

Personnel Committee

Minutes of the meeting held on 13 November, 2007

Present:

Councillor Priest - In the Chair

Councillors Ashley, Fairweather, E. Newman, S. Newman, Shannon and Swannick

PER/07/21 Minutes

Decision

To approve as a correct record the Minutes of the meeting held on 20 June, 2007, subject to the inclusion of Councillor Swannick in the list of those present.

PER/07/22 Education Services – Establishment of Key District Based Education Posts

A report of the Director of Children's Services was submitted setting out proposals to establish a number of key positions within the new Education Services that will underpin the future Service Delivery Model. These positions will strengthen the support and challenge role to schools, improve district working and collaboration, and lead to improved educational outcomes for children and young people in Manchester.

Decision

1. To agree the establishment of the following positions to support improvements in achievement of children and young people in schools:
 - (i) Senior School Effectiveness Officer at a salary of £61,500 per annum (4 posts).
 - (ii) School Effectiveness Officer at a salary of £53,250 per annum (18 posts).
 - (iii) Learning Strategy Officers at a salary of Grade 10+10%, (£40,287 - £43,035) per annum.
 - (iv) SIP/Interventions Manager at a salary of £59,000 per annum.
 - (v) Resources Manager at a salary of £60,000 per annum.
2. To approve the disestablishment of all posts in the Manchester Education Partnership salaried above NJC Grade 10 or equivalent. The timing of the disestablishment in each case to coincide with the progress of the Education Services change programme.

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3. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel and the MIP Director to develop detailed job descriptions and person specifications for each new position.
4. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel and the MIP Director to develop and implement detailed structural arrangements for services below these positions, which will lead to improved educational outcomes for children and young people.
5. Noted that a further report will be submitted to the Committee by the Director of Children's Services, setting out further proposals for new and amended posts at the level beneath those agreed in 1. above and that this report should set out a fuller assessment of the financial consequences of the changes proposed.

PER/07/23 Children, Young People and Families Division: Senior Management Arrangements

A report was submitted updating the Committee on the conclusion of the development of the district based senior management structure for the Children, Young People and Families' Division of the Children's Services Directorate that will enable the service to fulfil its revised strategic objectives and statutory obligations. The report proposed the establishment of a new post of Service Lead for Corporate Parenting and Placements and the redesignation and regrade of the Principal Manager (Safeguarding) to a Service Lead for Safeguarding.

Decision

1. To note the progress in establishing senior management arrangements within the Children, Young People and Families Division, which further supports the development of district working.
2. To approve the establishment of a post of Service Lead for Corporate Parenting and Placements at a salary of £55,000.
3. To approve the redesignation and regrade of the Principal Manager (Safeguarding) to Service Lead for Safeguarding at a salary of £55,000.
4. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel to develop job descriptions for the proposed new and redesignated posts and to effect appointments to these posts in line with established Council policy and practice.

PER/07/24 Senior Management Arrangements: Regeneration Division, Chief Executives Department

A report of the Deputy Chief Executive (Regeneration) was submitted setting out proposals to increase capacity in the Regeneration Division of the Chief Executive's

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Department through the creation of two posts of Development Manager (City Centre) and a post of Development Co-ordinator (City Centre). The report also proposes an additional Regeneration Co-ordinator post to be assigned to the South Manchester Regeneration Team.

The Committee was informed that the posts were subject to funding approval by the Executive and that the decisions would not be implemented until that approval had been granted.

Decision

(Subject to funding approval by the Executive)

1. To approve the establishment of two Development Managers in the salary range £45000 - £50000 and a Development Co-ordinator at Grade 10 (£37476 - £39132) to support the Chief Executive on city centre regeneration initiatives.
2. To approve the establishment of an additional post of Regeneration Co-ordinator in Regeneration South at Grade 10+10% (£40287 - £43035).
3. To delegate authority to the Deputy Chief Executive (Regeneration) in consultation with the Chief Executive and Head of Corporate Personnel to develop job descriptions as appropriate and make the necessary arrangements to recruit to these posts in line with established City Council policy.

PER/07/25 Financial Management Senior Management Structure

A report was submitted proposing a revision of the senior management structure for the Financial Management Service, creating a centrally managed service across Manchester City Council under the overall management the City Treasurer, in order to enhance both corporate and service financial management capacity and control within the City Council.

Decision

1. To approve the proposed organisational arrangements for the centralised management of all of the City Council's Financial Management Service as detailed in the report. In particular revised levels of management responsibility as follows:
 - (i) The establishment of two new posts of Head of Service Group (Regeneration, and Adult Services) at fixed salaries of £50,000; the postholders' roles will include deputising for the Head of Finance (Corporate and Strategic) and Neighbourhood Services respectively.
 - (ii) Redesignate the Deputy Head of Finance (Children's Services) to Head of Service Group (Education); the postholder will continue to act as the Deputy Head of Finance Children's Services.

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- (iii) The establishment of eight posts of Head of Service Group in the salary range £40,000 - £45,000.
 - (iv) The establishment of a new post of Head of Business Support at Grade 10 + 10% (£40,287 - £43,035).
 - (v) Regrade the Head of VAT from Grade 10 to Grade 10 + 5% (£38,466 - £41,079).
- 2. To note that existing posts identified on the Variation in Assignment of the report will be progressively disestablished as part of the roll out and implementation of revised structural arrangements.
 - 3. To delegate authority to the City Treasurer, acting in consultation with the Head of Corporate Personnel, to develop job descriptions and person specifications for these new posts and make appropriate arrangements for appointment to these posts in line with established Council policies.

PER/07/26 Proposed Senior Management Structure for Central Corporate Procurement Service.

The City Treasurer submitted a report setting out proposals for the senior management structure for a Corporate Procurement function.

- 1. To approve the establishment of a new post of Group Manager (Systems and Strategies) which will also deputise for the post of Head of Corporate Procurement at a salary level of Grade 10+10% (£40287 to £43035).
- 2. To delegate authority to the City Treasurer acting in consultation with the Head of Corporate Personnel, to develop new job descriptions and, where appropriate, arrangements for appointments to posts within the revised structure.
- 3. To delegate authority to the City Treasurer in conjunction with the Head of Corporate Personnel, to approve and implement the detailed organisational arrangements below the posts set out in the report.

PER/07/27 Programme Management Support to New East Manchester Ltd.

A report was submitted proposing the establishment of an additional Programme Management position within the Capital Programme Division of the Corporate Services Directorate to provide Programme Management support to New East Manchester Ltd.

Decision

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1. To approve the establishment of an additional Programme Manager post at Grade 10 +20% (£43,938 – £46,929) within the Project Management Group of the Capital Programme Division, with specific responsibility for New East Manchester Ltd (NEM).
2. To delegate authority to the City Treasurer in consultation with the Chief Executive, New East Manchester Ltd. and Head of Corporate Personnel to finalise the job description for this post and progress recruitment arrangements.

(Councillor Swannick declared a personal interest in this item)

PER/07/28 The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006; and the Local Government Pension Scheme Regulations 1997.

A report of the City Treasurer was submitted setting out proposals for the adoption of discretionary powers to be used in circumstances where employment with the City Council is terminated on the grounds of redundancy or efficiency.

Decision

1. To agree that the City Council adopts a policy to exercise the following discretionary powers in circumstances where employment with the City Council is terminated on the grounds of redundancy or efficiency:-
 - a) to base calculations for statutory redundancy payments on an employee's actual weekly rate of pay;
 - b) to award a discretionary lump sum payment of three weeks' actual rate of pay for each complete year of service - this payment to be inclusive of any statutory redundancy payment made and limited to a maximum of 30 weeks' pay;
 - c) as an alternative to awarding a discretionary lump sum payment, to increase the total membership of an active member of the Local Government Pension Scheme (LGPS) where he/she is eligible to access his/her pension benefits at the point of leaving.
2. To note that the policy contains a provision that consideration may be given to severance payments in excess of 30 weeks in cases of extreme hardship, or where it would be in the financial or legal interests of the City Council, and that such payments would require the approval of the Personnel Committee, in the case of Strategy Directors, or the City Treasurer in consultation with the Executive Member for Finance and Human Resources, in other cases.
3. To agree that the policy be published in accordance with the Local Government Pension Scheme Regulations.

**PER/07/29 Review of Management Arrangements:
Trading Services Division, Neighbourhood
Services Directorate.**

A report was submitted proposing revised senior management arrangements for Catering Services, Town Hall Services and Civil Contingencies. The proposals recommend the disestablishment of the existing posts of Head of Catering Services and Assistant Director (Civil Contingencies and Town Hall) and the creation of two new posts of Head of Catering and Town Hall Services and Head of Civil Contingencies.

Decision

1. To approve the disestablishment of -
 - (i) the Head of Catering Services (Grade 10 +20%).
 - (ii) the Assistant Director (Civil Contingencies and Town Hall) (Grade 10 +20%).

2. To approve the establishment of new posts of -
 - (iii) Head of Catering and Town Hall Services at a salary of £50,000.
 - (iv) Head of Civil Contingencies, Grade 10 + 10% (£40,287 - £43,035).

3. To delegate authority to the Strategic Director of Neighbourhood Services in consultation with the Head of Corporate Personnel responsibility for agreeing job descriptions and arrangements for recruiting to these new posts.

4. To note the Strategic Director of Neighbourhood Services' intention to review the remaining direct senior line management reports currently reporting to the Head of Trading Services over the next 18 months and bring forward further proposals as appropriate.

5. To note that the Head of Civil Contingencies would report direct to the Strategic Director of Neighbourhood Services.

PER/07/29 Head of Personnel, Neighbourhood Services Directorate

A report was submitted setting out proposals for the establishment of a new post of Head of Personnel for the Neighbourhood Services Directorate to ensure more effective management and coordination of professional personnel advice and support across the Directorate.

Decision

1. To approve the establishment of a new post of Head of Personnel at a Grade 10+10% (£40,287 - £43,035), within the Neighbourhood Services Directorate.

2. To agree that the Head of Corporate Personnel develop a job description for this post and arrange for it to be advertised externally in line with City Council policy.

PER/07/30 Race Equality Monitoring in Manchester – Workforce Monitoring and Action Planning report 2006/07

A report was submitted presenting the 'Race Equality in Manchester – Workforce Monitoring and Action Planning Report 2006/7, and seeking approval for the report to be published as the City Council's response to the requirements of the Race Relations Amendment Act, 2000.

The Chair suggested that the Resources and Governance, Human Resources Sub Group might wish to consider this report.

Decision

To approve the content of the Race Equality in Manchester Workforce Monitoring and Action Plan, 2006/7 and agree to the publication of the report in accordance with the requirements of the Race Relations Amendment Act 2000.