

## Notice of a public meeting of

### Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Aspden, Boyce, Fraser and Steward
- Date:** Monday, 31 March 2014
- Time:** 1.00 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

### AGENDA

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

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of 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:

An Annex to Agenda Item 6 (Redundancy) on the grounds that it contains information relating to an individual and the financial affairs of a particular person. 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 1 - 4)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on 3 March 2014.

**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 28 March 2014 at 5.00 pm**.

**5. Additional Appointments to Outside Bodies (Pages 5 - 8)**

At the Annual Council meeting on 23 May 2013 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2013/14 municipal year. However, since those appointments were made we have been advised that a membership change is required to one of the Outside Bodies and appointments and nominations have been requested to a new Authority.

**6. Redundancy (Pages 9 - 10)**

This report advises the Staffing Matters and Urgency Committee of the expenditure associated with the proposed dismissal of an employee on the grounds of redundancy.

**7. Urgent Business**

Any other business which the Chair considers 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 Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

**This information can be provided in your own language.**

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

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City of York Council

Committee Minutes

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|           |   |
|-----------|---|
| Meeting   | Staffing Matters & Urgency Committee  |
| Date      | 3 March 2014  |
| Present   | Councillors Aspden, Boyce, Fraser, Barton<br>(Substitute for Councillor Steward) and<br>Merrett (Substitute for Councillor Alexander) |
| Apologies | Councillors Alexander and Steward   |

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**71. Election of Chair**

Due to the absence of the Chair from the meeting it was;

Resolved: That Councillor Fraser be elected as Chair of the meeting.

**72. Declarations of Interest**

At this point in the meeting, Members were asked to declare any personal, prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. No interests were declared.

**73. Exclusion of Press and Public**

Resolved: That the press and public be excluded from the meeting during the consideration of Annexes to Agenda Items 5 (Three Month Summary of Redundancies) and Agenda 6 (Redundancy) (minute items 75 and 76 refer) on the grounds that they contain information relating to individuals. 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).

**74. Minutes**

Resolved: That the minutes of the last meeting held on 3 February 2014 be approved and signed by the Chair as a correct record.

**75. Public Participation**

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

**76. Three Month Summary of Redundancies**

Members received a report which advised them of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covered the period from November 2013 to January 2014. An annex to the report was circulated at the meeting.

Resolved: That the summary information as detailed in the Annex to the report be noted.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

**77. Redundancy**

Members received a report which advised them of a discretionary flexible retirement request.

Officers explained to Members that the employee had requested flexible retirement and wished to reduce their full time hours to part time. The other half of the post would then be backfilled, there were no costs to granting the request.

Questions from Members related to;

- If there was an overlap in hours between the employee going from a full time to a part time post, and another employee starting in the other part time part of the post.
- Possible difficulties in recruitment for a part time post.

- If it might be supposed that once the employee who wished to go part time had retired that their post would automatically become a full time post.

Officers explained that for this particular post it would be a job share.

It was felt that would be little difficulty in filling the vacant half of the post. In response to the concern about if the retiree decided to leave the post and it became full time, it was reported that the first step would be to ask the other part time employee in post would be to ask them whether they wished to take on the post full time.

Resolved: That the request for flexible retirement be granted.

Reason: It allows the service to retain the knowledge and skills of an experienced service manager.

Councillor S Fraser, Chair

[The meeting started at 1.00 pm and finished at 1.10 pm].

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**Staffing Matters and Urgency Committee****31 March 2014**

Report of the Assistant Director, Governance and ICT

**Additional Appointments to Outside Bodies****Summary**

1. At the Annual Council meeting on 23 May 2013 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2013/14 municipal year. However, since those appointments were made we have been advised that a membership change is required to one of the Outside Bodies and appointments and nominations have been requested to a new Authority.

**Background**

2. The first change relates to the:
  - **Yorkshire Purchasing Organisation (YPO)** – to appoint Councillor David Horton to replace Councillor Dafydd Williams, as one of the CYC representatives on the YPO.
3. The second relates to the new West Yorkshire Combined Authority. In May 2013, the Cabinet endorsed the final Scheme for a Combined Authority for the area of West Yorkshire. It was noted that the council of the City of York would be part of the joint-working arrangements as a “non-constituent council”.
4. The West Yorkshire Combined Authority would be made up of ten members, 8 elected Members from the five West Yorkshire Authorities and City of York Council and the Local Enterprise Partnership as 2 non-constituent (partner) members. Each West Yorkshire Authority would then appoint one elected member and the three remaining places would be used to achieve political balance.
5. At that time the Chief Executive was authorised, in consultation with the Council’s Legal team and Leader, to continue discussions and further work regarding legislative developments required for the city’s progression to becoming a full member of the Combined Authority.

6. Since that time the Combined Authority has now been formed and appointments and nominations have been requested from York to the following bodies:

West Yorkshire Combined Authority

To appoint the Leader, Cllr James Alexander on to the Authority

West Yorkshire Combined Authority (WYCA) - Investment Committee

To nominate for appointment by the WYCA, Cllr Dave Merrett as Cabinet Member for Transport, Planning & Sustainability and to note that the Leader will serve on this Committee directly appointed by the WYCA

West Yorkshire Combined Authority - Governance and Audit Committee

One Labour representative to be nominated

West Yorkshire Combined Authority - Overview and Scrutiny Committee

Three representatives to be nominated (two Labour, one Conservative)

7. This matter has been brought to the Staffing Matters and Urgency Committee for agreement as the first meeting of the WYCA is due to take place on 1 April 2014. The Member nominations for the four outstanding places will be reported at the Staffing and Urgency meeting.

**Consultation**

8. In accordance with the usual process for gathering nominations to available places, the relevant Group were consulted and provided with the necessary information.

**Options**

9. Options open to the Committee are to approve or not approve the appointments and nominations set out at paragraphs 2 and 6 of the report.

## **Council Plan 2011-15**

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

### **Implications**

11. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider appointments to the YPO and Combined Authority and its Committees:
  - Financial
  - Human Resources (HR)
  - Equalities
  - Crime and Disorder
  - Property
  - Other

### **Legal Implications**

12. There are no specific legal implications arising from this report as Combined Authority will have a separate legal identity from the Council and the other constituent authorities and will have separate statutory powers and duties.

### **Risk Management**

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

### **Recommendations**

14. Staffing Matters and Urgency Committee is asked to consider and agree the appointments and nominations to the Yorkshire Purchasing Organisation and the West York Combined Authority and its Committee's for the remainder of the 2013/14 municipal year.

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

**Author:**

Dawn Steel  
Head of Civic and  
Democratic Services  
Telephone: 01904 551030

**Chief Officer Responsible for the  
report:**

Andy Docherty  
Assistant Director, Governance and ICT

**Report  
Approved**

**Date** 20 March 2014

**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****31 March 2014**

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 an employee on the grounds of redundancy.

**Background**

2. The background and detailed case surrounding the proposal is contained in the individual business case to be circulated at the meeting as an annex to this report.

**Consultation**

3. The proposed redundancy has 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 the 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 the proposal can be found in the respective business case.

### Risk Management

8. The specific risks associated with the proposal and how it can be mitigated are contained in the 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:

Note the expenditure associated with the proposed dismissal of an employee on the grounds of redundancy detailed in the annex.

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** 20 March  
2014

**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 (Confidential and to be circulated at the meeting)