

Personnel Committee

Minutes of the meeting held on 27 May 2009

Present: Councillor Priest - In the Chair.
Councillors Ashley, Cowell, Evans, Grant, S. Murphy, S. Newman,
Ramsbottom, Smith, Stevens and Wheale.

PER/09/8 Minutes

Decision

1. To approve as a correct record the Minutes of the meeting held on 11 March 2009.
2. To note the Minutes of the Senior Management, Pay and Retention Sub Committee held on 4 December 2008 and 28 April 2009.

PER/09/9 Pay and Retention Sub Committee

Decision

To appoint Councillors Ashley, Priest and Leese to serve on the Senior Management Pay and Retention Sub Committee for 2009/2010

PER/09/10 Revised Management arrangements for Services to Adults

A report was submitted setting out proposals to strengthen and realign existing senior management arrangements in support of the well-being of adults in Manchester, including the creation of a new post of Strategic Director of Adult Services.

1. To approve the disestablishment of the existing post of Director of Adult Social Care and the establishment of a new post of Strategic Director of Adult Services at a salary of circa £120,000.
2. To note that the Party Leaders will advise the Chief Executive of their nominations for the Appointment Panel to progress all aspects of the recruitment and appointment to the post of Strategic Director of Adult Services.
3. To approve the establishment of a new post of Assistant Chief Executive (Regeneration) at a salary of £90,000 and assimilate the current Head of Regeneration to this post.
4. To delegate authority to the Chief Executive, acting in consultation with the Head of Corporate Personnel and relevant Executive Members, to progress all necessary arrangements to give practical effect to the proposals in the report.

PER/09/11 New East Manchester Ltd: Senior Management Restructure

A report was submitted setting out proposals to restructure the senior management arrangements within New East Manchester Ltd

Decision

1. To approve the proposal to redefine the existing post of Deputy Chief Executive into a new role of Deputy Chief Executive (Development) with no change to the existing salary of up to £90,000.
2. To approve the disestablishment of the existing post of Director of Development and subsume the residual responsibilities of this post into the Deputy Chief Executive (Development) role.
3. To approve the proposals to redesignate the following posts:
 - (i) The existing post of Director of Regeneration as Deputy Chief Executive (Regeneration) on existing salary of £70,851.
 - (ii) The existing post of Residential Property Manager to Director of Neighbourhoods at a salary of £66,724.
 - (iii) The existing post of Head of Social Programmes to Regeneration Manager at a salary of £57,513.
4. To delegate authority to the Chief Executive, New East Manchester Ltd in consultation with the Head of Corporate Personnel, the Executive Member for Finance and Human Resources and the Chair of New East Manchester Ltd to agree the detailed job descriptions and progress arrangements for appointments to the posts.

PER/09/12 Town Hall Complex Programme – Organisation proposals to support the transformation process

A report was submitted setting out proposals for the overall governance and management of the programme of works and innovations necessary to deliver refurbishment and enhanced working environments of the Town Hall Complex.

Decision

1. To endorse the governance and management arrangements proposed for the coordination of the Town Hall Complex Refurbishment Programme.
2. To approve the establishment of five senior posts to manage and coordinate the delivery of the Town Hall Refurbishment Programme as follows:

- (i) Chief Operating Officer with overarching responsibility for the delivery of both the transformation and construction programmes, for a fixed term of three years, on a salary of circa £100,000
 - (ii) Programme Director – Construction Delivery, to oversee the delivery of the construction element of the programme for a fixed period of three years on a salary of £70,000
 - (iii) Programme Director – Business Transformation, to deliver the cultural transformation of the programme for a period of three years on a salary of £70,000;
 - (iv) Commercial Manager – To provide overarching leadership, co-ordination and management of all cost management services and commercial opportunities, on a salary of £60,000
 - (v) Procurement Manager – to provide specialist technical advice in relation to procurement and co-ordinate all aspects of procurement in relation to the Town Hall Complex Refurbishment Programme, on a salary of £50,000 on a pro rata basis
3. To agree that recruitment to the posts listed in (2) above is through external advertisement.
4. To delegate authority to the Chief Executive, acting in consultation with the City Treasurer, the Strategic Director of the Manchester Improvement Programme and the Head of Corporate Personnel to develop appropriate job descriptions for the above roles.
5. To delegate authority to the Chief Executive, acting in consultation with the Executive Member for Finance and Human Resources the City Treasurer, the Strategic Director of the Manchester Improvement Programme and the Head of Corporate Personnel to establish appropriate resourcing arrangements and formal approval mechanisms for other positions within the transformation programme, including identifying scope wherever practicable for utilising secondees from other Council services.

PER/09/13 Restructuring of the Information Communications Technology (ICT) Service

A report was submitted outlining proposals to reorganise the Information Communications Technology (ICT) Service, to enable it to more effectively meet the demands of the Council and support delivery of key Council priorities.

Decision

1. To endorse the overall principles for restructuring as detailed to provide for an approach to ICT management that is focused on delivery of key Council priorities, particularly the ICT strategy and the Information Strategy.
2. To approve the disestablishment of the following roles in the current senior management structure of the ICT Service:
 - Head of Strategic Information Technology - £74,580;
 - Technology and Infrastructure Manager - £52,479;
 - Head of Business Relations - £50,000; and
 - Applications Manager - £51,225.
3. To agree the proposed revised structure, including the following senior management roles:
 - Chief Information Officer at £78,000
 - Head of ICT Operations at £55,000
 - Head of ICT Strategy and Change at £55,000
4. To delegate authority to the Strategic Director of the Manchester Improvement Programme, acting in consultation with the Head of Corporate Personnel, to progress implementation of the remaining structure in terms of final numbers and grading levels within each Grouping, including revised job descriptions and arrangements for making appointments to the senior structure.

PER/09/14 Proposed revised Management of Attendance Policy and Procedure

The Chair informed the Committee that a number of comments had been received in relation to consultation with disabled staff groups and he recommended the Committee to defer consideration of the report to allow for the consultation to be completed.

Decision

To approve deferral of the report for the reason stated.

PER/09/15 Re-structuring of the Personnel Service

A report was submitted outlining proposals for the reorganisation of Personnel Services in line with the principles agreed as part of the Personnel Service Improvement Project, and to enable the service to more effectively support delivery of key Council priorities, including the People, Customer and ICT Strategies.

Decision

1. To endorse the overall principles for restructuring as set out in this report to provide for an approach to personnel management that is focused on delivery of key Council priorities, including the People, Customer and ICT strategies.
2. To approve the proposed revised structure, including the following senior posts reporting directly to the Head of Personnel:
 - Personnel Advisory and Resourcing Manager (£50,000 - £55,000)
 - Personnel Strategy and Organisation Manager (£50,000 - £55,000)
 - Health, Safety and Well-being Manager, Grade 10 +10% (£42,417 - £45,312)
 - Personnel Service Centre Manager Grade 10 (£39,460-£41,204)
 - Personnel Projects Manager, Grade 10 +20% (£46,263 - £49,413)
3. To approve the disestablishment of the following senior posts from the former Corporate Personnel structure:
 - Personnel Manager, Employee Relations, PO6 +10% (£42,417 - £45,312)
 - Personnel Manager, Personnel Strategy, PO6 +10% (£42,417 - £45,312)
 - Personnel Manager, Workforce & Organisation, PO6 +10% (£42,417 - £45,312)
4. To delegate authority to the Head of Corporate Personnel acting in consultation with the City Treasurer and the Executive Member for Finance and Human Resources to progress a review and implementation of detailed structures, including number of posts and grading levels within each Grouping and to agree revised job descriptions and application of assimilation/ringfence arrangements.

PER/09/16 Proposed extension of the delegated authority to the Chief Executive for consideration of grades for posts up to Grade 12 and amendment to Terms of Reference of Personnel Committee

A report was submitted proposing a recommendation to the City Council to amend the Terms of Reference of the Personnel Committee following the approval of delegated authority of the Chief Executive to extend the application of the NJC Job Evaluation Scheme to incorporate two new Grades.

Decision

1. To approve the replacement of the four former percentage plussage grades above Grade 10 with two new Grades of 11 and 12.
2. To agree to extend the application of NJC Job Evaluation arrangements for those posts above Grade 10 up to and including proposed new Grade 12.

3. To recommend to the City Council that the Terms of Reference of the Personnel Committee be changed so that only posts proposed above new Grade 12 and Departmental restructures need to be considered by the Committee.
4. To recommend to the City Council that the delegated authority of the Chief Executive is extended to include the assignment and grading of posts up to and including the proposed new Grade 12.
5. To delegate authority to the City Treasurer, in consultation with the Executive Member for Finance and Human Resources and the Head of Personnel, to develop a revised pay line to incorporate proposed new Grades 11 and 12 into the NJC Job Evaluation Scheme.

PER/09/17 Re-grading of Head of Corporate Procurement

A report was submitted outlining a proposal to increase the salary of the post of Head of Corporate Procurement in recognition of additional responsibilities.

Decision

To approve the proposal and agree to an adjustment to the salary of the Head of Corporate Procurement from £63,177 to £68,442.

PER/09/18 Think Family – Establishment of Head of Service Post

A report was submitted setting out a vision for improving services to children, young people, families and Manchester's local communities through promoting and embedding a 'whole family' approach across key City Council Services and Partner agencies. "Think Family" is term used by the Department of Children's, Schools and Family (DCSF), that builds on Children's Trust arrangements and the recommendations from the Social Exclusion Task Force that clearly indicate the importance of improved collaboration and working arrangements between services that support children and families.

The report also outlined the grant funding received by Manchester to drive a Think Family approach and the requirements of the funding streams awarded.

Decision

1. To approve the establishment of a Head of Service Post – Think Family as a fixed term role until end March 2011 on a salary of £57,915.
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/09/19 Children's Services Report – Overview

A report was submitted providing a brief overview and context for three Children's Services Personnel reports being presented to the Committee.

Decision

To agree to consider the three Children's Services Personnel reports (covering Youth, Education Services and 14-19) in the context of the strategic priorities for the service and the Directorate's contribution to City and sub-regional priorities

PER/09/20 Proposed Establishment of a 14 – 19 Team

Report submitted outlining proposals (a) to establish a permanent 14-19 Team within Education Services under the Head of Education Services 14-19. These proposals will enable the team to strategically plan and deliver the Government's initiatives on the 14-19 agenda to improve life opportunities for all young people in Manchester; and (b) to establish a number of key senior positions to ensure that there is sufficient capacity to deliver the 14-19 agenda and continue to improve outcomes for all of Manchester's young people.

Decision

1. To endorse the proposal for the establishment of a permanent 14-19 Team.
2. To approve the establishment of 3 x posts of Collegiate Learning Manager on a salary of grade 10 + 10% (£42,417 to £45,312), reporting to the Head of Education Services 14-19.
3. To approve the establishment of 3 x posts of Curriculum Development Officer on a salary of grade 10 + 10% (£42,417 to £45,312), reporting to the 14-19 Curriculum Strategy Lead.
4. 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 these posts
5. To grant delegated authority to the Director of Children's Services in consultation with the Head of Corporate Personnel to develop and implement the remainder of the structure below this level.

PER/09/21 Proposed Realignment of Education Services

Report submitted seeking approval for the realignment of a number of areas within the Core, Strategy and Traded Services divisions of the new Education Services for the purpose of strengthening the principles endorsed by the Executive in July 2006, the report also proposed the realignment of management capacity.

Decision

1 To approve the amalgamation and realignment of all service delivery functions within Core and Traded Services to create a new Operations arm.

2. To approve the establishment of an Operations arm as follows:

(i) The establishment of a new post of Head of Operations on a salary of £65,000 and ringfence the current Traded Services Manager to this post. If no appointment is made, to proceed to external advert.

(ii) The establishment of a new post of Senior Service Manager on a salary of £53,000 to manage a significant number of services and staff within Operations. This post to be ringfenced to all existing Service Managers.

(iii) The establishment of an additional post of Service Manager bringing the total of Service Managers to five, and approve the realignment of their areas to manage the totality of services within Operations. This will result in the following changes:-

Current Service Managers - £49,320

Service Manager, Creative Arts
Service Manager PRU/EOTAS (Vacant)
Service Manager, Learning, Behaviour, Attendance
Service Manager, Leadership and Curriculum

Proposed Service Managers - £49,320

Service Manager, Creative Arts (no change)
Service Manager, Special Educational Needs (including Statutory Assessment and Home to School Transport)
Service Manager, Learning Strategy Officers
Service Manager, Business Development

Service Manager, Inclusion - (£51,375)

The Service Manager for Inclusion post to be paid at a higher level salary of £51,375 to reflect the specialist nature of the role, the skills and qualifications required of the postholder and the complexity of the operation to be delivered.

(iv) The establishment of a new post of Lead Educational Psychologist on the Soulbury B scale 10 to 13, £50,522 to £54,998 to provide clinical governance and professional leadership for the Educational Psychology Service.

(v) The establishment of 2 additional positions of Educational Psychologist on the Soulbury A scale 1 to 10, £32,069 to £42,006 based on the increased demand and buy back required from schools and other commissioners.

3. To approve the Strategy arm as follows:-

(i) The alignment of the salary of the SIP and Interventions Manager post £60,624 with that of the Senior School Effectiveness Officer's £63,192

(ii) The alignment of all Strategic Lead posts on the same salary of £51,375

(iii) The increase of the salary of the School Effectiveness Officer posts from £54,714 to £57,915 to resolve difficulties in recruiting to these positions and to make them more marketable.

(iv) The alignment of the Head of Management Support to Schools and subsequent service area under the line management of the Head of Operations.

4. To approve, following the implementation of the above proposals, the disestablishment of the following positions:

Traded Services Manager post on a salary of £56,514

Senior Educational Psychologist post (vacant) x 1 on a salary of £50,677

Strategic Lead (Inclusion Support) x 1 on a salary of £51,375. (Postholder to be assimilated to Service Manager, Inclusion)

Learning Strategy Officer X 1 on a salary of Grade 10 + 10% (£42,417-£45,312)

5. To delegate authority to the Director of Children's Services, in consultation with the Head of Corporate Personnel to implement minor changes to the structure below Grade 10 which may result from the implementation of recommendations in the report.

6. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel to develop detailed job descriptions for all new posts and progress arrangements to appoint to these posts in line with established Council policies.

PER/09/22 Reorganisation of the Youth Service

The Committee considered a follow up report to the one previously presented in March 2009 on the re-designed model of the Youth Service within Manchester, that delivers alongside the previously approved Head of Service Youth Offer and District Youth Offer Manager posts. The proposals provide a model that is sustainable and will lead to improved life opportunities for the young people of Manchester within a delivery model that achieves a Manchester Youth Offer.

The report requested endorsement of the re-designed model, recognising the contribution made by youth work to supporting the Youth Offer that will improve outcomes and align to the 'Every Child Matters' agenda and authority to develop the remainder of the structure.

Decision

1. To endorse the re-designed proposals and approve the disestablishment of all current Youth Service posts and the establishment of the District Youth Officer Structure as follows:

- Advanced Professional Youth Worker x 6 established on JNC Youth Worker terms and conditions of service on a salary range of £33,392 - £36,017
- Targeted Youth Support (TYS) Coordinator x 6 established on JNC Youth Worker terms and conditions of service on a salary range £29,920 - £32,552
- Main Professional Grade Youth Workers x 24 established on JNC Youth Worker terms and conditions of service on a salary range of £26,708 - £29,061.

The citywide team comprising:

- A Youth Offer Manager (Quality Assurance) established on JNC Youth Worker terms and conditions of service on a salary range of £29,920 - £32,552.
- A Youth Offer Manager (Participation) established on JNC Youth Worker terms and conditions of service on a salary range of £29,920 - £32,552.
- Accreditations Officer established on JNC Youth Worker terms and conditions of service on a salary range of £26,708 - £29,061.
- Youth Offer Publicity and Communications Officer established on JNC Youth Worker terms and conditions of service on a salary range of £26,708 - £29,061.

2. To approve the appointment of administrative, ancillary and part-time youth support worker posts in line with current budget levels but utilising modern pay scales and terms and conditions., and to note that the admin roles are currently subject of the admin review within Children's services.

3. To delegate authority to the Director of Children's Services in consultation with the Head of Corporate Personnel 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 to put in place the appropriate arrangements to process the remainder of the service.

PER/09/23 Proposed Creation of Post of Development Manager, Public Private Partnerships Unit, Capital Programmes Division

A report was submitted proposing the creation of a new post of Development Manager in the Public Private Partnership Unit of the Capital Programme Division.

Decision

1. To approve the establishment of a new post of Development Manager to support the Head of Public Private Partnership Unit in the delivery of the BSF/Academies Programme at a salary of £53, 404.
2. To disestablish a post of Programme Manager in the Public Private Partnership Unit of the Capital Programmes Division (Grade 10 +20% £46,263 - £49,413).
3. To delegate authority to the Capital Programmes Director, in consultation with the Head of Corporate Personnel, to develop a job description for the Development Manager in this report and to progress arrangements for appointment to this post.