

## **Personnel Committee**

Minutes of the meeting held on 2 June 2010

**Present:** Councillor Priest - In the Chair.  
Councillors Amesbury, Andrews, Ashley, Evans, Grant, Keegan, S. Murphy, S. Newman, Shannon, Smith and Wheale.

### **PER/10/07 Minutes**

#### **Decision**

To approve as a correct record the Minutes of the meeting held on 10 March 2010.

### **PER/10/08            Integrated Human Resources and Organisational Development Service**

A report was submitted updating the Committee on work undertaken to integrate and transform the Human Resources and Organisational Development functions and outline the future approach to people management and development activities across the Council; and seeking approval for a proposed senior management structure for the new integrated Human Resources and Organisational Development service.

This report was considered by the Human Resources Sub-Group of the Resources and Governance Overview and Scrutiny Committee on 1<sup>st</sup> June and their comments were circulated.

The Deputy Chief Executive (Performance) reported that Strategic Directors had been fully involved in the development of the proposals and would be consulted on the implementation of detailed structures for the new service. He added that involvement of Strategic Directors in the appointment of business partners would be particularly important.

In response to concerns of members in relation to recruitment and equal opportunity implications, the Deputy Chief Executive stated that risks were involved, recruitment of Manchester residents into entry level posts would continue to be a priority and this would help to ensure that the workforce becomes more representative of the communities it serves. He added that an Equality Impact Assessment of the changes would be undertaken. He also confirmed that, whilst external recruitment would be by exception and corporate agreement, there were no proposals to change the existing arrangements for consultation with Members in relation to appointment to senior positions.

## Decision

1. To note the comments of the Resources and Governance Overview and Scrutiny, Human Resources Sub Group
2. To note progress to date in integrating and transforming the Human Resources and Organisational Development services and endorse the overall approach to the development and deployment of skills set out in the report.
3. To note the appointment of the Assistant Chief Executive (Performance) to the new post of Assistant Chief Executive (People) and that arrangements will be made to fill the resulting vacancy for Assistant Chief Executive (Performance).
4. To approve the proposed organisation of management responsibilities in the integrated service, including the establishment of the following senior posts reporting to the Assistant Chief Executive (People):
  - Head of HR / OD Service Delivery and Strategic Business Partner (Corporate) at a salary of £85,257, and appoint the current Head of Personnel into this new role.
  - Head of HR / OD Strategy at a salary of circa £65,000.
  - 3 x Strategic Business Partners for Children's Services, Adult Services and Neighbourhood Services at salaries of circa £65,000.
5. To agree that responsibility for the line management of the Health and Safety Team be transferred to the Head of Audit and Risk Management and that the delegated authority be granted to the City Treasurer acting in consultation with the Executive Member for Finance and Human Resources, to review and modify the structure for the health and safety team service in light of emerging priorities.
6. To note and agree that management of all back office Shared Service Centres remain under the line management of the City Treasurer.
7. To grant delegated authority to the Deputy Chief Executive (Performance) acting in consultation with the Chief Executive, the City Treasurer the Leader of the Council and the Executive Member for Finance and Human Resources, to progress the implementation of detailed structures for the integrated HR/OD Service, including number of posts and grading levels to be determined by job evaluation beneath the senior management structure, and agree to new role profiles and appointment arrangements to be progressed in line with the M:People principles set out in this report.

**PER/10/09            Management of Attendance Policy: Supplementary Measures to further Support Reductions in Sickness Absence**

A report was submitted putting forward proposals to reinforce existing sickness absence reduction initiatives, including strategic consideration of the future provision of professional Occupational Health Services.

In response to a question about the AGMA authorities that had outsourced Occupational Health providers and the possibility of collaborative working, the Head of Personnel stated he would raise it at the AGMA Personnel Officer Group.

Following concerns of members in relation to the progression of the procurement process, it was suggested that Councillors Ashley and Evans be consulted in addition to the Executive Member for Finance and Human Resources.

**Decision**

1. To authorise the proposal to consider procurement of external provision of Occupational Health Services and to establish a client management function to ensure the City Council secures maximum benefit from such arrangements.
2. To grant delegated authority to the Head of Personnel in consultation with the Executive Member for Finance and Human Resources to progress the detail of the procurement process.
3. To agree that Councillors Ashley and Evans be included in those to be consulted in relation to the progression of the procurement process.

**PER/10/10            Adult Services Directorate – Proposed Amendments to Senior Management Structure**

A report was submitted seeking approval to amend the senior management structure with Adult Services to reflect new and emerging strategic priorities.

**Decision**

1. To establish a new post of Assistant Director, Integration and Partnerships in the salary range £80,000-£85,000 to lead implementation of the integrated commissioning framework.

2. To agree to redefine and redesignate the existing post of Head of Safeguarding into a new role of Head of Safeguarding and Governance and regrade from Grade 12 (£46,833-£49,908) to the salary range £50,000 - £55,000.
3. To approve the establishment of a new interim post of Assistant Director, Integrated Community Provision on a salary of £69,588 and second the Assistant Director, Customer Support into the post on his existing salary and terms of employment for an initial period of two years, subject to review.
4. To agree to disestablish the existing post of Assistant Director, Customer Support (£69,588) and establish a new post of Head of Customer Support in the salary range £50,000-£55,000 and offer this as a development opportunity to existing managers within the City Council for an initial period of two years, subject to review.
5. To agree to redefine and redesignate the existing post of Assistant Director, Strategy and Commissioning to Assistant Director, Business and Quality at the existing salary of £69,588.
6. To approve the disestablishment of the existing post of Assistant Director, Business Units (£69,588) and subsume the residual responsibilities of this post into the Assistant Director, Business and Quality role.
7. To grant delegated authority to the Strategic Director, Adult Services, in consultation with the Head of Personnel and the Executive Member for Adult Services to implement appropriate changes to the structures below these roles, to support the effective implementation of the revised arrangements set out in this report.
8. To grant delegated authority to the Strategic Director, Adult Services, in consultation with the Head of Corporate Personnel and the Executive Member for Adult Services to agree the detailed job descriptions and progress arrangements for appointments to new and amended posts set out in this report.