

## Notice of meeting of

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

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

**Date:** Monday, 7 November 2011

**Time:** 1.00 pm

**Venue:** The Guildhall, York

### **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 they contain 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 - 6)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 24 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 4 November 2011 at 5.00 pm.**

#### **5. Community Covenant (Pages 7 - 12)**

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

#### **6. Redundancy (Pages 13 - 16)**

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**

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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**

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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.

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interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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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	24 OCTOBER 2011
PRESENT	COUNCILLORS FRASER(EXCEPT MINUTE ITEM 62), SIMPSON-LAING (SUBSTITUTE FOR COUNCILLOR ALEXANDER), RUNCIMAN AND JEFFRIES (SUBSTITUTE FOR COUNCILLOR GUNNELL)
APOLOGIES	COUNCILLORS ALEXANDER AND GUNNELL

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#### 57. **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 Fraser declared a personal non prejudicial interest in the general remit of the Committee as a member of the retired sections of UNISON and Unite (TGWU/ACTS sections). He also declared a personal and prejudicial interest in an annex to agenda item 6 (Redundancy), as it concerned a close family friend. He left the room during the consideration of this item and took no further part in the meeting.

Councillor Simpson-Laing declared a personal non prejudicial interest in agenda item 6 (Redundancy) as a member of UNISON.

No other interests were declared.

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

RESOLVED: That the press and public be excluded from the meeting during the consideration of agenda item 6 (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 100 of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation Order)).

**59. MINUTES**

RESOLVED: That the minutes of the meeting of the Staffing and Urgency Committee held on 10 October 2011 be approved and signed by the Chair as a correct record.

**60. PUBLIC PARTICIPATION**

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

**61. COMMUNITY COVENANT**

Members considered a report which asked them to agree to the establishment of a Community Covenant with the local armed forces in York.

Officers explained to Members what a Community Covenant was, in that it was a set of principles between various partners in the City to ensure that those who have served (or are currently serving) in the armed forces and their families have support from a range Citywide partners, including City of York Council.

The process of drafting a Community Covenant would be undertaken by officers from City of York Council alongside Armed Forces representatives and York Council for Voluntary Service (CVS). Once approved by the Council partners across the City will be asked to sign-up to the principles contained therein.

It was noted that the York Community Covenant would use the National Community Covenant document as a template, but with some minor additions to make it pertinent to York. Members felt that it would be better for the draft Community Covenant document to be considered by the Staffing Matters

and Urgency Committee before consideration at the next Full Council meeting.

- RESOLVED:
- (i) That the report be noted.
  - (ii) That the Committee support the establishment of a Community Covenant Partnership and instruct Officers to hold discussions with representatives of local armed forces to progress this.
  - (iii) That a draft document of the York Community Covenant be produced and considered by the Committee at their next meeting.<sup>1</sup>

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

Action Required

1. To meet with York CVS and Armed Forces representatives to produce a draft Community Covenant for York.

AG

**62. 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 nine individual employees concerned were contained in the business cases circulated at the meeting as exempt annexes to the report. All of the redundancies were voluntary and no discretionary enhancements were proposed.

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 T Simpson-Laing, Chair  
[The meeting started at 1.00 pm and finished at 1.20 pm].



## **Staffing & Urgency Committee**

7 November 2011

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

### **A Community Covenant**

#### **Summary**

1. This report asks Staffing Matters and Urgency Committee to agree to establishing a Community Covenant with our local armed forces, subject to the approval of Council.

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

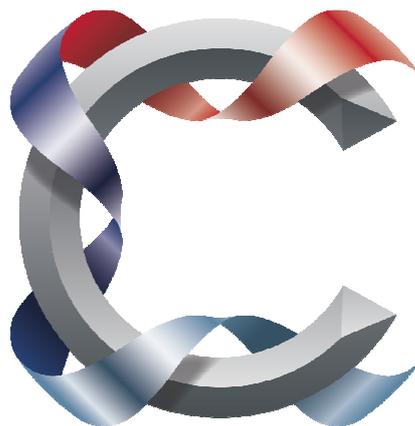
### Contact Details

<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> 07.11.11
<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:

#### Annex 1- York Community Covenant





# **Community Covenant**

**An Armed Forces Community Covenant**

Between

The Civilian Community of York

And

The Armed Forces Community in the City of York

**We, the undersigned, agree to work and act together to honour the  
Armed Forces Community Covenant**

**Signatories**

Signed:

Signed:

Name:

Name:

Position Held:

Position Held:

Signed on behalf of the Armed Forces  
Council  
Community

Signed on behalf of City of York

Date:

Date:

Signed:

Signed:

Name:

Name:

Position Held:

Position Held:

Signed on behalf of the Armed Forces  
Community

Signed on behalf of York Council for  
Voluntary Service

Date:

Date:

Signed:

Name:

Position Held:

Signed on behalf of the Armed Forces  
Community

Date:

**Signatories**

## **Section 1: Participants**

- 1.1 This Armed Forces Community Covenant is made between the serving and former members of the Armed Forces and their families working and residing in York and the civilian community of York.

## **Section 2: Principles of The Armed Forces Community Covenant**

- 2.1 The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces, at the local level.
- 2.2 The purpose of this Community Covenant is to encourage support for the Armed Forces Community working and residing in York and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. This includes in-Service and ex-Service personnel, their families and widow(er)s in York.
- 2.3 For the Civilian Community of York, the Community Covenant presents an opportunity to bring their knowledge, experience and expertise to bear on the provision of help and advice to members of the Armed Forces Community. It also presents an opportunity to build upon existing good work.
- 2.4 For the Armed Forces community, the Community Covenant encourages the integration of Service life into civilian life and encourages members of the Armed Forces community to help their local community.

## **Section 3: Objectives and General Intentions**

- 3.1 The Armed Forces Community Covenant complements the principles of the Armed Forces Covenant which defines the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community.
- 3.2 It aims to encourage all parties within a community to offer support to the local Armed Forces community and make it easier for Service personnel, families and veterans to access the help and support available from the MOD, from statutory providers and from the Charitable and Voluntary Sector. These organisations already work together in partnership at local level.

3.3 The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.

#### **Section 4: Review**

4.1 A specific set of measures, pertinent to York, to take forward the principles within the Covenant will be agreed by the signatories. At least once a year, the signatories will review the measures that they are taking to implement the principles of the Armed Forces Covenant and consider if further actions would be helpful.

### **The Armed Forces Covenant**

An Enduring Covenant Between

The People of the United Kingdom  
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of  
the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial

services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.



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**Staffing Matters and Urgency Committee****7 November 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** 7 November  
2011

**Specialist Implications Officer(s):**

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

AI

**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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