



## **Notice of a public meeting of**

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

**To:** Councillors Alexander (Chair), Aspden, Boyce, Fraser and Steward

**Date:** Monday, 1 September 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. Minutes (Pages 1 - 2)**

To approve and sign the minutes of the meeting of the Staffing Matters & Urgency Committee held on Monday 18 August 2014.

#### **3. 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 29 August 2014 at 5.00 pm.**

#### 4. **City of York Council Community Governance Review** (Pages 3 - 10)

This report seeks agreement to the proposed processes for undertaking a city wide Community Governance Review of the parishing arrangements for the City of York, including the Terms of Reference and the timetable for the review.

#### 5. **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 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**

City of York Council

Committee Minutes

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Meeting	Staffing Matters & Urgency Committee
Date	18 August 2014
Present	Councillors Fraser (Chair), Boyce, Fraser, Steward, Reid (Substitute for Councillor Aspden) and Alexander (apart from Minute Items 20-24)
Apologies	Councillor Aspden

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**20. Election of Chair**

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

Resolved: That Councillor Fraser be elected Chair.

**21. 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.

**22. Exclusion of Press and Public**

Resolved: That the press and public be excluded from the meeting during the consideration of Agenda Item 5 (Pension or Exit Discretion (Minute Item 25 refers) on the grounds that that it contains 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 (Access to Information) (Variation) Order 2006).

**23. Minutes**

Resolved: That the minutes of the last meeting held on 7 July 2014 be approved and signed by the Chair as a correct record.

**24. Public Participation**

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

**25. Pension or Exit Discretion**

Members received a report which advised them of the expenditure associated with two pension or exit discretions in accordance with council policy.

Details of the two business cases were circulated at the meeting. Both individuals wanted to continue to work part time and to be able to access their pension at the same time.

A further business case for compulsory redundancy was also received by Members.

Resolved: (i) That the two pension or exit discretions be agreed.

(ii) That the compulsory redundancy be noted.

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

Councillor S Fraser, Chair

[The meeting started at 1.02 pm and finished at 1.05 pm].



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**Staffing and Urgency Committee****1<sup>st</sup> September 2014****Report of the Assistant Director of Governance & ICT****City of York Council Community Governance Review****1. Summary**

- 1.1 To seek agreement to the proposed processes for undertaking a city wide Community Governance Review of the parishing arrangements for the City of York, including the Terms of Reference and the timetable for the review.

**2. Background**

- 2.1 The last review of parish arrangements was undertaken in 2002 with the recommendations accepted and enacted by the Department of Communities and Local Government in 2008. The Council has a responsibility under the Local Government and Public Involvement in Health Act 2007 to carry out community governance reviews either of its own volition or in response to a petition meeting certain statutory requirements.
- 2.2 It is appropriate to instigate a community governance review now for a number of reasons:
  - Government guidance indicates that it would be good practice to consider undertaking a review every 10 to 15 years and keep the council area under review in the interim.
  - The recent electoral Review by the Local Government Boundary Commission for the ward structure of York means that some parish boundaries no longer reflect ward boundaries.

- Some Parish Councils have identified a wish to change their arrangements. For example Strensall with Towthorpe Parish works on a different electoral cycle from the City Council and all other parishes and has previously indicated a wish to change this.

### **3. The Review Process**

3.1 The Community Governance Review can consider the following alterations to parish arrangements:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

3.2 The Council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Is effective and convenient.
- In doing so the community governance review is required to take into account:
  - The impact of community governance arrangements on community cohesion; and
  - the size, population and boundaries of a local community or parish.

## **4. Consultation**

- 4.1 Public consultation is an essential element of undertaking a review. The Terms of Reference for the Community Governance Review sets out a timetable of stages for the receipt of formal proposals, the time frame for considering of representations and for recommendations to be drafted for consideration by Full Council.
- 4.2 The timescale for the review is dependent upon the proposals which come forward at the initial stage of consultation and responses to the issues raised within the terms of reference. Some proposals may be straightforward, uncontroversial and widely supported. It may be possible to implement such recommendations before the next elections. Others may require an extended period of consultation with individuals directly affected and more reflection before proposals can be developed and implemented.

## **5. Options**

- 5.1 Members may:
- Support the commencement of the review, approve the terms of reference and agree the timetable.
  - Delay the review until after the parish elections in 2015.
  - Decide not to commence a review.

## **6. Implications**

### **6.1. Financial**

The costs of undertaking a review will be met from existing resources

### **Equalities**

The review will consider a range of equalities issues. In particular the impact of any changes on community cohesion will be an important factor in determining recommendations

**Legal**

The Council's powers and duties in respect of community governance reviews are set out in the Local Government and Public Involvement in Health Act 2007. The Review must be conducted having regard to guidance from the Secretary of State and Electoral Commission.

6.2 There are no significant Crime and Disorder, Information Technology, Property, Human Resources or other implications

**7. Recommendation**

The Committee is requested to approve the commencement of and terms of reference for the Community Governance Review.

Reason: To allow consultation on parish arrangements for York in regard to improving the community engagement at local level.

**Contact Details**

**Author:**

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Electoral Services Manager  
Electoral Services  
01904 552032

**Chief Officer Responsible for the report:**

*Andy Docherty*  
*AD Governance & ICT*

**Report Approved**

**Date** 19/8/2014

**Wards Affected:**

**All**

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

**Background Papers: None**

**Annexes**

**Annex A:** Terms of Reference for Community Governance Review



## City of York Council

### Community Governance Review 2014

#### Review of community Governance Arrangements within the City of York.

#### Terms of Reference

The City of York Council will conduct a Review of Community Governance Arrangements within the City of York Council Local Authority area in accordance with the Local Government and Public Involvement in Health Act 2007.

The Council will comply with legislative requirements and shall have regard to the associated statutory guidance.

The review shall be of the community governance arrangements for the whole City which includes:

- Non-parished area of City of York Council;
- The following areas covered by existing parish and town councils;

Acaster Malbis PC	Heslington PC	Rawcliffe PC
Askham Bryan PC	Hessay PC	Rufforth and Knapton PC
Askham Richard PC	Heworth Without PC	Skelton PC
Bishopthorpe PC	Holtby PC	Stockton on the Forest PC
Clifton Without PC	Huntington PC	Strensall with Towthorpe PC
Copmanthorpe PC	Kexby PC	Upper Poppleton PC
Deighton PC	Murton PC	Wheldrake PC
Earswick PC	Naburn PC	Wigginton PC
Elvington PC	Neither Poppleton PC	
Fulford PC	New Earswick PC	
Haxby Town Council	Osbalwick PC	

The Council will invite and take account of representations from Parish Councils, electors and other interested parties on the most suitable ways of representing the people in council area in regards to parish or town Councils.

The review will consider the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

In particular the review will consider:

- the electoral arrangements for Strensall with Towthorpe Parish Council (which currently follows a different electoral cycle to other Parish Councils)
- the impact of the recent Ward boundary review for the City of York Council on current Parish boundaries

The Council will ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and;  
Is effective and convenient.

In doing so the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

The review will result in recommendations to be considered at a meeting of the full Council of the City of York.

The proposed timetable for the review is:

<b>STAGE</b>	<b>ACTIVITY</b>	<b>TIMESCALE</b>	<b>DATE</b>
Report to Committee	Agreement to begin the Review.	N/A	1 September 2014
Commencement	Publication of Notice of Community Review and the Terms of Reference for the review.	N/A	8 September 2014
Stage One	Initial Submissions are invited from the public and specifically from Parish Councils.	One Month	8 September to 10 October 2014
Stage Two	Considerations of submissions received.  Draft recommendations prepared in respect of decisions to be made and further consultation to be undertaken	Three Weeks	10 October to 24 October 2014
Decision of Gambling, Licensing and Regulatory Committee	Recommendations to be considered with a view to proposing further consultation and/or making recommendations to Council.	N/A	24 November 2014

Council Decision	Opportunity for Council to agree to the implementation of recommendations.	N/A	11 December 2014
Stage Four	Further consultation if required.	N/A	To be determined
Stage Five	Draft recommendations from the consultation period.	N/A	To be determined
Committee recommendation Council Decision	Full Council decision and implementation of final recommendations.	N/A	To be determined