

Personnel Committee

Minutes of the meeting held on 4 August 2016

Present

Councillor Flanagan- In the Chair
Councillors Andrews, Battle, S Newman, Priest and Rahman.

Also Present

Councillor Leech

Apologies

Councillor Bridges, Leese, N Murphy and S Murphy

PE/16/20 Minutes

The Chair informed member that the minutes of the meeting on 28 July 2016 would be submitted to the next meeting of the Committee.

PE/16/21 Senior Salaries Review

The Committee considered a report of the Chief Executive, which contained recommendations about senior salaries arising from the changes to senior management responsibilities, agreed by the Committee on 1 June and from internal and external benchmarking of senior posts with similar levels of responsibilities. The report also recommended a more extensive evaluation of all posts above Grade 12.

The Chair explained the context to the report, explaining that it had arisen as a result of a review of senior responsibilities that had changed substantially over the past three years. This review highlighted that there were inconsistencies in the pay of senior posts due to salary changes that had taken place over time. As a result, it could be perceived that there was some gender bias in the salaries of senior officers. To address this, the report proposed to amend some salaries and to narrow the pay bands of senior managers to make them consistent across the board. In addition, the report proposed that the Council conduct a job evaluation scheme for all senior officers above grade 12.

The Committee agreed to hear representations from Councillor Leech about the recommendations in the report. He expressed concerns about the level of detail in the report about the benchmarking data used and whether the Council should approve salary increase for senior staff when lower graded staff were subject to fixed salary increases before the job evaluation exercise was completed.

Officers explained that any costs associated with salary increases would be met from individual departmental budgets. There was also a reduction in salary costs from the removal of one post from the senior management team.

The Committee agreed that there was an immediate need to address the perception of unfairness and gender bias arising from senior managers salary changes that have taken place out of sequence over time. The Committee confirmed the Council's

commitment to equal opportunities and agreed that the Council should also review the progression opportunities available in jobs towards the lower end of the pay grades where there are high concentrations of female members of staff.

Decision

1. To recommend that Council approve the changes to salaries and role descriptions for SMT and support level posts of Deputy Chief Executive (Growth and Neighbourhood), City Solicitor, Strategic Director of Adults and Director of Neighbourhoods as detailed in the appendix to the report to ensure that there is no perception of unfairness and no gender bias arising from salary changes that have taken place out of sequence over time.
2. To request the Deputy Chief Executive (People, Policy & Reform), following consultation with the Executive Member for Finance and Human Resources and Trade Union Representatives, commission external support to conduct an analytical job evaluation scheme for all senior officers above Grade 12 with recommendations being submitted to this Committee by 16 November 2016 and where appropriate to Council on 30 November 2016.
3. To approve a re-grade of the post of Head of City Centre Growth and Regeneration from £62,533 to £75,000 within a band of £74 - £77,000 in recognition of the increased responsibility and scope of the role.
4. To request that the Deputy Chief Executive (People, Policy and Reform) ensures that work is undertaken to investigate the progression opportunities available in jobs towards the lower end of the pay grades where there are high concentrations of female members of staff.

PE/16/21 City Solicitor Division Senior Management Arrangements

The Committee considered a report of the Chief Executive and City Solicitor which set out proposals for new senior management arrangements for the City Solicitor's division. The structure and management arrangements across City Solicitor's were last reviewed in 2007. The role of the division has changed significantly to provide legal services to Manchester and Salford City Councils, the Combined Authority and other external clients. The proposals set out within the report have been developed in the context of the increasing responsibility of the City Solicitor at a Greater Manchester level and increased volume and complexity of work within the division.

There is also a recognition that this area of work will increase over the next 18 months, as the transition arrangements for the Greater Manchester Combined Authority develop and following the election of the Greater Manchester Mayor in May 2017. The report proposes new senior management arrangements for City Solicitor's to ensure that the Council has the required leadership capacity in place to continue to deliver high quality professional services.

Officers clarified a number of points regarding the need for specific posts and the salaries associated with some of the posts. Comments from the unions were circulated at the meeting and noted.

Decision

1. To agree that the current post of Head of Legal Services at a salary of £87,567 be re-designated to the Deputy City Solicitor at a salary of £97,870. The Deputy City Solicitor will report directly to the City Solicitor.
2. To agree the establishment of 3 new senior management posts in Legal Services at a salary of £80,800 each:
 - Head of People, Place and Regulation
 - Head of Development & Investment
 - Head of Governance Group
3. To agree that the post of Head of Childcare at a salary of £50,442 be re-designated to the Head of Children and Families and the salary re-graded to £80,800 to reflect the significant change in scope and responsibility.
4. To note the establishment of a new post of Business Support and Development Manager at Grade 12. The post will report to the Head of Governance and be a member of the Legal Management Team.
5. To note that management of Member Services will transfer from the Head of Executive Office to the Business Support and Development Manager under the leadership of the Deputy City Solicitor.
6. To agree the re-designation of the Strategic Lead (Commercial Law) at a salary of £72,264 plus £10,000 market supplement to the Head of Commercial and Strategic Development Projects at a salary of £80,800
7. To grant delegated authority to the Chief Executive to agree a market supplement of up to £17,500 for the Head of Commercial and Strategic Development Projects as set out in the Council's Pay Policy Statement should this be deemed necessary.
8. To agree the establishment of the post of Head of Executive Office on a permanent basis at a salary of £67,766 reporting to the City Solicitor. The post holder will provide support to the Strategic Management Team and the Chief Executive on strategic issues.
9. To agree the re-grade of the Head of Strategic Communications from £55,000 to £65,000 in recognition of the increased responsibility and scope of the role.
10. To note that recruitment to all new posts will be undertaken in accordance with m people principles and policies.