



Notice of a public meeting of the

Staffing Matters & Urgency Committee

- To:** Councillors Alexander (Chair), Aspden, Boyce, Fraser and Steward
- Date:** Monday, 29 September 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:

The Annex to Agenda Item 6 (Redundancy) on the grounds that it contains 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 - 4)

To approve and sign the minutes of the last meeting of the Staffing Matters & Urgency Committee held on 1 September 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 **5.00 pm on Friday 26 September 2014**.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

5. Changes to Appointments to Council Bodies (Pages 5 - 8)

To consider a change to one of the appointments made to the Terry's Community Forum in respect of the Micklegate Ward, following the appointments made at the Annual Council meeting on 20 May 2014.

6. Redundancy (Pages 9 - 12)

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. This summary information covers the period May 2014 to September 2014 and asks Members to note the report.

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

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

Meeting	Staffing Matters & Urgency Committee
Date	1 September 2014
Present	Councillors Simpson-Laing (Vice Chair in the Chair) (Substitute for Councillor Alexander), Aspden, Fraser, Steward and Looker (Substitute for Councillor Boyce)
Apologies	Councillors Alexander & Boyce

26. Declarations of Interest

Members were asked to declare at this point in the meeting any personal interests not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda.

None were declared.

27. Minutes

Resolved: That the minutes of the meeting on Monday 18 August 2014 be signed and approved by the Chair as a correct record.

28. Public Participation

It was reported that there had been two registrations to speak under the Council's Public Participation Scheme.

Mr Derek Paterson spoke regarding Agenda Item 4 (City of York Council Governance Review). He felt that the proposed timetable did not give sufficient time for Parish Councils to take part in initial consultation on proposed changes to governance arrangements. He suggested that during the dates suggested at Stage 1 (8 September-10 October) a large number of Parish Councils would not meet. He said that Parish Councils that were meeting during this period would only have 6 days to consult residents and formulate their submissions. He felt that this timing conflicted with Government legislation to encourage public participation.

He suggested that three months be given to Parish Councils, interest groups and inner city areas to submit proposals.

Gwen Swinburn spoke regarding the same agenda item. She commented that the Annual Governance Statement as agreed by the Audit and Governance Committee had not referred to the report under consideration. She added that there had been no consultation with Ward Committees and Residents Groups over the review and she felt that there was insufficient time to come up with proposals to submit for consideration in the review.

29. City of York Council Community Governance Review

Members considered a report which sought agreement to 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.

In reference to a comment raised under Public Participation, it was confirmed that decision making powers rested with Staffing Matters and Urgency Committee and that the matter fell outside the Terms of Reference for the Audit and Governance Committee.

Members were advised that Officers had brought the report for consideration as they had received requests for changes to governance arrangements from some Parish Councils, it was 12 years since the last such review and Government guidance suggested that this was an appropriate length of time between reviews and the recent completion of the City Council Ward boundary review meant that the timing was appropriate.

It was confirmed that at the current stage all that was sought were public views on issues which should be subject to a review. Any such reviews would involve detailed public consultation.

Members discussed the timing of the review and recognised that there was a need to move swiftly if some known issues were to be capable of being addressed before the next Parish elections.

However, Members also recognised that that there was no need to impose a particular deadline for completing the review and for that reason agreed that extending the time for initial submissions would be appropriate.

Resolved: (i) That the report be noted.

(ii) That the commencement of the review be supported.

(iii) That the Assistant Director of Governance and ICT in consultation with the Vice Chair be authorised to amend the Terms of Reference to reflect the discussion of the Committee subject to the revised proposals being shared with members of the Committee prior to being implemented.

(iv) To note that Members will receive a report in respect of all proposals submitted by the 31 December 2014 and will determine next steps.

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

Note:

The Terms of Reference were subsequently amended:

- To allow the review to commence forthwith.
- To set a deadline of 31 December 2014 for all proposals to be submitted for consideration for review thus allowing four months for such proposals to be put forward-whether they be proposed changes to Parish Councils, advocating de-parishing, introducing parishing or any other proposal.
- To move the dates set out in Stage 2 of the draft timetable back by one week in each case and to change the wording of Stage 2 of the timetable as follows:

“interim recommendations prepared in respect of proposals submitted to date allowing any proposals which are capable of being implemented this year to progress”

Councillor T Simpson-Laing, Chair
[The meeting started at 1.00 pm and finished at 1.35 pm].



Staffing Matters and Urgency Committee**29 September 2014**

Report of the Assistant Director, Governance and ICT

Changes to Appointments to Council Bodies**Summary**

1. At the Annual Council meeting on 20 May 2014 appointments were made to Committees, outside and partnership bodies together with appointments to Chairs and Vice-Chairs for the 2014/15 municipal year. However, since those appointments were made we have been advised of an additional appointment to the agreed list.

Background

2. A request has also been made by the Micklegate Ward Councillors for Cllr Gunnell to replace Cllr Fraser on the Terry's Community Forum. The Council's membership of the Forum is made up of five Members from the four Wards that surround the Terry's site.
3. This appointments has been brought to the Staffing Matters and Urgency Committee for agreement in view of the timing of meetings of the body.

Consultation

4. As the requested change relates to the Micklegate Ward and to only one political Group, the Labour Group who have the entitlement to the place on this body, no further consultation has been undertaken.

Options

5. Options open to the Committee are to approve or not approve the suggested nomination to the Community Forum.

Council Plan 2011-15

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

Implications

7. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider nominations to places on Committees and other bodies:
 - Financial
 - Human Resources (HR)
 - Equalities
 - Crime and Disorder
 - Property
 - Other

Legal Implications

8. 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.

Risk Management

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

Recommendation

10. That the Staffing Matters and Urgency Committee be asked to consider and agree the appointment of Cllr Gunnell to replace Councillor Fraser on the Terry's Community Forum.

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

Chief Officer Responsible for the report:

Andy Docherty
Assistant Director, Governance and ICT

**Report
Approved**



Date 2 September 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 29th September 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. This summary information covers the period May 2014 to September 2014.

Background

2. In November 2010 a decision was taken that all proposed redundancies and exit payments needed to be formally presented to Staffing Matters & Urgency Committee (SM&UC).

A new reporting process took effect from January 2011. SM&UC meetings were arranged on a fortnightly basis to ensure reports were received on a regular basis.

At a meeting of group leaders on 9th July 2012, the following proposal was agreed for future redundancies;

- That a quarterly report of all redundancy cases summarising the data for all cases will be presented to SM&UC.
- All individual cases with total costs over £25k (redundancy and employers pension costs) would still be reported in the established way to SM&UC.

Under these new arrangements managers are still required to develop a redundancy business case for every redundancy and these will continue to be agreed by the Chief Executive and Director of Customer and Business Support Services (CBSS).

On 24th June 2013 it was agreed that the quarterly report would identify all bumped redundancies.

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 has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

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 has been subject to scrutiny by the Chief Executive and Director of CBSS as part of the decision making process.

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 annex.

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

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 19 September
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

Summary of redundancies for the period May 2014 to September 2014
(to be circulated at the meeting).

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