
City Development Directorate	1	10	2
Finance Directorate	21	27	12
Governance Directorate	7	11	2
Housing and Communities Directorate	78	127	20
HR and Support Services Directorate	36	46	6
Public Health Directorate	15	18	1
Transport and Environment Directorate	67	43	18

1.5 Number of Leavers

Directorate	2023/24	2024/25	2025/26 Q1
City of York Council (exc. schools)	327	319	78
Adult Social Care and Integration Directorate	54	51	13
Children and Education Directorate	57	50	8
City Development Directorate	2	7	3
Finance Directorate	19	27	3
Governance Directorate	12	12	2
Housing and Communities Directorate	80	93	20
HR and Support Services Directorate	26	16	6
Public Health Directorate	18	12	2
Transport and Environment Directorate	59	51	21

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2023/24	2024/25	2025/26 Q1
Died in Service	1-2%	2%	1-2%
Dismissal - end of contract	3%	3%	1-2%
Dismissal - lack of capability	1-2%	1-2%	3%
Dismissal - misconduct	2%	1-2%	1-2%
Dismissal - probationary period	<1%	1-2%	0%
Not known	<1%	<1%	0%
Redundancy	<1%	<1%	1-2%
Resignation	63%	56%	63%
Retirement	25%	24%	26%
Retirement - Ill Health	2%	<1%	0%
Other	0%	11%	0%
Settlement Agreement	0%	0%	1-2%
TUPE Transfer Out	0%	0%	0%

1.7 Total Turnover % (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Q1
City of York Council (exc. schools)	13%	12%	12%
Adult Social Care and Integration Directorate	15%	13%	13%
Children and Education Directorate	15%	12%	10%
City Development Directorate	9%	21%	23%
Finance Directorate	16%	12%	9%
Governance Directorate	19%	18%	15%
Housing and Communities Directorate	13%	16%	17%
HR and Support Services Directorate	9%	5%	5%
Public Health Directorate	17%	12%	11%
Transport and Environment Directorate	12%	10%	11%
Benchmark – LGA (Public Sector)	N/A	N/A	Available Sep
Benchmark – LGA (Public Sector – Y&H)	N/A	N/A	Available Sep

1.8 Number of Voluntary Leavers

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

Directorate	2023/24	2024/25	2025/26 Q1
City of York Council (exc. schools)	206	183	49
Adult Social Care and Integration Directorate	33	28	7
Children and Education Directorate	43	33	5
City Development Directorate	2	4	2
Finance Directorate	8	14	1
Governance Directorate	7	10	2
Housing and Communities Directorate	57	42	17
HR and Support Services Directorate	12	9	3
Public Health Directorate	15	11	1
Transport and Environment Directorate	29	32	11

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	2%	2%	2%	0%	0%
25-34	4%	6%	16%	8%	2%
35-49	6%	0%	10%	6%	8%
50-64	2%	2%	2%	8%	6%
65+	2%	0%	0%	0%	4%

1.10 Voluntary Turnover % (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Q1
City of York Council (exc. schools)	8%	7%	7%
Adult Social Care and Integration Directorate	9%	7%	7%
Children and Education Directorate	11%	8%	6%
City Development Directorate	9%	12%	14%
Finance Directorate	7%	6%	4%
Governance Directorate	11%	15%	13%
Housing and Communities Directorate	9%	7%	8%
HR and Support Services Directorate	4%	3%	3%
Public Health Directorate	14%	11%	9%
Transport and Environment Directorate	6%	6%	7%

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

Age	2024/25				2025/26 Q1			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	4%	1%	0%	5%	4%	2%	0%	6%
25-34	9%	12%	0%	21%	20%	16%	0%	37%
35-49	9%	24%	2%	35%	6%	20%	4%	31%
50-64	12%	20%	3%	35%	8%	8%	4%	20%
65+	2%	3%	0%	4%	4%	2%	0%	6%
Total	36%	59%	5%	100%	43%	49%	8%	100%

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

Age	Staff 2025/26 Q1				Resignations 2025/26 Q1			
	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%	2%	0%	6%
25-34	6%	10%	0%	16%	20%	16%	0%	37%
35-49	10%	23%	1%	34%	6%	20%	4%	31%
50-64	17%	25%	2%	43%	8%	8%	4%	20%
65+	2%	2%	0%	4%	4%	2%	0%	6%
Total	36%	60%	3%	100%	43%	49%	8%	100%

1.13 Work With York YTD – Total Assignments

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

Directorate	2024/25 Q2	2024/25 Q3	2024/25 Q4	2025/26 Q1
City of York Council (exc. schools)	268	328	404	292
Adult Social Care and Integration	56	64	74	49
Children and Education Directorate	32	35	42	27
City Development Directorate	2	2	4	5
Finance Directorate	36	36	51	26
Governance Directorate	2	2	2	0
Housing and Communities Directorate	79	108	125	103
HR and Support Services Directorate	1	1	5	2
Public Health Directorate	0	1	1	1
Transport and Environment Directorate	68	79	100	79

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

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

Directorate	2024/25 Q2	2024/25 Q3	2024/25 Q4	2025/26 Q1
City of York Council (exc. schools)	43	50	55	42
Adult Social Care and Integration Directorate	11	15	13	8
Children and Education Directorate	4	6	7	4
City Development Directorate	1	1	1	0
Finance Directorate	4	6	4	3
Governance Directorate	0	0	0	0
Housing and Communities Directorate	9	7	10	8
HR and Support Services Directorate	0	0	0	0
Public Health Directorate	0	0	0	0
Transport and Environment Directorate	14	15	20	19

1.15 Work with York – Current Assignments

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

Directorate	2024/25 Q2	2024/25 Q3	2024/25 Q4	2025/26 Q1
City of York Council (exc. schools)	162	165	198	209
Adult Social Care and Integration Directorate	33	32	33	35
Children and Education Directorate	11	10	18	18
City Development Directorate	2	1	3	4
Finance Directorate	17	21	22	21
Governance Directorate	1	1	1	0
Housing and Communities Directorate	44	50	57	70
HR and Support Services Directorate	0	0	3	2
Public Health Directorate	0	1	1	1
Transport and Environment Directorate	54	49	60	58

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 30th June 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

	2022/23		2023/24		2024/25		2025/26 Q1	
	Male	Female	Male	Female	Male	Female	Male	Female
City of York Council	38%	62%	37%	63%	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

	2022/23	2023/24	2024/25	2025/26 Q1
Heterosexual	95%	95%	94%	93%
Non-Heterosexual	5%	5%	6%	7%

2.3 Age

		16-24	25-34	35-49	50-64	65+
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%
2025/26 Q1	CYC	3%	16%	34%	43%	4%
	Yorkshire & Humber	5%	14%	36%	43%	3%
	England & Wales	5%	15%	36%	41%	4%

2.4 Ethnicity

	2022/23		2023/24		2024/25		2025/26 Q1	
	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

	2022/23		2023/24		2024/25		2025/26 Q1	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	93%	7%	93%	7%	91%	9%	91%	9%
Public Sector	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Public Sector – Y&H	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
York	83%	17%	83%	17%	83%	17%	83%	17%
National	82%	18%	82%	18%	82%	18%	82%	18%

2.6 Disability Type (of declared disability)

	2022/23	2023/24	2024/25	2025/26 Q1
Learning disability	13%	15%	14%	15%
Long-standing illness	33%	32%	30%	28%
Mental illness	11%	10%	13%	14%
Physical	8%	8%	9%	9%
Sensory	9%	9%	10%	10%
Other	26%	26%	25%	25%

2.7 Equalities by Grade

		Grades 1-6	Grades 7-11	Grades 12 & Over
Gender	Male	43%	33%	40%
	Female	57%	67%	60%
Sexual Orientation	Heterosexual	92%	93%	94%
	Non-Heterosexual	8%	7%	6%
Age	16-24	5%	2%	0%
	25-34	16%	16%	3%
	35-49	26%	37%	43%
	50-64	47%	41%	52%
	65+	6%	3%	2%
Ethnicity	Bame	11%	7%	3%
	White British	89%	93%	97%
Disabled	Disabled	11%	9%	9%
	Not Disabled	89%	91%	91%

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 34% for Sexual Orientation.



Staffing Matters and Urgency Committee

1 September 2025

Report of the Chief Officer - HR and 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 June to August 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. **Annex A** is a confidential anonymised summary of the cases approved in the last 12 months, with the latest cases unshaded at the bottom of the table for the Committee's information and overview.

9. Of the new cases presented there are 2 flexible retirements, 3 redundancies, of which 3 redundancy payments have pensions payments. Pension payments are paid to those employees who are aged 55 and over and are made redundant. Payment of pension on redundancy is in accordance with the Local Government Pension Scheme Regulations and is an automatic entitlement. There are no cases presented with additional discretionary payments.

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:
 - a. Note the expenditure and cases that have been approved.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 and Support Services
01904 55 1622

Report Approved ✓ **Date** 15 August 2025

Specialist Implications Officer(s): None.

Wards Affected: None.

Annexes: None.

Background Papers: None.

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

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Staffing Matters and Urgency Committee
Draft Work Plan 2025/26
(updated 15 August 2025)

2025/26

Date	Proposed Reports
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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