

## Personnel Committee

### Minutes of the meeting held on 10<sup>th</sup> July, 2008

#### Present:

Councillor Priest - In the Chair.

Councillors Amesbury, Andrews, Curley, Fairweather, Grant, Leese, S. Newman, Shannon and Wheale.

Also present: Councillor Cowell.

#### **PER/08/01            Minutes**

##### **Decision**

To approve as a correct record the Minutes of the meeting held on 19<sup>th</sup> December 2007.

#### **PER/08/02            Proposed Re-alignment of Strategic Directorate Portfolios**

A report was submitted setting out proposals for realignment of Strategic Directorate functions and responsibilities to reflect current and future Council priorities.

**Decision** (Councillors Grant, Shannon and Wheale dissenting in respect of Resolution 8 below)

1. To transfer responsibility for the City Council's strategic housing functions and line management of the Director of Housing from the Strategic Director of Neighbourhood Services to the Deputy Chief Executive (Regeneration).
2. To transfer responsibility for delivery of Supporting People functions from the Director of Housing to the Director of Adult Social Care.
3. To transfer the post of Assistant Chief Executive (Culture) from the Regeneration Division of the Chief Executive's Department to the Neighbourhood Services Directorate and redesignate the post Assistant Chief Executive (Neighbourhood Strategy and Delivery) with responsibility for:
  - Local Delivery and Neighbourhood Working Strategy;
  - Leisure (indoor and outdoor);
  - Libraries;
  - Street Management and Parking;
  - Regulatory and Enforcement Services;

- Environmental Strategy (including Climate Change, Recycling and Waste Management);
  - Private Sector Housing;
  - Manchester International Festival.
4. To establish a new post of Head of Environmental Strategy at a salary of £70,000, responsible to the Assistant Chief Executive (Neighbourhood Strategy and Delivery).
  5. To disestablish the post of Head of Environmental Services and create a new post of Head of Street Management and Enforcement, responsible to the Assistant Chief Executive (Neighbourhood Strategy and Delivery) and assimilate the Head of Environmental Services into this new post at her existing salary of £79,902.
  6. To disestablish the post of Director of Manchester Galleries and create a new post of Director of Culture, responsible to the Deputy Chief Executive (Regeneration) and assimilate the Director of Manchester Galleries into this new post.
  7. To transfer responsibility for the Anti Social Behaviour Action Team (ASBAT) from the Director of Housing to the Head of Crime and Disorder in the Performance Division of the Chief Executive's Department.
  8. To approve the establishment of a new post of Director of Communications reporting to the Chief Executive at a salary of £75,000.
  9. To approve the redesignation and regrading of the post of Head of Press, Grade 10 + 10% (£41,283 - £44,100) to Head of Media Relations at a salary of £50,000.
  10. To grant delegated authority to the Head of Corporate Personnel, working in consultation with the Chief Executive and other relevant Strategic Directors to develop new job descriptions and amend existing job descriptions to reflect the changes proposed in this report and, where appropriate, progress recruitment to new and vacant posts in line with Council policies and practice.
  11. To note that the Chief Executive will develop salary proposals as appropriate for those posts that acquire significant additional responsibilities in consequence of the implementation of the arrangements set out in this report and present these to the Senior Management Pay and Retention Sub-Committee of this Committee for consideration.
  12. To grant delegated authority to the Chief Executive, in consultation with the Head of Corporate Personnel and the Executive Member for Finance and Human Resources, and other relevant Executive Members to review and implement any revised management structures or new posts necessary to support the strategic realignments proposed in this report.

**PER/08/03            Proposed creation of Section Head  
(Metrolink Strategic Co-ordinator).**

A report was submitted proposing the creation and appointment for a fixed-term part-time post of Section Head (Metrolink Strategic Co-ordinator).

**Decision**

1. To approve the establishment of Section Head (Metrolink Strategic Co-ordinator) on a fixed-term, part-time (0.6 of a full time equivalent) basis for 18 months at Grade 10+10% (£41,283 - £44,100).
2. To delegate authority to the Deputy Chief Executive (Regeneration), in consultation with the Head of Corporate Personnel, to finalise the job description for this post.
3. To appoint the previous postholder of Section Head (Traffic) in Engineering Services, who has been temporarily employed on co-ordinating the Regional Centre Transport Strategy since December 2007, into this new post.

**PER/08/04            Manchester Joint Health Unit: Senior Management  
Structure.**

A report was submitted setting out proposals for the next stage of development of the Manchester Joint Health Unit (JHU) following the establishment of a single Primary Care Trust (PCT) for Manchester.

**Decision**

1. To approve the regrading and redesignation of the existing four Principal Programme Manager posts (PO 5) to Strategic Manager posts at Grade 10 + 10% (£40,287 - £43,035) and to the establishment of an additional Strategic Manager post with specific responsibility for employment and health.
2. To delegate authority to the Director of the Joint Health Unit in consultation with the Head of Corporate Personnel and Director of Public Health (Manchester PCT) to develop revised job descriptions.

**PER/08/05            Re-grading of North West Hub Manager**

A report was submitted setting out proposals to regrade the post of north West Hub Manager within the City Galleries Department. The post being responsible for the regional delivery of the national museums transformation programme 'Renaissance in the Regions'.

### **Decision**

1. To agree that the salary for the current post of North West Hub Manager is re-graded from Grade 10 (£38,404 - £40,101) to Grade 10+10% (£41,283 - £44,100).
2. To delegate authority to the Director of Manchester City Galleries, in consultation with the Head of Corporate Personnel, to amend the job description for this post to reflect additional and revised responsibilities.

### **PER/08/06 Establishment of Service Manager Post for the Ghyll Head Outdoor Education Centre**

A report was submitted setting out proposals to replace the current post of Centre Manager, Ghyll Head with a new role of Service Manager, Ghyll Head Outdoor Education Centre. As in principle approval has been given by the Executive to set up a charitable trust for the longer term management of Ghyll Head, the role will be established within Education Services as an interim measure, and will be transferred to report to the management body of the Charitable Trust once it becomes operational.

### **Decision**

1. To disestablish the existing post of Centre Manager, Ghyll Head (salary £44,800).
2. To establish a new post of Service Manager, Ghyll Head, Outdoor Education Centre at a salary of £48,000
3. To delegate authority to the Director of Children's Services, in consultation with the Head of Corporate Personnel and the Executive Member for Children's Services, to agree the detailed job description and progress arrangements for appointment to the post.

### **PER/08/06 Management Arrangements – Internal Audit and Risk Management**

A report was submitted setting out proposals for a review of senior management arrangements in the Internal Audit service following on from work undertaken by the external auditors (Grant Thornton). These are intended to strengthen strategic governance arrangements for the internal audit service and improve the City Council's organisational arrangements around Comprehensive Area Assessment

**Decision**

To delegate authority to the City Treasurer, in consultation with the Chief Executive, the Head of Corporate Personnel and the Executive Member for Finance and Human Resources, to review senior management arrangements and functional groupings to be located within the internal audit service, including establishment of new senior posts and appropriate remuneration levels.