

## Notice of meeting of

### **Staffing Matters & Urgency Committee**

**To:** Councillors Alexander (Chair), Gunnell, Fraser, Runciman and Gillies

**Date:** Monday, 20 June 2011

**Time:** 1.00 pm

**Venue:** The Guildhall

### **AGENDA**

#### **1. Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

#### **2. Exclusion of Press and Public**

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

Annexes to Agenda Item 5 (Redundancy) 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 & 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

#### **3. Minutes (Pages 3 - 4)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on Monday 6 June 2011.

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

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5.00 pm** on Friday 17 June 2011.

#### **5. Redundancy (Pages 5 - 6)**

This report advises Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. Exempt annexes containing details of the individual cases will be circulated to Members at the meeting.

#### **6. Any Other Matters which the Chair decides are urgent under the Local Government Act 1972.**

#### Democracy Officer:

Name: Judith Cumming

Contact details:

- Telephone – (01904) 551078
- E-mail – [judith.cumming@york.gov.uk](mailto:judith.cumming@york.gov.uk)

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

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোআবী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

*Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550*

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ مہیا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

*Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550*

### **Holding the Cabinet to Account**

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session (CMDS)) agenda. The Cabinet will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Cabinet meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

### **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

---

MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	6 JUNE 2011
PRESENT	COUNCILLORS ALEXANDER (CHAIR), GUNNELL, SIMPSON-LAING (SUBSTITUTE FOR COUNCILLOR FRASER), RUNCIMAN AND GILLIES
APOLOGIES	COUNCILLOR FRASER

---

### 1. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Alexander declared a personal interest in agenda item 5 (Redundancy), as a member of the GMB.

Councillor Simpson-Laing declared a personal interest in the same item, as a member of UNISON.

No other interests were declared.

### 2. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That the press and public be excluded from the meeting during consideration of the annexes to agenda item 5 (Redundancy) on the grounds that they contain information relating to individuals and the financial affairs of particular persons, which is classed as exempt under Paragraph 1, 2 and the 3 of the Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

### 3. **MINUTES**

RESOLVED: That the minutes of the meeting of the Staffing Matters & Urgency Committee held on 3 May 2011 be approved and signed by the Chair as a correct record.

### 4. **PUBLIC PARTICIPATION**

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

**5. REDUNDANCY**

Members considered a report which informed them of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

Details of the seven individual employees concerned were contained in business cases which were circulated at the meeting as exempt Annexes A-F. Two of the proposed redundancies were compulsory and four were voluntary. An additional discretionary flexible retirement request, as detailed at Annex F was presented. This proposal set out details of an employee reducing hours from full time to part time and being granted access to a pension on an actuarial reduced basis, for which there was no cost to the employer. Members were asked to make a decision on this proposal.

- RESOLVED:
- (i) That the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy, as detailed in annexes A-E circulated at the meeting be noted.
  - (ii) That the Committee's discretionary powers be exercised to grant the flexible retirement request, as detailed in Annex F.

REASON: So that Members have an overview of the expenditure.

Cllr J Alexander, Chair  
[The meeting started at 1.00 pm and finished at 1.25 pm].



---

*Staffing Matters and Urgency Committee**20<sup>th</sup> June 2011*

Report of the Director of Customer and Business Support Services

**Redundancy****Summary**

1. This report advises Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy.

**Background**

2. The background and detailed case surrounding each proposal is contained in the individual business case attached as annexes to this report.

**Consultation**

3. All of the proposed redundancies have been subject to consultation in accordance with the Council's statutory obligations.

**Options**

4. The Committee has the power within the Council's procedures to approve discretionary enhancements to redundancy and/or pension payments. The Committee does not have the power to make lower payments. By law the decisions as to whether or not to make an employee redundant rests with the Chief Executive or Officers nominated by her.

**Analysis**

5. The analysis of each proposal can be found in the respective business case.

**Corporate Priorities**

6. The actions being proposed in this report are designed to support the Council's corporate priority "Effective Organisation" and are consistent with the required outcomes of the More 4 York programme.

**Implications**

7. The implications of each proposal can be found in the respective business case.

### Risk Management

- 8. The specific risks associated with each proposal and how they can be mitigated are contained in each business case. In summary, the risks associated with the recommended option are financial, legal, operational and reputational.

### Recommendations

- 9. Staffing Matters and Urgency Committee is asked to:
  - 1) Note the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy detailed in the annexes.

Reason: In order to provide an overview of the expenditure.

### Contact Details

**Author:**

Mark Bennett  
Head of HR Directorate Support  
Human Resources  
Ext 4518

**Chief Officer Responsible for the report:**

Ian Floyd  
Director of Customer and Business Support Services

**Report Approved**  **Date**

Ian Floyd  
Director of Customer and Business Support Services

**Report Approved**  **Date**

**Specialist Implications Officer(s):**

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

All

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

**Background Papers:**

None

**Annexes**

Individual Business Cases