

Notice of meeting of

Staffing Matters & Urgency Committee

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

Date: Monday, 11 June 2012

Time: 1.00 pm

Venue: The Guildhall

AGENDA

1. Declarations of Interest

At this point in the meeting, 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 28 May 2012.

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 8 June 2012 at 5.00 pm.**

5. Changes to Appointments to Council Bodies (Pages 7 - 10)

At the Annual Council meeting on 24 May 2012 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2012/13 municipal year. However, since those appointments were made we have been advised that two changes are required to the agreed list.

This matter has been brought to the Staffing and Urgency Committee for agreement in view of the timing of forthcoming meetings of both of these bodies.

6. Redundancy (Pages 11 - 12)

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

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

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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 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 following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, 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;
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City of York Council

Committee Minutes

MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	28 MAY 2012
PRESENT	COUNCILLORS SIMPSON-LAING (SUBSTITUTE FOR COUNCILLOR ALEXANDER), GUNNELL, FRASER, RUNCIMAN AND GILLIES

1. **DECLARATIONS OF INTEREST**

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

Councillor Fraser declared a personal non prejudicial interest in the general remit of the Committee as a retired member of UNISON and Unite (TGWU/ACTS sections).

Councillor Gunnell also declared a personal non prejudicial interest in the general remit of the Committee as a member of UNISON.

Councillor Simpson-Laing declared a personal non prejudicial interest in the general remit of the Committee 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 the consideration of annexes to agenda item 6 (Redundancy) on the grounds that they contain information relating to individuals and the financial affairs of particular persons.

3. MINUTES

RESOLVED: That the minutes of the Staffing Matters and Urgency Committee held on 14 May 2012 be approved and signed by the Chair as a correct record.

4. PUBLIC PARTICIPATION

It was reported that there had been one registration to speak under the Council's Public Participation Scheme.

Ben Drake, spoke on behalf of UNISON on an annex from Agenda Item 6 (Redundancy). He thanked Officers on their approach to considering the employee's request, and agreed with their recommendation.

5. APPOINTMENTS SUB COMMITTEE FOR ASSISTANT DIRECTOR (ASSESSMENT AND SAFEGUARDING)

Members received a report which sought formal approval to establish an Appointments Sub-Committee for the post of Assistant Director (Adult Assessment and Safeguarding) and to delegate sufficient powers to that Sub-Committee to enable it to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

Officers informed Members that the current post was being covered on an interim basis due to an organisation review. It was noted that the Appointments Sub-Committee would work out the timescales for the appointment process. Following a question from a Member, it was stated that if an external appointments process was followed, that this could be more expensive.

RESOLVED: (i) That the report be noted.

- (ii) That an Appointments Sub-Committee consisting of three members, two from Labour, and one Conservative or Liberal Democrat, be authorised to conduct the final interviews for the Assistant Director (Adult Assessment and Safeguarding).
- (iii) That the Appointments Committee conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures.

REASON: To allow appointment to the post of Assistant Director of Adult Assessment and Safeguarding to be made.

6. REDUNDANCY

Members received a report which advised them of the expenditure associated with a request for early retirement and the proposed dismissal of a number of employees on the grounds of redundancy.

Details of the six employees were contained as exempt annexes (A-F) to the report. The annexes were circulated at the meeting.

Annex A concerned a discretionary request for early retirement, and early access to pension, on compassionate grounds. Members agreed with the Officer's recommendation to grant the request. They also felt that these were exceptional compassionate circumstances which had been well documented in the business case. it was an exceptional case and did not believe that it would set a precedent, due to the specific circumstances involved.

The other five redundancies were voluntary and no discretionary enhancements were proposed.

RESOLVED: (i) That a request for early retirement and early access to pension be granted.

- (ii) That the expenditure associated with the proposed dismissal of five employees on the grounds of redundancy as detailed in the Annexes 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 1.15 pm].



Staffing Matters and Urgency Committee**11 June 2012**

Report of the Assistant Director, Governance and ICT

Changes to Appointments to Council Bodies**Summary**

1. At the Annual Council meeting on 24 May 2012 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2012/13 municipal year. However, since those appointments were made we have been advised that two changes are required to the agreed list.

Background

2. The requested changes to the agreed appointments made are:

Committees – Scrutiny Functions (page 26 of the Council report)

- Community Safety Overview and Scrutiny Committee – Cllr Healey to be appointed as Vice Chair in place of Cllr Steward

Outside Bodies (page 46 of the report to Council)

- Yorkshire Purchasing Organisation (YPO) – replace Cllr Steward with Cllr Barton.

3. This matter has been brought to the Staffing and Urgency Committee for agreement in view of the timing of forthcoming meetings of both of these bodies. In particular the next meeting of the YPO Management Committee which is scheduled for 22 June 2012 and the Community Safety Scrutiny meeting on 27 June 2012.

Consultation

4. In accordance with the usual process for gathering nominations to available places at the Annual Council Meeting, all party Groups have been consulted on and provided with the necessary information on available places.

Options

5. Options open to the Committee are to approve or not approve the changes to Council appointments set out at paragraph 2 of the report.

Council Plan 2011-15

6. Establishing an appropriate decision making and scrutiny structure, contributes to the Council delivering its core priorities set out in the Council Plan, effectively.

Implications

7. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider nominations to places on Committees and outside bodies:

- **Financial**
- **Human Resources (HR)**
- **Equalities**
- **Crime and Disorder**
- **Property**
- **Other**

Legal Implications

8. The Council is statutorily obliged to make appointments to committees, advisory committees, sub Committees and certain other prescribed bodies in accordance with the political balance rules. These rules may only be waived where no Member votes against the proposal.

Risk Management

9. In compliance with the Council's risk management strategy, there are no known risks associated with the recommendation in this report.

Recommendations

10. Staffing Matters and Urgency Committee is asked to consider and agree the amended appointments to the Community Safety Overview and Scrutiny Committee and the Yorkshire Purchasing Organisation for the 2012/13 municipal year.

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

Author: **Chief Officer Responsible for the report:**

Dawn Steel
Democratic Services
Manager

Andy Docherty
Assistant Director, Governance and ICT

Telephone: 01904 551030

**Report
Approved**



Date 1 June
2012

Specialist Implications Officers

Not applicable

Wards Affected: Not applicable

All



For further information please contact the author of the report

Background Papers

None

Annexes

None

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Staffing Matters and Urgency Committee**11 June 2012**

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.

Council Plan

6. Whilst the actions being proposed in the report are not material to the Council Plan they 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:

Consider and note each proposal presented on the grounds of redundancy as detailed in the annexes.

Reason: In order to provide an overview of expenditure and to consider whether the Council should exercise its discretionary powers to make enhancements.

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 30 May 2012

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 (to be circulated at the meeting)