

## Notice of meeting of

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

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

**Date:** Monday, 25 June 2012

**Time:** 1.00 pm

**Venue:** The Guildhall, York

### **AGENDA**

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

At this point in the meeting, Members are asked to declare any personal or prejudicial interests that 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 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 11 June 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 22 June 2012 at 5.00 pm**.

**5. Redundancy** (Pages 7 - 8)

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.

**6. 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.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন ভাষাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোভাষী 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 میا 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 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;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

---

MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	11 JUNE 2012
PRESENT	COUNCILLORS ALEXANDER (CHAIR), GUNNELL, FRASER, RUNCIMAN AND BARTON (SUBSTITUTE FOR COUNCILLOR GILLIES)
APOLOGIES	COUNCILLOR GILLIES

---

## 7. **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 Alexander declared a personal non prejudicial interest in the general remit of the Committee as a member of GMB.

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

No other interests were declared.

## 8. **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 an individual and the financial affairs of a particular person.

**9. MINUTES**

RESOLVED: That the minutes of the Staffing Matters and Urgency Committee held on 28 May 2012 be approved and signed by the Chair as a correct record.

**10. PUBLIC PARTICIPATION**

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

**11. CHANGES TO APPOINTMENTS TO COUNCIL BODIES**

Members received a report which informed them of a number of changes requested to appointments made to committees and outside and partnership bodies since they were agreed at the Annual Council meeting on 24 May 2012. It sought the Committee's approval to make the following changes:

- Community Safety Overview and Scrutiny Committee- Councillor Healey to be appointed as Vice Chair in place of Councillor Steward.
- Yorkshire Purchasing Organisation (YPO)-replace Councillor Steward with Councillor Barton

In addition to the above changes, Officers informed the Committee about an additional request for a change to membership of the East Area Planning Sub-Committee from the Conservative group. It was reported that a request had been made to replace Councillor Richardson with Councillor Wiseman as the second Conservative substitute on the Committee.

RESOLVED: (i) That the report be noted.

(ii) That the amended appointments to the Community Safety Overview and Scrutiny Committee and the Yorkshire Purchasing Organisation for the 2012/13 municipal year, as outlined above, be agreed.

- (iii) That Councillor Wiseman be appointed as the Conservative group's second substitute on the East Area Planning Sub-Committee, in place of Councillor Richardson.

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

## 12. **REDUNDANCY**

Members received a report which advised them of the expenditure associated with a proposed dismissal on the grounds of redundancy.

Details of the employee was contained as an exempt annex to the report. The annex was circulated at the meeting. The redundancy was voluntary and no discretionary enhancements were proposed.

RESOLVED: That the expenditure associated with the proposed dismissal of one employee on the grounds of redundancy as detailed in the annex be noted.

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

Councillor J Alexander, Chair  
[The meeting started at 1.00 pm and finished at 1.15 pm].

This page is intentionally left blank





---

**Staffing Matters and Urgency Committee****25 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** 15 June  
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)