

## **Personnel Committee**

### **Minutes of the meeting held on 11 January 2017**

#### **Present**

Councillor Flanagan- In the Chair

Councillors Andrews, Battle, Bridges, Leese, N Murphy, S Newman, Priest and Rahman.

#### **PE/17/01 Minutes**

#### **Decision**

To agree the minutes of the meeting of 12 December 2016 as a correct record.

#### **PE/17/02 Senior Management Arrangements – Strategic Development**

The Committee considered a report of the Strategic Director (Development) which recommended a revised set of senior management arrangements for the Strategic Development directorate to reflect changes to the scale and scope of the directorate.

The Committee acknowledged the scale of ongoing development within the directorate and was mindful of its potential to secure new commercial development and attract inward investment. It also acknowledged the directorate's oversight of the management of the Authority's land and property assets all of which contributed to income generation.

The Committee was told that the management had held meetings with Trade Union representatives and that no comments from the Trade Unions had been made for submission to the meeting.

The Committee agreed the proposals.

#### **Decisions**

1. To agree the establishment of a post of City Centre Growth Manager at an indicative grade of SS1.
2. To agree the re-designation of Client Manager, City Centre to City Centre Development Manager.
3. To agree the deletion of the post of Director of Housing and to create a new role of Director of Housing and Residential Growth at an indicative grade of SS4. To agree the current postholder of the Director of Housing role be matched into the new role of Director of Housing and Residential Growth, in line with M people principles.

4. To agree the deletion of the role of Strategic Lead – Residential Growth and to create a new role of Head of Residential Growth at an indicative Grade of SS3. To agree current postholder of the Strategic Lead – Residential Growth be matched in to the Head of Residential Growth role in line with M people principles.
5. To agree the establishment of a new role of Director of Development and Corporate Estate at an indicative grade of SS4.
6. To note the current Head of Development is due to retire in March 2017 and to agree the recruitment to the Head of Development post be ring fenced to the existing three Principal Development Surveyors.
7. To agree the re-designation of the Head of Estates to the Head of Corporate Estate and Facilities.
8. To agree the re-designation of the Client Manager (Estates) to Head of Corporate Estate.
9. To agree the redeployment of the Assistant Chief Executive.
10. To note that any new posts are subject to evaluation in accordance with the Senior Salaries Job Evaluation undertaken recently in order to ensure consistency across the organisation. Once evaluated, new roles will be subject to further approval of Personnel Committee and Council, where remuneration is or proposed to be £100,000 p.a. or above.

### **PE/17/03 People Strategy**

The Committee considered a report of the Deputy Chief Executive (People, Policy and Reform) which proposed the endorsement of a new People Strategy for the organisation (Our People). The strategy would support the delivery of the 'Our Manchester' approach through the development of cultural change across the workforce and would lead to a significant programme of work to inspire, connect and empower the workforce across the organisation. A copy of the Strategy was appended to the report.

No Trade Union comments were tabled.

### **Decision**

To approve the new People Strategy ('Our People').

### **PE/17/04 Recruitment of the Strategic Commissioner with Director of Adult Social Services responsibilities**

The Committee considered a report of the Chief Executive which discussed proposed recruitment arrangements for a Strategic Commissioner within Manchester's Single

Commissioning Function. The proposal had arisen following the recently announced retirement of the current Director of Adult Social Services (DASS). The Committee was asked to approve a number of interim arrangements to facilitate the recruitment of a replacement and to note the changing future role and responsibilities for the post of DASS in the context of ongoing city-wide integration of health and social care services.

Members asked to put on record their sincere thanks and appreciation of Hazel Summer's support, guidance and dedication throughout her time with the Authority and to wish her well for the future.

## **Decisions**

1. To note the intended retirement of the current postholder as Strategic Director of Adult Social Services.
2. To approve the re-designation of the post as Director of Strategic Commissioning, the duties of which post will include the statutory responsibilities of a Director of Adult Social Services.
3. To establish a sub-committee of members to act as an appointment panel for the appointment of a new Director of Strategic Commissioning, namely Councillors Andrews, Flanagan, S Murphy, S Newman, and B Priest. To agree that the quorum shall be three.
4. To agree the co-option of the Chair of the combined CCG's in Manchester and the Chief Officer for Health and Care Single Commissioning Function as advisors to the appointment panel.
5. To note the interim arrangements and delegate authority to the Chief Executive, in consultation with the Executive Member for Adult Health and Wellbeing, to make any interim appointments that may be required.
6. To approve delegated authority for the sub-committee to agree the revised role profile.
7. To agree to consider the making of a recommendation to Council concerning the remuneration of the post at such time as the full duties and functions of the post have been agreed in consultation with the Chief Officer for the Health and Care Single Commissioning Function in order that the role can be aligned with other roles in the senior team of the Single Commissioning Function.
8. To approve the deployment arrangements and actions taken in relation to the post of Deputy Director, Adult Social Care.
9. To record the Committee's sincere thanks and appreciation of Hazel Summer's support, guidance and dedication throughout her time with the Authority and to wish her well for the future.

**PE/17/05 Management of Attendance Policy – Support for employee’s with Terminal Illness**

The Committee considered a report of the Deputy Chief Executive (People, Policy and Reform) which presented a proposed revision to the Managing Attendance Policy to enhance the organisation’s approach to supporting employees who have been diagnosed with a terminal illness and to raise awareness amongst employees about the support that is provided.

Members discussed the Council’s support for the TUC campaign aimed at helping employees who become terminally ill at work and discussed the importance of treating terminally ill employees with dignity. The Committee agreed that this would best be served through a revision of the existing Management of Attendance Policy.

**Decision**

To approve the proposed revision to the Managing Attendance Policy, with the paragraph below being included in the policy as 13.3:

“The Council will treat employees diagnosed with a terminal illness with dignity and respect. The Council will endeavour to provide support to terminally ill employees and to make adjustments where necessary, to assist those employees who would like to remain in work, and are deemed medically capable to do so. Long term/Short Term absence associated with terminal illness will be addressed via absence processes at Parts 11 and 12.”