

Personnel Committee

Minutes of the meeting held on 27 June 2018

Present

Councillor Ollerhead - In the Chair
Councillors Akbar, Bridges, Craig, Leese, Rahman and Stogia

Apologies

Councillors N Murphy, S Murphy and Richards

PE/18/15 Minutes

Decision

To approve the minutes of the meeting held on 30 May 2018.

PE/18/16 Senior Management Arrangements

The Committee considered a report of the Chief Executive which discussed proposals to align leadership priorities and portfolios within a smaller Senior Management Team (SMT).

It was proposed that the posts of Deputy Chief Executive (People, Policy and Reform) and Director of Trading Services should be disestablished, following the departure of the postholders. This would leave the Authority with one Deputy Chief Executive (DCE) who would absorb portfolio responsibilities for the functions of the Director of Trading Services, though they would be directly managed by the Director of Neighbourhoods. Responsibility for HROD, Policy, Partnerships and Research, Performance, Research and Intelligence, Reform and Innovation and Strategic Communications would also transfer to the DCE. It was also proposed that responsibility for ICT and the Town Hall programme should transfer to the City Treasurer and Planning, Licensing and Building Control and Work and Skills transferring to the Strategic Director (Development).

The report outlined governance arrangements for Manchester Health and Care Commissioning (MHCC) with specific reference to the Chief Finance Officer. It was highlighted that this post is accountable to the City Treasurer in respect of adult social care in the MHCC pooled budget, with the City Treasurer maintaining oversight and shared accountability for that post. It was therefore subsequently proposed that as the post of the Chief Finance officer will be authorised to take up certain responsibilities of the City Treasurer despite not being an employee of the Council, the post should be endorsed as an officer of the Council in accordance with the wider objective of integrated health and social care services.

In its discussion about strengthening senior capacity below SMT level, the report proposed that the post of Director of Neighbourhoods be re-named to Chief Operating Officer – Neighbourhoods whilst remaining within its existing grade. This newly named post would absorb the functions of the disestablished post of Director

of Trading Services to strengthen the neighbourhood focus of all placed-based services, and including Highways, Transport and Engineering.

It was also indicated that the Committee would be invited to consider further proposals relating to strategic infrastructure capacity in due course following reviews including but not limited to the Corporate Core (including HROD, Policy and Performance functions) procurement and Strategic Commissioning functions.

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

Decisions

1. Thank Geoff Little (Deputy Chief Executive: People, Policy and Reform); Kim Dorrington (Director of Highways, Transport and Engineering) and Sean McGonigle (Director of Trading Services) for their service and contributions to the Council and city in a variety of roles and note their departures.
2. To note that the posts of Deputy Chief Executive (People, Policy and Reform) and Director of Trading Services are to be disestablished.
3. To agree a number of changes to SMT portfolios, specifically:
 - a. Responsibility for HROD; Strategic Communications; Policy, Partnerships & Research; Reform & Innovation; and Performance, Research & Intelligence to transfer to the Deputy Chief Executive (Growth and Neighbourhoods)
 - b. Responsibility for ICT and the Town Hall programme to transfer to the City Treasurer.
 - c. Responsibility for Planning, Licensing & Building Control and Work & Skills to transfer to the Strategic Director (Development).
4. To agree that the Director Neighbourhoods is re-titled as Chief Operating Officer - Neighbourhoods, in recognition of her leadership of an expanded group of services.
5. To note that an appointment has been made to the post of Chief Finance Officer for Manchester Health and Care Commissioning (MHCC), which includes a line of accountability to the City Treasurer for adult social care within the MHCC pooled budget.
6. To endorse the appointment of the Manchester Health and Care Commissioning (MHCC), Chief Finance Officer as an officer of Manchester City Council for the purpose of the reporting line to the City Treasurer, in accordance with the partnership arrangements that underpin integrated health and care commissioning
7. To note that the City Solicitor will report to Council on the required amendments to the Constitution arising as a result of the revised arrangements set out in these proposals.

PE/18/17 Employment Policy – Recruitment and Selection

The Committee considered a report of the Director of HROD which presented a revised policy for recruitment and selection which had been updated to include legislative and organisational developments as well as best practice models, since it was last published in 2003. A copy of the revised draft policy was appended to the report.

The report indicated that, although significant savings arising from the workforce had taken place since 2010 through flexible movement and development of the workforce, there was now a reduced reliance on savings to be achieved through workforce reductions. Consequently, there had been a significant increase in external recruitment activity to fill key skills gaps and help to deliver the Authority's broader priorities. It was therefore felt to be timely to review and refresh the Authority's established recruitment and selection policy in line with the relevant legislation, good practice models and extensive consultation findings with staff and managers.

The revised policy would remain consistent with its predecessor with regard to the Authority's focus on supporting Manchester residents, particularly the most vulnerable. Entry level roles and traineeships would continue to be advertised to Manchester residents only in the first instance and the Authority would continue to guarantee interviews to care leavers, former looked after children and disabled applicants.

The Director of HROD said that the revised policy would give greater flexibility to managers in determining interview assessment methods.

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

Decision

To approve the new recruitment and selection policy (as appended to these minutes).

PE/18/18 Adult Social Care - Senior Management Structure within the Manchester Local Care Organisation

The Committee considered a report of the Executive Director of Strategic Commissioning which discussed senior management arrangements for Adult Social Care following the formal commencement of the Manchester Local Care Organisation partnership. The proposals had been developed to provide support to the Executive Director of Strategic Commissioning in driving reform, improving performance and quality and to give support to employees in the transition to new models of integrated health and social care through effective leadership.

The proposals included the redesignation of two posts, previously named as Heads of Service, to be referred to instead as Assistant Directors. The redesignation had been proposed to provide consistency of naming conventions across the organisations. It was also proposed that the currently vacant role of Head of Strategic Commissioning be disestablished since it was no longer required within the new

operating model. The Committee was asked to instead establish an additional (third) post of Assistant Director to provide enhanced and integrated senior management structure which would drive the transformation and integration of health and social care services.

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

Decisions

1. To approve the re-designation of the previously agreed 2 x Heads of Service (at SS3 (£74,174 - £83,830)* to 2 x Assistant Directors at SS3 ((£74,174 - £83,830).
2. To disestablish the vacant role of Head of Strategic Commissioning SS3 ((£74,174 - £83, 830).
3. To approve a further Assistant Director at SS3 (£74,174 - £83,830).