

## Notice of a public meeting of

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

- To:** Councillors Alexander (Chair), Gunnell, Fraser, Runciman and Gillies
- Date:** Monday, 8 April 2013
- Time:** 1.00 pm
- Venue:** Giles Room, 1<sup>st</sup> Floor, West Offices, York

### **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 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 4<sup>th</sup> March 2013.

**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 **5.00 pm on Friday 5<sup>th</sup> April 2013**.

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

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.

**6. 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 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;
- York Explore Library and the Press receive copies of **all** public agenda/reports;
- All public agenda/reports can also be accessed online at other public libraries using this link

<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>

City of York Council

Committee Minutes

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MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	4 MARCH 2013
PRESENT	COUNCILLORS GUNNELL, RUNCIMAN, GILLIES, BOYCE (SUBSTITUTE FOR COUNCILLOR ALEXANDER) AND WILLIAMS (SUBSTITUTE FOR COUNCILLOR FRASER)
APOLOGIES	COUNCILLORS ALEXANDER & FRASER

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**79. ELECTION OF CHAIR**

Due to the absence of the Chair, Members were asked to elect a Chair for the meeting.

RESOLVED: That Councillor Gunnell be elected as Chair.

**80. DECLARATIONS OF INTEREST**

At this point in the meeting Members were invited to declare any personal, prejudicial or pecuniary interests, other than their standing interests attached to the agenda that they might have had in the business on the agenda.

None were declared.

**81. 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 & 6, on the grounds that they contain information relating to individuals and the financial affairs of particular persons. 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 Act (Access to Information) (Variation) Order 2006).

**82. MINUTES**

RESOLVED: That the minutes of the meeting of the Staffing Matters and Urgency Committee held on 4 February 2013 be approved and signed by the Chair as a correct record.

**83. PUBLIC PARTICIPATION**

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

**84. THREE MONTH SUMMARY OF REDUNDANCIES REPORT**

Members considered a report which gave them a summary of expenditure associated with the dismissal of a number of employees on the grounds of redundancy from November 2012 to January 2013.

Following a question regarding a number of redundancies in the Community and Neighbourhood Services (CANS) Directorate, Members were informed that some of these redundancies were part of a larger scale service review.

RESOLVED: That the report be noted.

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

**85. REDUNDANCY**

Members considered a report which advised them of the expenditure associated with the proposed dismissal of seven employees on the grounds of voluntary redundancy and one on the grounds of compulsory redundancy.

Officers apologised that the compulsory case had not been presented to the Committee at a previous meeting, and confirmed that the aforementioned employee had now left the authority.

RESOLVED: That the report be noted.

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

Councillor J Gunnell, Chair  
[The meeting started at 1.00 pm and finished at 1.05 pm].

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**Staffing Matters and Urgency Committee****8<sup>th</sup> April 2013**

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 are contained in the individual business case to be circulated at the meeting as annexes 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 they 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:
  - 1) Note the expenditure associated with the proposed dismissal of the employee 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**

X
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**Date  
28 March  
2013**

**Specialist Implications Officer(s):**

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

**All**

X
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**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

Individual Business Cases (to be circulated at the meeting)