

Notice of a public meeting of

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Aspden, Boyce, Fraser and Steward
- Date:** Monday, 28 April 2014
- Time:** 1.00 pm
- Venue:** The Auden Room - Ground Floor, West Offices (G047)

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:

Annexes to Agenda Item 5 (Redundancy) 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 1 - 2)

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on Monday 14 April 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 25 April 2014 at 5.00 pm.**

5. Redundancy (Pages 3 - 4)

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. Urgent Business: Changes to Cabinet and Council Appointments

Any other business which the Chair considers urgent under the Local Government Act 1972.

a) Changes to Cabinet Appointments and Council Bodies (Pages 5 - 18)

This report highlights a number of changes which have recently been made to Cabinet Members and their portfolio areas by the Leader. As a consequence, a number of changes are now required to the list of Council and outside bodies.

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.

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

Meeting	Staffing Matters & Urgency Committee
Date	14 April 2014
Present	Councillors Alexander (Chair), Boyce, Fraser and Runciman (Substitute for Councillor Aspden)
Apologies	Councillors Aspden and Steward

84. 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.

None were declared.

85. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of an annex to Agenda Item 5 (Redundancy) (Minute Item 88 refers) on the grounds that it contained information relating to an individual and the financial affairs of a particular person. This information 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 2006.

86. Minutes

Resolved: That the minutes of the last meeting held on 31 March 2014 be approved and signed by the Chair as a correct record.

87. Public Participation

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

88. Redundancy

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

Resolved: That the report and expenditure associated with the proposed dismissal of the employee on the grounds of redundancy, as detailed in the annex, be noted.

Reason: In order to provide an overview of the expenditure.

Councillor J Alexander, Chair

[The meeting started at 1.00 pm and finished at 1.02 pm].



Staffing Matters and Urgency Committee**28th April 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 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 Workforce Strategy.

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:

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 Business HR
Human Resources
Ext 4518

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer and Business
Support Services

Report **Date** 16th April
Approved 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 (to be circulated at the meeting)



Staffing Matters and Urgency Committee**28 April 2014**

Report of the Assistant Director, Governance and ICT

Changes to Cabinet Appointments and Council Bodies**Summary**

1. At the Annual Council meeting on 23 May 2013 the Council Leader appointed members of the Cabinet and their individual portfolio areas. Appointments were also made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2013/14 municipal year. However, a number of changes have recently been made to Cabinet Members and their portfolio areas by the Leader. As a consequence, a number of changes are now required to the list of Council and outside bodies.

Background

2. With effect from Thursday 16 April 2014, the Cabinet Leader has advised of a reshuffle of his Cabinet Members and their portfolio areas. In accordance with the Constitution the Monitoring Officer is required to report the consequential changes to the portfolios described in Part 3B, paragraph 2 of the Constitution as follows:

Cabinet Leader and Economic Development – James Alexander

Economic Development and Regeneration

Policy, Strategy and Partnerships

Business and Policy Support

Staff Relations

Business and Skills Development

Internationalisation

Digital Infrastructure

National Transport Infrastructure (in liaison with Cabinet Member for Transport)

Deputy Cabinet Leader – Tracey Simpson-Laing

Civic and Democratic Services (inc. Scrutiny)

Electoral Services

Legal Services

Homes and Safer Communities – Tracey Simpson-Laing

Housing Landlord (HRA)

Housing General

Strategic Housing

Domestic Violence (joint with Cabinet Member for Health and Community Engagement)

Safer Neighbourhoods

Anti-Social Behaviour

Licensing Enforcement

Licensing Policy (in conjunction with Chair of Licensing)

Trading Standards

Youth Offending

Environmental Health

Alcohol and Drugs Action

Licensing and Bereavement

Registrar

Transport – David Levene

Civil Engineering and Highways

Parking Services

Transport Strategy

Parking Strategy

Highways Strategy

Reinvigorate York

Taxi Licensing (in conjunction with Chair of Licensing)

Regional Transport Infrastructure (in liaison with Cabinet Leader)

Finance and Performance – Dafydd Williams

Customer Services

Human Resources and Payroll

Financial Services

Financial Procedures and Risk Management

Performance and Business Assurance

Procurement Services

Business Change

Health and Safety

Fraud

Property Services

Council Accommodation

Business Continuity

Financial Inclusion

Emergency Planning

Communications and Media

Cleaning Services

Re-Wiring Public Services through Transformation Programme

Environmental Services, Planning and Sustainability – Dave Merrett

Planning
Environment Strategy
Carbon Reduction
Conservation and Urban Design
Flood Protection
Air Quality
Smarter York
Waste Management
Street Environment
Waste Management Strategy (Client)
Local Plan
Fleet Management
Facilitating development
Reinvigorate York (planning input)

Leisure, Culture and Tourism – Sonja Crisp

Libraries
Leisure
Parks
Arts and Culture
Heritage
Tourism
City Centre Management, Markets and Events
Diversity Peer review

Health and Community Engagement – Linsay Cunningham-Cross

Domestic Violence (in conjunction with Cabinet Member for Homes and Stronger Communities as part of Public Health remit)
Community Engagement
Volunteering
Fair Trade
Parish Council liaison
Equalities and Inclusion
Public Health
Services for carers
Adult Safeguarding
Assessment and Personalisation
Older People, Mental Health, Respite
Commissioning and Partnerships

Education, Children and Young People – Janet Looker

School Improvement and Staff Development

Children and Families

Partnerships and Early Intervention

Resource Management

Lifelong Learning

Youth Services

School Place Planning

Play Policy

3. Appointments were also made at the Annual Meeting to a number of Committees, outside and partnership bodies and as a result of the subsequent change in portfolio responsibilities a number of changes are required to the previously agreed list, as set out at Annex B.
4. These matters have been brought to the Staffing Matters and Urgency Committee for agreement in view of the timing of forthcoming meetings and in order to align the Cabinet Members to their new portfolio areas, constitutionally.
5. The Monitoring Officer has authority, in consultation with the Chief Executive, to make these minor drafting changes to the Constitution to enact the revisions to portfolio areas made by the Council Leader. Annex A to this report sets out the new functional areas of responsibility aligned to the new Cabinet Member portfolios.

Consultation

6. As this report is mainly for information no further consultation is required.

Options

7. Options open to the Committee are to approve or not approve the changes to the outside and other bodies as set out at Annex B of the report.

Council Plan 2011-15

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

Implications

9. There are no known implications in relation to the following in terms of dealing with the specific matters before Members, namely to note changes to Cabinet Member portfolio areas and approve consequential nominations to places on Committees and outside bodies:
- Financial
 - Human Resources (HR)
 - Equalities
 - Crime and Disorder
 - Property
 - Other

Legal Implications

10. 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. Following the enactment of the Local Government and Public Involvement in Health Act 2007, which required councils to adopt new executive arrangements, the Leader is empowered to appoint his Cabinet and make changes to it.

Risk Management

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

Recommendation

12. Staffing Matters and Urgency Committee are asked to:
- (i) Note the changes in Cabinet Members and their portfolio areas together with their revised functional responsibilities set out at Annex A.
 - (ii) Agree the changes to the appointments to the bodies listed at Annex B, 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 24 April 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

Annex A – Revised Cabinet Members functional responsibilities

Annex B – List of Revised Appointments

Part 3 Responsibility for Functions**1 Cabinet Portfolios****2.1 Cabinet Leader and Economic Development**

Function	Responsible Director
Economic Development and Regeneration	Chief Executive
Policy, Strategy and Partnerships	Chief Executive
Business and Policy Support	Chief Executive
Staff Relations	Customer & Business Support
Business & Skills Development	Chief Executive
Internationalisation	Chief Executive
Digital Infrastructure	Customer & Business Support
National Transport Infrastructure (in liaison with Cabinet Member for Transport)	City & Environmental Services

2.2 Deputy Leader

Deputises for the Leader as required

Function	Responsible Director
Civic and Democratic Services (including Scrutiny)	Customer & Business Support
Electoral Services	Customer & Business Support
Legal Services	Customer & Business Support

2.3 Cabinet Member for Homes and Safer Communities

Function	Responsible Director
Housing Landlord (HRA)	Communities & Neighbourhoods
Housing General	Communities & Neighbourhoods
Strategic Housing	Communities & Neighbourhoods
Domestic Violence (joint with Cabinet Member for Health and Community Engagement)	Director of Health & Wellbeing
Safer Neighbourhoods	Communities & Neighbourhoods
Anti-Social Behaviour	Communities & Neighbourhoods
Licensing Enforcement	Communities & Neighbourhoods
Licensing Policy (in conjunction with Chair of Licensing)	Communities & Neighbourhoods
Trading Standards	Communities & Neighbourhoods
Youth Offending	Children's Services, Education & Skills
Environmental Health	Communities & Neighbourhoods
Alcohol and Drugs Action	Public Health & Wellbeing
Licensing and Bereavement	Communities & Neighbourhoods
Registrar	Communities & Neighbourhoods

2.4 Cabinet Member for Transport

Function	Responsible Director
Civil Engineering and Highways	City & Environmental Services
Parking Services	Communities & Neighbourhoods
Transport Strategy	City & Environmental Services
Parking Strategy	City & Environmental Services
Highways Strategy	City & Environmental Services

Reinvigorate York	City & Environmental Services
Taxi Licensing (in conjunction with Chair of Licensing)	Communities & Neighbourhoods
Regional Transport Infrastructure (in liaison with Cabinet Leader)	City & Environmental Services

2.5

Cabinet Member for Finance and Performance

Function	Responsible Director
Customer Services	Customer & Business Support
Human Resources & Payroll	Customer & Business Support
Financial Services	Customer & Business Support
Financial Procedures & Risk Management	Customer & Business Support
Performance & Business Assurance	Chief Executive
Procurement Services	Customer & Business Support
Business Change	Chief Executive
Health & Safety	Customer & Business Support
Fraud	Customer & Business Support
Property Services	Customer & Business Support
Council Accommodation	Customer & Business Support
Business Continuity	Communities & Neighbourhoods
Financial Inclusion	Customer & Business Support
Communications and Media	Chief Executive
Emergency Planning	Communities & Neighbourhoods
Cleaning Services	Customer & Business Support
Re-wiring Public Services through the Transformation Programme	Chief Executive

2.6 Cabinet Member for Environmental Services, Planning and Sustainability

Function	Responsible Director
Planning	City & Environmental Services
Environment Strategy	City & Environmental Services
Carbon Reduction	City & Environmental Services
Conservation and Urban Design	City & Environmental Services
Flood Protection	City & Environmental Services
Air Quality	Communities & Neighbourhoods
Smarter York	Communities & Neighbourhoods
Waste Management	Communities & Neighbourhoods
Waste Management Strategy (Client)	City & Environmental Services
Street Environment	City & Environmental Services
Local Plan	City & Environmental Services
Fleet Management	Communities & Neighbourhoods
Facilitating development	City & Environmental Services
Reinvigorate York (planning input)	City & Environmental Services

2.7 Cabinet Member for Health, and Community Engagement

Function	Responsible Director
Domestic Violence (in conjunction with Cabinet Member for Homes and Stronger Communities as part of Public Health remit)	Public Health & Wellbeing
Community Engagement	Communities & Neighbourhoods
Volunteering	Communities & Neighbourhoods

Function	Responsible Director
Fair Trade	Chief Executive
Parish Council liaison	Chief Executive
Equalities and Inclusion	Communities & Neighbourhoods
Public Health	Public Health & Wellbeing
Services for Carers	Public Health & Wellbeing
Adult Safeguarding	Public Health & Wellbeing
Assessment and Personalisation	Public Health & Wellbeing
Older People, Mental Health and Respite	Public Health & Wellbeing
Commissioning and Partnerships	Public Health & Wellbeing

2.8

Cabinet Member for Leisure, Culture and Tourism

Function	Responsible Director
Libraries	Communities & Neighbourhoods
Leisure	Communities & Neighbourhoods
Parks	Communities & Neighbourhoods
Arts and Culture	Communities & Neighbourhoods
Heritage	Communities & Neighbourhoods
Tourism	Communities & Neighbourhoods
City Centre Management, Markets and Events	Communities & Neighbourhoods
Diversity Peer Review	Communities & Neighbourhoods

Function	Responsible Director
School Improvement and Staff Development	Children's Services, Education & Skills
Children and Families	Children's Services, Education & Skills
Partnerships and Early Intervention	Children's Services, Education & Skills
Resource Management	Children's Services, Education & Skills
Lifelong Learning	Children's Services, Education & Skills
Youth Services	Children's Services, Education & Skills
School Place Planning	Children's Services, Education & Skills
Play Policy	Children's Services, Education & Skills

Membership of Committees, Working Groups and Outside Bodies

Committees/Working Groups

Joint Working – Strategic Partnerships

Without Walls Partnership

To appoint Cllr Simpson-Laing in place of Cllr Williams as the Labour substitute

Safer York Partnership

To appoint Cllr Simpson-Laing in place of Cllr Cunningham Cross

Health and Wellbeing Board

To appoint Cllr Cunningham-Cross in place of Cllr Simpson-Laing as Chair of the Board (Leader Appointment)

Police and Crime Panel

To appoint Cllr Simpson-Laing in place of Cllr Cunningham-Cross

Quality Bus Partnership

To appoint Cllr Levene in place of Cllr Merrett

West Yorkshire Combined Authority – Investment Committee

Nominate Cllr Levene for appointment to the Committee by the WYCA in place of Cllr Merrett

Outside Bodies

Local Government North Yorkshire Strategic Planning & Transport Board

To appoint Cllr Levene in place of Cllr Merrett

West Yorkshire Integrated Transport Authority

To appoint Cllr Levene in place of Cllr Merrett as a non voting member of the Authority

Yorventure Management Group

To appoint Cllr Merrett in place of Cllr Levene

Yorwaste

To appoint Cllr Merrett in place of Cllr Levene