

Personnel Committee

Minutes of the meeting held on 30 May 2018

Present

Councillor Ollerhead - In the Chair
Councillors Akbar, Bridges, Craig, N Murphy, S Murphy, Rahman and Stogia,

Apologies

Councillor Leese

PE/18/12 Minutes

Decision

To approve the minutes of the meeting held on 21 March 2018.

PE/18/12 Corporate Services City Treasurer's Senior Management

The Committee considered a report of the City Treasurer which detailed the outcome of work undertaken to review leadership capacity within Corporate Services. The report recommended changes to the management structure for the directorate in order to provide the City Treasurer and her senior management team with the level of leadership and capacity needed to deliver the significant agenda identified both for the Directorate and the wider Council.

The report proposed changes to the Deputy City Treasurer's portfolio to include line management responsibility for Strategic Commissioning and Procurement. It was also proposed that the post of Head and Revenues' and Benefits be redesignated to that of Director of Customer Services and Transactions to take into account significant changes that had arisen from ongoing welfare reform as well as the impact of health and social care integration.

The City Treasurer outlined the most significant changes within the proposals and gave emphasis to the overall cost of the proposed changes being £106,000. She explained that £100,000 had been identified through the recent 2018/19 budget proposals in order to fund the need for increased capacity within the service. The remainder would be drawn from existing revenue budgets within the Directorate.

No Trade Union comments were submitted for consideration at the meeting.

There was a discussion about the Manchester Health and Social Care commissioning post. A member asked what proportion of the salary is the City Council's contribution and to whom the post holder must report within the Council. The City Treasurer advised that this post would be financed directly through the Better Care Fund meaning there was no direct City Council contribution, as the funding had already been agreed through a jointly shared grant there were no financial implications associated with this. The post holder would report directly to the Head of Finance.

There was also a discussion about the proposed remuneration for the newly created post of Head of Programme Management Operations with a salary commensurate to senior salary scale SS1. The City Treasurer advised that the post had been carefully benchmarked against similar posts within the ICT service and Capital Programme services where similar posts with similar reporting arrangements already exist.

Decisions

1. To note the change to the Deputy City Treasurer's portfolio to include responsibility for Corporate Procurement and Corporate Commissioning.
2. To approve the redesignation and recommend to Council the regrade of the role of Head of Revenues and Benefits, Customer and SSC to Director of Customer Services and Transactions, SS4 (£90,419-£101,826).
3. To approve the establishment of a new role Head of Group Finance (Public Service Reform and Health and Social Care) at SS1 (£57,340-£63,308).
4. To approve the establishment of a new Head of Programme Office at SS1 (£57,340-£63,308).

PE/18/13 Greater Manchester Continuity of Service Protocol

The Committee considered a report of the Director of HROD which discussed a proposal that the organisation adopts the Greater Manchester Combined Authority's (GMCA) Continuity of Service Protocol on a discretionary basis. The purpose of the protocol was to provide a mechanism for recognition of service where an individual employed within local government for the NHS in Greater Manchester moves employment between those sectors on a voluntary basis, where there was a business case to do so. A copy of the report to the GMCA and the Protocol were appended to the report.

The Director of HROD introduced the report, advising that in essence the proposal had had been developed to facilitate movement between health and social care employees to ensure that reckonable service was not adversely affected for staff who choose to move between employers in the move towards an increasingly integrated health and social operating arrangements. This would then result in protection of the employee's entitlement for leave, holidays, sick pay and severance pay. She explained that the Greater Manchester position and the approach being taken across other districts was to apply this on a blanket basis however the recommendation put before Committee was to adopt on a case by case basis due to the potential financial implications of the protocol. However she also advised that, if adopted, the Protocol would be applied to the Integrated Neighbourhood Teams within the Local Care Organisation to the Team Managers on appointment. She added that other central Manchester health employers would adopt the Protocol on the same basis to ensure parity.

No Trade Union comments were submitted for consideration at the meeting.

A member noted a reference within the appended document that not all Greater Manchester organisations were taking part and asked what actions were being taken to ensure parity. The Director of HROD advised that this was a reference to the shared view of the Manchester Foundation Trust and Manchester City Council that the Protocol should be adopted on a case by case in order to manage the potential cost implications.

Decisions

1. To note the report to the GM Combined Authority on GM Continuity of Service Protocol dated 29 March 2018.
2. To recommend that Council adopts the GM Continuity of Service Protocol on a discretionary basis to allow continuity of service with the specified organisations to be extended to individuals in respect of service-based workforce terms, conditions and policies to support flexibility of movement and/or recruitment to difficult to fill posts.
3. To delegate authority to apply the GM Combined Authority on GM Continuity of Service Protocol on a discretionary basis to the Director of HROD in conjunction with the relevant Strategic Director.
4. To delegate authority to the City Treasurer in consultation with the Executive Member for Finance and Human Resources to determine discretionary payments

PE/18/14 Annual Leave Purchase Scheme

The Committee considered a report of the Director of HROD which discussed proposed amendments to the organisation's Annual Leave Purchase Scheme to increase the maximum number of days that may be purchased and bring to an end the current 'cut-off' date for requests. Under the proposed new arrangements the maximum number of days to be purchased under the Scheme would increase to ten per year on a pro rata basis with days in excess of five being subject to line manager approval.

There was a discussion about the cost implications of the Scheme as it currently stands. The Director of HROD said that the current arrangement resulted in excess of £200,000 annual savings and that she was not aware of any backfill costs. The City Treasurer added that managers were guided to balance flexibility for the workforce with business need when approving leave requests to prevent any issues relating to capacity or cost.

No Trade Union comments were submitted for consideration at the meeting.

Decisions

1. To approve the implementation of the revised policy as described in the report and attached at Appendix A.

2. To note that that the amended policy will come into force immediately, allowing staff to benefit from a maximum purchase of 10 days additional leave (with manager approval for over 5 days) for the 2018/19 leave year.