

Personnel Committee

Minutes of the meeting held on 11 February, 2009

Present: Councillor Priest - In the Chair.
Councillors Amesbury, Andrews, Ashley, Cowell, Curley, Fairweather,
Grant, S. Murphy, Ramsbottom, Shannon, Stevens and Wheale.

Also present: Councillors J Battle and Leese.

PER/09/1 Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 19 November 2008.

PER/09/2 Proposed Restructure of Adult Social Care

A report was submitted setting out proposals to establish a new organisational structure for Adult Social Care (ASC). The proposals will put in place a 'delivery framework' which will provide the basis for a more customer focused service, with customer choice being the key, leading to improved products offered by ASC in conjunction with our partners in the public, private and voluntary sectors.

Members acknowledged the considerable amount of work undertaken by the Director and Head of Corporate Personnel to develop major proposals to improve Adult Social Care provision in the City.

Decision

1. To note and endorse the overall direction for Adult Social Care Services to support improvements in health and social care provision for adults, including the following revisions to the senior management structure for the Adult Social Care department:
 - Disestablish the post of Assistant Director (Adults), and create a new post of Assistant Director (Customer Support), responsible to the Director of Adult Social Care, and assimilate the Assistant Director (Adults) into this new post on a salary of £69,588.
 - Disestablish the post of Assistant Director (Older People), and create a new post of Assistant Director (Strategy & Commissioning), responsible to the Director of Adult Social Care, and assimilate the Assistant Director (Older People) into this new post on a salary of £69,588.

- Establish a new post of Assistant Director (Business Units) at a salary of £69,588, responsible to the Director of Adult Social Care, and advertise this post externally.
- Establish a new post of Head of Adult Social Care Development, responsible to the Director of Adult Social Care at Grade 10 + 20%, (£46,128 – £49,269), and advertise this post externally.
- Establish two new posts of Head of Commissioning and Head of Market Management reporting to the Assistant Director (Strategy and Commissioning) at Grade 10+ 20% (£46,128 – £49,269), and advertise these posts externally.
- Establish a new post of Head of Supplier Management responsible to the Assistant Director (Strategy and Commissioning) at a proposed salary of Grade 10+ 20% (£46,128 – £49,269).
- Disestablish the posts of Commissioning Manager (Prevention & Performance), and Principal Manager (Contracts Unit), and ringfence the two postholders to the proposed new post of Head of Supplier Management.
- Establish a new post of Head of Safeguarding responsible to the Assistant Director (Strategy and Commissioning) at Grade 10+ 20% (£46,128 – £49,269), and advertise this post externally.
- Establish a new post of Head of Customer Access at Grade 10+ 10%, (£42,294 – £45,180), responsible to the Assistant Director (Customer Support) and advertise this post externally.
- Redesignate and regrade the post of Head of Provider Services (Grade 10 - £39,345 - £41,083) to Head of Reablement and Intermediate Care, Grade 10 + 10%, (£42,294 – £45,180), responsible to the Assistant Director (Customer Support), and assimilate the existing postholder of Head of Provider Services.

2. To delegate authority to the Director of Adult Social Care, acting in consultation with the Head of Corporate Personnel and the Executive Member for Adult Services to develop and implement further amendments to this structure, including the disestablishment of existing posts and establishment of new posts at Grade 10 and below where appropriate to support the proposals set out in this report.

3. To delegate authority to the Director of Adult Social Care in consultation with the Head of Corporate Personnel to develop detailed job descriptions for all posts and progress arrangements to appoint to these posts in line with established Council policies.

4. To note that a further report will be submitted to the Committee setting out proposals for the restructure of Business Units and on co-locating health and social care staff following a review of structural integration.

PER/09/3 Senior Management Capacity: Manchester City Galleries.

A report was submitted setting out proposals to strengthen the senior management arrangements for Manchester City Galleries in light of the disestablishment of the post of Director of Manchester City Galleries and creation of the new post of Director of Culture.

Decision

1. To agree that the post of Deputy Director of Manchester City Galleries is redesignated and regraded to Head of Manchester City Galleries at a salary of £59,000.

2. To agree that the post of Head of Development be regraded from Grade 9 (£34,976 - £38,463) to Grade 10 + 10% (£42,294 - £45,180).

**PER/09/4 Establishment of the Position of Aimhigher
Coordinator.**

A report was submitted providing an overview of the Aimhigher programme in Manchester and setting out proposals to establish the post of Aimhigher Coordinator, which is a key position to contribute to delivering the Government's initiatives on the 14-19 agenda for all young people in Manchester.

Decision

1. To approve the establishment of the post of Aimhigher Coordinator at a salary of Grade 10 + 10% (£42,294 - £45,180).
2. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel to develop the job description and person specification for this post.

PER/09/5 Corporate Health and Safety Policy

The Committee considered a report that detailed the revised Health and Safety Policy Statement setting out management arrangements for health and safety within the City Council.

The Personnel Manager, Health, Safety and Welfare, introduced the report and then responded to questions. In particular, he reported on systems in place to support Managers when dealing with stress management in the workplace.

Members noted that the Resources and Governance Overview and Scrutiny Committee, Human Resources Sub Group received reports on personnel policy and practice on a regular basis.

Decision

To approve the Health and Safety Policy Statement and bring the report to the attention of the Chair of the Resources and Governance Overview and Scrutiny Committee.