

**MANCHESTER CITY COUNCIL  
REPORT FOR RESOLUTION**

**COMMITTEE :** PERSONNEL COMMITTEE

**DATE:** 13 NOVEMBER 2007

**SUBJECT:** HEAD OF PERSONNEL, NEIGHBOURHOOD SERVICES DIRECTORATE

**REPORT OF:** CITY TREASURER AND HEAD OF CORPORATE PERSONNEL

**PURPOSE OF THE REPORT**

To set 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.

**RECOMMENDATIONS**

The Committee is asked to:

1. 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. 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.

**FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

The cost of assigning this new post will be circa £51,556 per annum inclusive of salary related on-costs. These costs will be met from savings to be achieved from further rationalisation of personnel and support services structures arising from the implementation of the Personnel Service Improvement Project. These arrangements will be overseen by the Head of Corporate Personnel in consultation with the City Treasurer.

**FINANCIAL CONSEQUENCES FOR THE CAPITAL BUDGET**

None.

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**WARDS AFFECTED:** All

**IMPLICATIONS FOR:**

Anti-poverty	No
Equal Opportunities	No
Environment	No
Employment	No

## 1. BACKGROUND

- 1.1 In November 2005, Members approved revised strategic management arrangements, including the creation of the Directorate of Neighbourhood Services. This portfolio incorporates all area and neighbourhood focused services within an integrated management structure. The constituent services which currently form the Neighbourhood Services Directorate are:
- Adult Social Services
  - Environmental Services including on-street enforcement
  - Environmental Health
  - Housing Services
  - Commercial and Trading Services, including Catering, Street Scene and Grounds Maintenance
  - Town Hall Services
  - Civil Contingencies
- 1.2 To date, each constituent service within the Directorate has maintained its existing professional personnel and administrative support arrangements. Apart from being inefficient this perpetuation of existing arrangements has also led to some inconsistencies in personnel provision and support across the Directorate.
- 1.3 In order to secure greater consistency of financial management and budget support to managers and safeguard the broader interests of the City Council, Personnel Committee recently approved the assignment of new Head of Finance posts in the Neighbourhood Services and Children's Services Directorates. These posts report direct to the City Treasurer but are located within the relevant Service Directorate, and are members of the Departmental Management Team.
- 1.4 In respect of personnel support and advice, a similar arrangement was established in the Children's Services Directorate whereby the Head of Personnel, is accountable to and line managed by the Head of Corporate Personnel. The post however remains located within the Children's Services Directorate and provides high level strategic personnel advice to the Director and other senior managers within the Directorate. The post continues to manage the Directorate's professional personnel resources.
- 1.5 Work has recently commenced on scoping out the Service Improvement Project for the personnel service across the City Council. Initial work is focused on ensuring efficiencies are realised from personnel "transactional" functions and maximum benefit is secured from the recently implemented SAP systems. This work is being progressed as a priority project under the auspices of the Manchester Improvement Programme and in line with principles established

through the MIP Board it is intended to establish a centralised model of management to maximise organisational benefits whilst ensuring the ongoing needs of managers in services are effectively met.

- 1.6 It is intended that when the personnel transactional SIP is underway full consideration will be given to reviewing the role of strategic professional personnel to ensure that it is more responsive to customer needs and a cultivates a closer relationship between people, budget and service strategies consistent with the business planning process. It is envisaged that this second stage review will commence during the latter part of this year.

## **2 PROPOSAL**

- 2.1 The Neighbourhood Services Directorate has now been in place for over 12 months and following the recent the assignment and appointment of a Head of Business Support for the Directorate it is considered timely to adopt the same arrangements for the coordination and management of professional personnel support and advice as exist in the Children's Services Directorate.
- 2.2 It is therefore proposed to assign a new Head of Personnel post for the Neighbourhood Services Directorate responsible for high-level strategic advice and support to the Directorate's management team. Consistent with the general direction of travel for the personnel service and overall objectives of the Personnel Service Improvement Project it is proposed that this post will report to the Head of Corporate Personnel. The post will however be located within the Neighbourhood Services Directorate and the postholder will be required to develop in-depth knowledge of the businesses and services they work to, enabling more focused, flexible and imaginative responses to distinct service needs and priorities to be provided.
- 2.3 These revised arrangements will ensure greater consistency of personnel practice across the Directorate and afford senior managers with improved advice through improved personnel support. Additionally the new post will operate as part of the City Council's wider Personnel Leadership Team and will have stronger links with professional colleagues across the Council in developing and managing the changes to the Personnel Service, mindful of the Neighbourhood Services Directorate's key contribution to the Community Strategy.
- 2.4 This will in turn support the development of a more coordinated workforce plan across all services within the Neighbourhood Services Directorate.
- 2.5 In order to secure a high calibre appointment to this key position it is proposed that the post is established at a grade of Grade 10+10% (£40,287 - £43,035).