

Notice of a public meeting of

Staffing Matters and Urgency Committee

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

Date: Monday, 26 January 2026

Time: 5.30 pm

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

AGENDA

1. Apologies for Absence

To receive and note apologies for absence.

2. Declarations of Interest

At this point in the meeting, Members and co-opted members are asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

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

3. Exclusion of Press and Public

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

Annex 1 to Agenda Item 8, 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 5 - 8)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 1 September 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, 22 January 2026.**

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 3 2025/26 (Pages 9 - 26)

This report provides members with the workforce profile, covering the period of 1 October to 31 December 2025.

7. Work Plan (Pages 27 - 28)

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

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

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

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:

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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 (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

City of York Council

Committee Minutes

Meeting	Staffing Matters and Urgency Committee
Date	1 September 2025
Present	Councillors Douglas (Chair), Kilbane (Vice-Chair), and Ayre
Officers in Attendance	Claire Waind – HR Manager

35. Apologies for Absence (5:30pm)

No apologies were received.

36. Declarations of Interest (5:30pm)

At this point in the meeting, Members were asked to declare if they had any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. None were declared.

37. Exclusion of Press and Public (5:31pm)

Resolved: That the press and public be excluded from the meeting during the consideration of Annex A to Agenda Item 7 (Redundancy, Pensions and Exit Discretions Expenditure) on the grounds that they contained 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).

38. Minutes (5:32pm)

Resolved: That the minutes of the Staffing Matters and Urgency Committee held on 14 July 2025 be approved and then signed by the Chair as a correct record.

39. 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.

40. Workforce Profile as at Quarter 1 2025/26 (5:32pm)

The HR Manager presented the report and noted that there were no variances or spikes at any point within the data, which was presented, and that employee turnover remained steady at 12%.

In response to questions from members the HR Manager confirmed that:

- Work was ongoing to investigate reasons behind resignations such as through exit interviews etc.
- Work was ongoing with managers within different directorates to understand spikes in average sickness days per FTE, as seen in table 1.3 of Annex A. It was noted that future retirements should show a dip in figures. Improvements in working with systems such as Medigold was ensuring referrals for counselling were going through much more quickly.

Resolved: That the Staffing Matters and Urgency Committee noted the workforce profile provided in Annex A of the report 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.

41. Redundancy, Pension and Exit Discretions Expenditure (5:40pm)

The HR Manager presented the report and highlighted that there had been three new contractual redundancies to note.

In response to questions from members, the HR Manager confirmed that:

- Payments shown in Annex A of the report were payments of which City of York Council were legally obliged to pay regardless of budgetary strains.
- Figures shown within the pension costs did not show a lump sum payment but instead showed the additional cost attributed upon receipt of pension and indirectly paid to the individual.

Resolved: That the Staffing Matters and Urgency Committee noted the expenditure and cases that had been approved.

Reason: To provide an overview of expenditure.

42. Work Plan (5:52pm)

Resolved: 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.

Cllr Douglas, Chair

[The meeting started at 5.30 pm and finished at 5.53 pm].

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Staffing Matters and Urgency Committee

26 January 2026

Report of the Chief Officer – HR and Support Services

Workforce Profile as at Quarter 3 2025/26

Summary

1. This report provides the Staffing Matters and Urgency Committee (SMUC) with the workforce profile, covering the period of 1st October to 31st December 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 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 Q3 position in 2025/26 and the year 2024/25 are as follows:

	2024/25	Q3 2025/26	Trend
Headcount	2694	2724	Increase
FTE	2335	2372	Increase
Average Days Sickness	12.1 days	11.7 days	Decrease
New Starters	120*	88	Decrease
Leavers	120*	83	Decrease
Resignations	56%	64%	Increase
Retirements	24%	24%	No change

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

5. Resignations as a reason for leaving is higher at Q3 2025/26 compared to year-end 2024/25.

In Q3 2025/26 there were slightly more new starters than leavers but both were less than the equivalent quarter in 2024-25. The council continue to be successful at being awarded funding and adverts for new posts for fully funded posts continue to be appointed to. Funding success has been dominant in Education, City Development, Learning and Skills and there is also investment in the new Programme Management Office as part of the Council's transformation team. Housing and Communities directorate have seen TUPE of staff from changing lives in December 2024, and there has been a decline in some agency in housing but other areas including trades have been filled with agency. Work with York (WWY) assignments will continue to be used but are a key part of the cost control. Agency assignment numbers have increased over the quarter, but are constantly reviewed and fluctuate to meet demands across the council directorates: finance directorate includes cleaning staff and transport and environment placements include project officers and operational waste staff. There is also additional agency staff appointed in adult social care as part of improvement work following the Care Quality Commission (CQC) assessment outcome published in December 2025.

6. Employee turnover remains at 12%.
7. 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.
8. **Table 1.11 and 1.12 in Annex 1** shows analysis of resignations by age and grades; trends are largely comparable between Q3 2025/26 and 2024/25. More detailed information is not available on reasons for leaving other than information shown in **table 1.6**; the Council does not collect where an employee is moving to, for example to another local authority, private sector, to take up university/further education to spend time with dependents etc.
9. 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 42% of the Council's workforce, slightly less than the percentage of Yorkshire and Humber (43%) and slightly higher than England from the Census data (41%).
10. 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.

11. 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 long-term absence continues to be part of the absence figures, this may in some cases distort absence figures in some directorates.
12. We continue to benchmark absence with neighbouring and regional councils and City of York Council are experiencing the same trends as other Councils. It is however, known there is not one common calculation method for absence. Some council's exclude maternity related absence, or absence during notice periods, or absence for apprentices, therefore comparing like for like is difficult. What is important is the management of absence and managers and employees using the tools and training available in a compassionate and constructive manner.
13. 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).
14. 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.
15. 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
12	1	1.6.24 to 30.6.26

16. This Committee also approved a market supplement in June 2025 for the Corporate Director of Children and Education Services. The committee will be presented with an update of the market supplement when the pay award for 2026 has been approved by National Joint Council employers and trade unions and the impact can be presented, there is no fixed date as yet.

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.

Recommendations

20. Staffing Matters and Urgency Committee is asked to:
- Note the workforce profile provided in **Annex 1** 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:

Jacqueline Chiplin
HR Advisor

Chief Officer Responsible for the report:

Helen Whiting,
Chief Officer - HR and Support Services

**Report
Approved**

☒

Date 12 January 2026

Specialist Implications Officer(s): None.

Wards Affected:

All

☒

For further information please contact the author of the report

Background Papers:

Previous Workforce Profile Reports:

Full Year 2024/2025 (2nd 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>

Workforce Profile Report 2025/2026 to Quarter 1 (1st September 2025)

<https://democracy.york.gov.uk/documents/g15158/Public%20reports%20pack%20Monday%2001-Sep-2025%2017.30%20Staffing%20Matters%20and%20Urgency%20Committee.pdf?T=10>

Annexes:

Annex 1 – Workforce Profile report 2025/2026 to Quarter 3

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Business Intelligence Hub

CYC Workforce Profile 2025/26 to Q3

Date Produced: 8th January 2026

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1. Key Performance Indicators

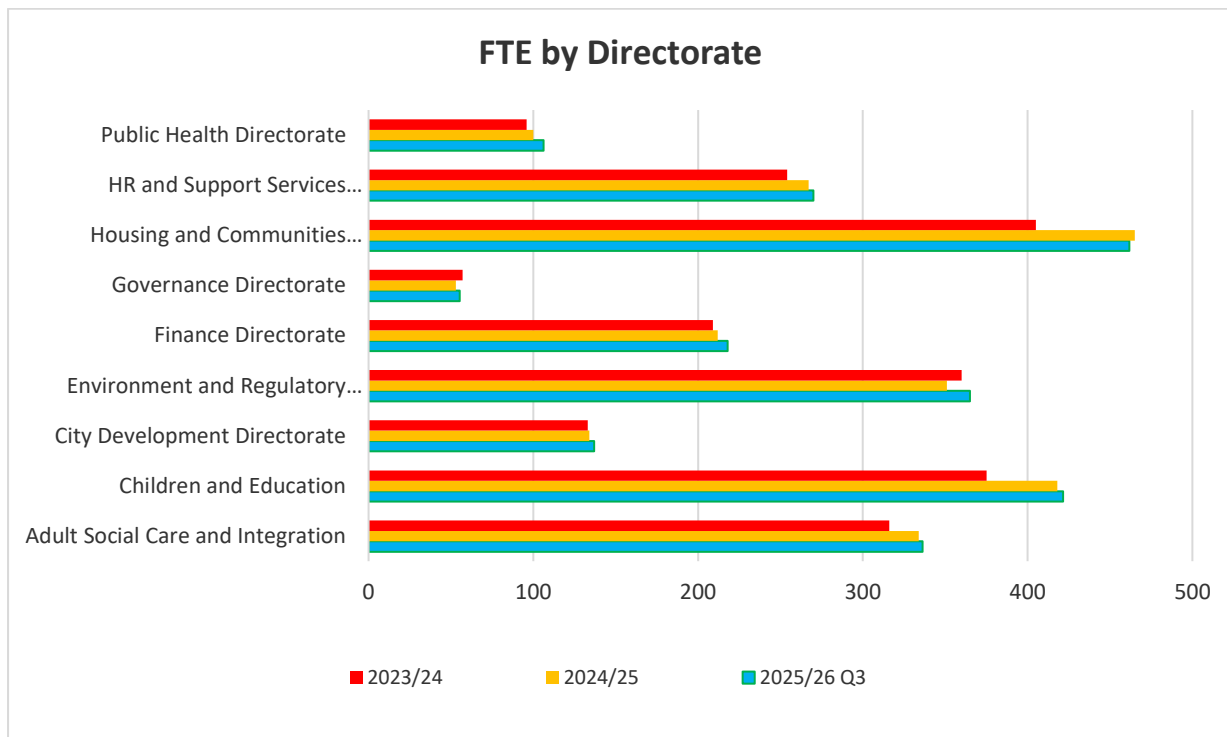
Below are tables containing details of KPI figures for 2023/24, 2024/25 and 2025/26 Q3 where available. Councillors, casual and school staff have been excluded from these figures so as to only account for core CYC staff, historic data has been mapped to match the current Directorate structure for the 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 Q3
City of York Council (exc. schools)	2588	2692	2724
Adult Social Care and Integration Directorate	371	389	388
Children and Education Directorate	542	543	537
City Development Directorate	157	161	164
Environment and Regulatory Directorate	379	370	381
Finance Directorate	237	241	244
Governance Directorate	60	65	66
Housing and Communities Directorate	447	512	507
HR and Support Services Directorate	289	305	310
Public Health Directorate	117	122	126

1.2 Staff FTE's

Directorate	2023/24	2024/25	2025/26 Q3
City of York Council (exc. schools)	2203	2333	2372
Adult Social Care and Integration Directorate	316	334	336
Children and Education Directorate	375	418	421
City Development Directorate	133	134	137
Environment and Regulatory Directorate	360	351	365
Finance Directorate	209	212	218
Governance Directorate	57	53	55
Housing and Communities Directorate	405	465	462
HR and Support Services Directorate	254	267	270
Public Health Directorate	96	100	106



1.3 Average Sickness Days per FTE (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Nov Q3
City of York Council (exc. schools)	11.2	11.9	11.7
Adult Social Care and Integration Directorate	19.6	14.6	14.8
Children and Education Directorate	10.4	11.3	10.9
City Development Directorate	5.0	5.4	8.5
Environment and Regulatory Directorate	15.2	17.7	17.2
Finance Directorate	4.4	10.7	9.0
Governance Directorate	15.1	3.3	3.6
Housing and Communities Directorate	10.5	12.7	11.7
HR and Support Services Directorate	5.9	6.5	7.6
Public Health Directorate	10.9	10.3	10.9
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 Q3
City of York Council (exc. schools)	375	421	288
Adult Social Care and Integration Directorate	70	65	52
Children and Education Directorate	89	98	45
City Development Directorate	20	27	17
Environment and Regulatory Directorate	51	28	47
Finance Directorate	21	26	22
Governance Directorate	7	9	7
Housing and Communities Directorate	65	111	63
HR and Support Services Directorate	36	39	23
Public Health Directorate	16	18	12

1.5 Number of Leavers

Directorate	2023/24	2024/25	2025/26 Q3
City of York Council (exc. schools)	326	322	262
Adult Social Care and Integration Directorate	54	51	49
Children and Education Directorate	68	97	57
City Development Directorate	16	25	9
Environment and Regulatory Directorate	48	35	35
Finance Directorate	19	27	18
Governance Directorate	12	11	4
Housing and Communities Directorate	64	46	64
HR and Support Services Directorate	26	16	18
Public Health Directorate	19	14	8

1.6 Leaving Reasons (% of Leavers)

City of York Council (exc. schools)	2023/24	2024/25	2025/26 Q3
Died in Service	1-2%	2%	1-2%
Dismissal - end of contract	3%	3%	<1%
Dismissal - lack of capability	1-2%	1-2%	1-2%
Dismissal - misconduct	2%	1-2%	<1%
Dismissal - probationary period	<1%	1-2%	<1%
Not known	<1%	<1%	0%
Redundancy	<1%	<1%	4%
Resignation	63%	56%	64%
Retirement	25%	24%	24%
Retirement - Ill Health	2%	<1%	1-2%
Other	0%	11%	0%
Settlement Agreement	0%	0%	<1%
TUPE Transfer Out	0%	0%	<1%

1.7 Total Turnover % (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Nov Q3
City of York Council (exc. schools)	13%	13%	12%
Adult Social Care and Integration Directorate	13%	18%	15%
Children and Education Directorate	10%	16%	13%
City Development Directorate	13%	9%	14%
Environment and Regulatory Directorate	8%	12%	9%
Finance Directorate	19%	19%	12%
Governance Directorate	14%	10%	11%
Housing and Communities Directorate	9%	5%	14%
HR and Support Services Directorate	16%	12%	5%
Public Health Directorate	13%	13%	9%
Benchmark – LGA (Public Sector)	N/A	N/A	N/A
Benchmark – LGA (Public Sector – Y&H)	N/A	N/A	N/A

1.8 Number of Voluntary Leavers

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

Directorate	2023/24	2024/25	2025/26 Q3
City of York Council (exc. schools)	205	184	171
Adult Social Care and Integration Directorate	33	28	30
Children and Education Directorate	52	44	42
City Development Directorate	8	16	5
Environment and Regulatory Directorate	25	22	19
Finance Directorate	8	14	6
Governance Directorate	7	9	4
Housing and Communities Directorate	44	29	51
HR and Support Services Directorate	12	9	11
Public Health Directorate	16	13	3

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%	4%	1%	0%	0%
25-34	8%	6%	9%	5%	0%
35-49	10%	4%	11%	6%	4%
50-64	8%	5%	2%	9%	2%
65+	0%	1%	1%	2%	2%

1.10 Voluntary Turnover % (rolling 12 months)

Directorate	2023/24	2024/25	2025/26 to Nov Q3
City of York Council (exc. schools)	8%	7%	7%
Adult Social Care and Integration Directorate	9%	7%	9%
Children and Education Directorate	10%	8%	9%
City Development Directorate	5%	10%	10%
Environment and Regulatory Directorate	7%	6%	5%
Finance Directorate	3%	6%	5%
Governance Directorate	11%	15%	11%
Housing and Communities Directorate	10%	6%	10%
HR and Support Services Directorate	4%	3%	3%
Public Health Directorate	13%	11%	5%

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

Age	2024/25				2025/26 to Q3			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	4%	1%	0%	5%	6%	2%	0%	8%
25-34	9%	12%	0%	21%	12%	16%	0%	28%
35-49	9%	24%	2%	35%	9%	20%	2%	31%
50-64	12%	20%	3%	35%	9%	18%	2%	29%
65+	2%	3%	0%	4%	2%	2%	0%	4%
Total	36%	59%	5%	100%	38%	58%	4%	100%

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

Age	Staff 2025/26 Q3				Resignations 2025/26 to Q3			
	Grade 1-6	Grade 7 - 11	Grade 12 +	Total	Grades 1-6	Grades 7-11	Grades 12+	Total
16-24	2%	2%	0%	4%	6%	2%	0%	8%
25-34	6%	10%	0%	16%	12%	16%	0%	28%
35-49	10%	23%	2%	34%	9%	20%	2%	31%
50-64	16%	24%	2%	42%	9%	18%	2%	29%
65+	2%	1%	0%	4%	2%	2%	0%	4%
Total	36%	60%	3%	100%	38%	58%	4%	100%

1.13 Work With York YTD – Total Assignments

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

Directorate	2024/25 Q4	2025/26 Q1	2025/26 Q2	2025/26 Q3
City of York Council (exc. schools)	417	286	350	438
Adult Social Care and Integration Directorate	74	51	60	81
Children and Education Directorate	75	52	66	75
City Development Directorate	13	14	18	23
Environment and Regulatory Directorate	89	67	81	111
Finance Directorate	51	27	30	38
Governance Directorate	2	0	0	0
Housing and Communities Directorate	107	72	92	105
HR and Support Services Directorate	5	2	2	4
Public Health Directorate	1	1	1	1

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 Q4	2025/26 Q1	2025/26 Q2	2025/26 Q3
City of York Council (exc. schools)	56	45	44	56
Adult Social Care and Integration Directorate	13	8	7	8
Children and Education Directorate	12	8	7	10
City Development Directorate	6	5	3	4
Environment and Regulatory Directorate	15	14	16	14
Finance Directorate	4	3	4	7
Governance Directorate	0	0	0	0
Housing and Communities Directorate	6	7	7	12
HR and Support Services Directorate	0	0	0	0
Public Health Directorate	0	0	0	1

1.15 Work with York – Current Assignments

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

Directorate	2024/25 Q4	2025/26 Q1	2025/26 Q2	2025/26 Q3
City of York Council (exc. schools)	202	208	190	223
Adult Social Care and Integration Directorate	33	37	36	52
Children and Education Directorate	31	40	29	31
City Development Directorate	8	14	15	16
Environment and Regulatory Directorate	53	46	39	49
Finance Directorate	22	22	20	22
Governance Directorate	1	0	0	0
Housing and Communities Directorate	49	46	49	50
HR and Support Services Directorate	4	2	1	2
Public Health Directorate	1	1	1	1

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 December 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 Q3	
	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 Q3
Heterosexual	95%	95%	94%	94%
Non-Heterosexual	5%	5%	6%	6%

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 Q3	CYC	4%	16%	34%	42%	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 Q3	
	White - British	BME	White - British	BME	White - British	BME	White - British	BME
City of York Council	94%	6%	93%	7%	93%	7%	91%	9%
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 Q3	
	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled	Disabled
City of York Council	93%	7%	93%	7%	91%	9%	90%	10%
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 Q3
Learning disability	13%	15%	14%	16%
Long-standing illness	33%	32%	30%	25%
Mental illness	11%	10%	13%	13%
Physical	8%	8%	9%	9%
Sensory	9%	9%	10%	10%
Other	26%	26%	25%	26%

2.7 Equalities by Grade

		Grades 1-6	Grades 7-11	Grades 12 & Over
Gender	Male	44%	33%	42%
	Female	56%	67%	58%
Sexual Orientation	Heterosexual	92%	94%	94%
	Non-Heterosexual	8%	6%	6%
Age	16-24	6%	3%	0%
	25-34	17%	16%	5%
	35-49	27%	38%	45%
	50-64	45%	40%	49%
	65+	7%	2%	1%
Ethnicity	Bame	12%	7%	4%
	White British	88%	93%	96%
Disabled	Disabled	12%	9%	10%
	Not Disabled	88%	91%	90%

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.

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>

Staffing Matters & Urgency Committee
Draft Work Plan 2025/26
(updated 14 January 2026)

2025/26

Date	Proposed Reports
24 January 2026	1. Workforce demographics as at 31 December 2025 2. Redundancy, Retirement and Settlement Agreements
25 February	1. Redundancy, Retirement and Settlement Agreements
20 April	1. Redundancy, Retirement and Settlement Agreements

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Staffing Matters and Urgency Committee

26 January 2026

Report of the Chief Officer - HR & 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 1 September 2025 to 5 January 2026 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 1** is a confidential anonymised summary of the cases approved in the last 12 months, with the latest cases unshaded at the top of the table for the Committee's information and overview.
9. Of the new cases presented there are 3 flexible retirements, 3 redundancies, of which 2 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

10. 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

11. 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

12. 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

13. Staffing Matters and Urgency Committee is asked to 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 & Support Services

**Report
Approved**



Date 15 January 2026

Specialist Implications Officers: None.

Wards Affected: None.

For further information please contact the author of the report

Background Papers: None.

Annexes:

Annex 1 – Confidential Annex, *anonymised summary of the cases approved in the last 12 months*

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

Document is Restricted

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