

**Notice of meeting of**

**Staffing Matters & Urgency Committee**

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

**Date:** Monday, 24 October 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 6 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).

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

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on Monday 10 October 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 **Friday 22 October 2011 at 5.00 pm.**

#### **5. Community Covenant (Pages 5 - 10)**

This report asks the Staffing Matters and Urgency Committee and Council to agree to establishing a Community Covenant with the local armed forces.

#### **6. Redundancy (Pages 11 - 14)**

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

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

#### Democracy Officer:

Name: Judith Betts

Contact details:

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

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

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### **Holding the Executive 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 CMDS (Cabinet Member Decision Session)) 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 Executive 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

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MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	10 OCTOBER 2011
PRESENT	COUNCILLORS ALEXANDER (CHAIR), GUNNELL (EXCEPT MINUTE ITEM 56), FRASER, RUNCIMAN AND GILLIES

## 52. 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 GMB.

Councillor Fraser also declared a personal interest in agenda item 5 (Redundancy), as a member of the retired sections of UNISON and Unite (TGWU/ACTS sections).

Councillor Gunnell declared a personal and prejudicial interest in the same agenda item, as a family member worked in the same directorate as some of the cases under consideration. She left the room and took no further part in the meeting.

No other interests were declared.

## 53. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during the consideration of agenda item 5 (Redundancy), on the grounds that it contains information relating to individuals and the financial affairs of particular persons, which is classified 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).

**54. MINUTES**

RESOLVED: That the minutes of the meeting of the Staffing Matters and Urgency Committee held on 26 September 2011 be approved and signed by the Chair as a correct record.

**55. PUBLIC PARTICIPATION**

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

**56. 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 sixteen individual employees concerned were contained in the business cases circulated at the meeting as exempt annexes to the report. One redundancy was compulsory and the fifteen others were voluntary. No discretionary enhancements were proposed for all of the cases involved.

RESOLVED: That the expenditure associated with the proposed dismissal of the employees on the grounds of redundancy, as detailed in the annexes circulated at the meeting, be noted.

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

Councillor J Alexander, Chair  
[The meeting started at 1.05 pm and finished at 1.20 pm].



## **Staffing & Urgency Committee**

24 October 2011

Report of the Cabinet Member for Leisure, Culture and Social Inclusion

### **A Community Covenant**

#### **Summary**

1. This report asks Council to agree to establishing a Community Covenant with our local armed forces.

#### **Background**

2. In May 2011, the Government published the Armed Forces Covenant, which encouraged the adoption of Community Covenants between local communities and the local armed forces community in order to:
  - encourage local communities to support the Armed Forces Community in their areas
  - nurture public understanding and awareness amongst the public of issues affecting the Armed Forces Community
  - recognise and remember the sacrifices faced by the Armed Forces Community
  - encourage activities which help to integrate the Armed Forces Community into local life
  - encourage the Armed Forces Community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement
3. The Community Covenant is signed by various members of the local community including representatives of the Armed Forces and the local authorities. It may also be signed by charities, volunteer groups and other parties keen to support the principles of the Community Covenant. It is intended to complement, at local level, the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces. The

core principle of the Covenant is that an individual should not be disadvantaged as a result of service.

4. Community Covenants have already been established in Oxfordshire, Hampshire, Vale of Glamorgan and North Yorkshire. Examples of things they include are:
  - ensuring that there is representation from the Armed Forces on our key strategic partnerships
  - supporting service leavers to resettle in their home towns, focusing particularly on enabling those with physical or mental health issues to gain relevant skills and employment
  - ensuring school admissions and transfers are made as smoothly as possible
  - ensuring that military personnel can access council information easily
  - providing opportunities for the Armed Forces to talk about their experiences on operations
  - encouraging businesses to display a window sticker or similar and to offer discounts to serving personnel and their families
5. Many people have become involved in supporting the Service community through Service charities, or more recently by participating in Armed Forces Day. In York in recent years we have supported the various battalions in their home coming parades, combat medal presentations, and freedom parades, and supported fundraising for Help for Heroes. Currently, we are working with the combined services for a major event during 2012. Even simple demonstrations of support, such as displaying the Armed Forces Day window sticker in cars and businesses, have had a positive effect and boosted the morale of our Armed Forces community. The Community Covenant scheme aims to build on this local level of support.
6. A Community Covenant Grant Scheme aims to deliver financial support to projects at the local level, which strengthen the ties or the mutual understanding between members of the Armed Forces Community and the wider community in which they live. Bids may only be submitted from areas which have already established a Community Covenant in their area, and applications are invited for sums from £100 to £250k.



7. Bids will be considered in the first instance by the Community Covenant Partnership at a local level. Bids that the Partnership are happy to endorse will be submitted to the MOD to be considered by the Community Covenant Grant Panel.
8. There are many types of projects that might be supported by this fund such as:
  - local infrastructure, such as a children's playground which might be used by children from both Service accommodation and the wider community
  - projects that increase the integration of Service personnel, veterans and their families with the wider community
  - projects that improve the health, welfare or financial literacy of Service personnel, veterans and their families
  - one-off activities, such as an activity camp involving the Armed Forces and local young people, in which the Scheme would meet the travel and subsistence costs of the Service participants
  - an exhibition at a local library etc, explaining what a local Armed Forces unit has recently been doing (e.g. in Afghanistan)
  - an "oral history" project, where the local branch of a regimental association, locally based Armed Forces personnel or a specific group of Armed Forces personnel recorded their experiences or discussed them with local schoolchildren
  - a community outreach project bringing veterans together with their non-Service equivalents to highlight what support is available for them in their local community or to increase the level of targeted support

### **The Potential for a York Community Covenant**

9. With barracks at Strensall and Fulford, and an RAF base at Linton-on-Ouse (outside York boundaries but with York as the nearest large population centre), there are a number of service personnel who regard York as their home base. A York covenant will build upon strong foundations of our current links and areas of good practice such as:
  - *Heroes Welcome in York:* York is one of the many towns and cities across the UK running this scheme which provides discounts with many city centre businesses who proudly display the stickers.

- Assisting service leavers in finding employment by raising the awareness of skills to York Employers: Over the past 3 years the Council has been involved with 15 NE Brigade both at Imphal Barracks and Catterick Garrison in a series of events aimed at raising awareness amongst the York and North Yorkshire business community of the skills of military personnel when leaving the services.
- Taking advance notice of a posting as proof of residence for the purposes of school admissions to ensure that forces children are not disadvantaged when applying for school places

And it might incorporate new ideas and potential areas for development including:

- Widening the membership and remit of the York Service Families Forum to include RAF Linton-on-Ouse personnel alongside health and adult Services.
- Developing inter-generational community projects to strengthen community cohesion for service families
- Developing opportunities for RAF and Army input into city-wide and local information sharing events and community partnerships
- Including forces representation on strategic partnerships such as the York Economic Partnership and functional partnerships e.g. the Disabled Children Partnership which commissions and develops services for children with disabilities.
- Developing a closer working partnership around positive activities for young people and setting up mentoring and coaching opportunities between serving personnel and young people in schools

Initial meetings have taken place with representatives of the armed forces who are delighted with the Council's commitment to this initiative. Final areas for the York covenant will be established through further dialogue.

### **Corporate Priorities**

10. This initiative will contribute to the Council Plan ambition to Build Stronger Communities and in particular the key outcome of safer, more inclusive communities.

### Implications

11. **Financial:** Most areas within the Community Covenant will be taken forward within existing budgets. Any future proposals brought to members arising from the development of the Covenant will identify their financial implications.
12. There are no other additional implications arising from this report.

### Risk Management

13. In compliance with the Council's risk management strategy there are no risks associated with the recommendations of this report.

### Recommendations

14. Council is asked to pledge its support to establish a Community Covenant Partnership and instruct the Chief Executive to hold discussions with representatives of our local armed forces to progress this.

Reason: To support relationships between the people of York and our local armed forces.

### Contact Details

<b>Author:</b>		<b>Cabinet Member:</b>		
Charlie Croft, Assistant Director (Communities and Culture)		Cllr. S. Crisp Cabinet Member for Leisure, Culture and Social Inclusion		
		<b>Report Approved</b>	✓	<b>Date</b> 22.9.11.
<b>Specialist Implications Officer(s)</b>				
<b>Wards Affected:</b>				<b>All</b> ✓
<b>For further information please contact the author of the report</b>				

**Background Papers:** File held by the author

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**Staffing Matters and Urgency Committee****24 October 2011**

Report of the Director of Customer and Business Support Services

**Redundancy****Summary**

1. This report advises the 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 are contained in the individual business cases to be circulated at the meeting 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** 14 October  
2011

**Specialist Implications Officer(s):**

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

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

**Background Papers:**

None

**Annexes**

Individual Business Cases (to be circulated at the meeting)

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