



Joanne Roney OBE  
Chief Executive  
Telephone: 0161 234 3006  
j.roney@manchester.gov.uk  
PO Box 532, Town Hall  
Extension, Manchester  
M60 2LA

**Monday, 27 March 2023**

Dear Councillor / Honorary Alderman,

### **Meeting of the Council – Wednesday, 29th March, 2023**

A summons was issued on Tuesday 21 March 2023 for meeting of the Council which will be held at 10.00 am on Wednesday, 29 March, 2023, in The Council Chamber, Level 2, Town Hall Extension.

This is a **revised supplementary summons** which includes the following items marked as 'to follow' on the main summons and in addition minutes of the Personnel Committee held on 22 March 2023 with particular reference to the Draft Pay Policy Statement 2023-24 (item 13).

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|--|--------|
| <b>8. Scrutiny Committees</b>                    | Pages  |
| To note the minutes of the following committees: | 5 - 12 |

Children & Young People – 8 March 2023

- |  |         |
|--|---------|
| <b>9. Proceedings of Committees</b>  | Pages   |
| To submit for approval the minutes of the following meetings and consider recommendations made by the committee: | 13 - 22 |

Planning and Highways Committee – 16 March 2023

Personnel Committee – 22 March 2023 and in particular to consider

#### **PE/23/02 Draft Pay Policy Statement 2023-24**

The Committee:-

1. Note the content of the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023.
2. Note the organisation's Pay and Grading Structure for the financial year 2023/24 appended to the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023

Constitutional and Nomination Committee – 29 March 2023 (to be tabled)

- 13. Draft Pay Policy Statement 2023-24**  
To consider the report of the Director of Human Resources,  
Organisational Development and Transformation.

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23 - 44

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'Joanne Roney', with a stylized flourish at the end.

**Joanne Roney OBE**  
**Chief Executive**

**Councillors:-**

Ludford (Chair), Y Dar (Deputy Chair), Abdullatif, Akbar, Azra Ali, Ahmed Ali, Nasrin Ali, Shaukat Ali, Alijah, Amin, Andrews, Appleby, Baker-Smith, Bano, Bayunu, Bell, Benham, Bridges, Butt, Chambers, Chohan, Collins, Connolly, Cooley, Craig, Curley, M Dar, Davies, Doswell, Douglas, Evans, Flanagan, Foley, Gartside, Good, Green, Grimshaw, Hacking, Hassan, Hewitson, Hilal, Hitchen, Holt, Hughes, Hussain, Igbon, Ilyas, Iqbal, Jeavons, Johns, Johnson, T Judge, Kamal, Karney, Kirkpatrick, Lanchbury, Leech, J Lovecy, Lynch, Lyons, McHale, Midgley, Moran, Newman, Noor, Nunney, Ogunbambo, H Priest, Rahman, Raikes, Rawlins, Rawson, Razaq, Reeves, Reid, Riasat, Richards, I Robinson, T Robinson, Rowles, Russell, Sadler, M Sharif Mahamed, Sheikh, Shilton Godwin, Simcock, Stanton, Stogia, Taylor, Wheeler, Whiston, White, Wills, Wilson and Wright

## **Further Information**

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For help, advice and information about this meeting please contact the Committee Officer:

Andrew Woods  
Tel: 0161 234 3011  
Email: [andrew.woods@manchester.gov.uk](mailto:andrew.woods@manchester.gov.uk)

This agenda was issued on **Monday, 27 March 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

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## Children and Young People Scrutiny Committee

### Minutes of the meeting held on 8 March 2023

#### Present:

Councillor Reid – in the Chair  
Councillors Alijah, Amin, Bano, Gartside, Hewitson, Johnson, Lovecy, Sadler and Sharif Mahamed

#### Co-opted Voting Members:

Mr G Cleworth, Parent Governor Representative  
Mr Y Yonis, Parent Governor Representative

#### Co-opted Non-Voting Members:

Miss S Iltaf, Secondary Sector Teacher Representative

#### Also present:

Councillor Bridges, Executive Member for Early Years, Children and Young People  
Detective Superintendent Chris Downey, Greater Manchester Police (GMP)  
Andrea Patel, Associate Director of Safeguarding (Manchester), NHS Greater Manchester Integrated Care  
Stuart Fern, Acting Chief Executive Officer, One Education

#### Apologies:

Councillors Bell, Cooley and Judge  
Canon S Mapledoram, Representative of the Diocese of Manchester  
Ms L Smith, Primary Sector Teacher Representative

#### CYP/23/13                      Minutes

The Chair noted that today's meeting was taking place on International Women's Day and recognised all the women who worked in Children's Services and Education and the role of parents in keeping their children safe.

#### Decisions

1. To approve as a correct record the minutes of the meeting held on 8 February 2023.
2. To receive the minutes of the meeting of the Ofsted Subgroup held on 18 January 2023.

#### CYP/23/14                      Manchester Safeguarding Partnership (MSP) Annual Report 2021/2

The Committee considered the report of the MSP Children's Executive Chair and the Strategic Director of Children and Education Services which reflected adult and child safeguarding business and provided an overview of decisions and actions taken by the partners covering 2021/2022. The annual report aimed to illustrate how the MSP continued to develop an integrated approach to safeguarding across the life course

with equal accountability between the three statutory partners (Greater Manchester Police, Manchester City Council and Manchester Health and Care Commissioning, now Integrated Care Board) together with wider agencies and in cooperation with children and citizens.

Key points and themes in the report included:

- Contextual information;
- Partnership arrangements;
- Communications and engagement;
- Safeguarding effectiveness and scrutiny;
- Safeguarding Practice Reviews;
- Learning and improvement;
- Other safeguarding functions and groups;
- Scrutinising MSP arrangements 2021/22 – assurance statement;
- Review of MSP Joint Strategic Plan 2021/2022; and
- Strategic priorities 2022/23.

Some of the key points and themes that arose from the Committee's discussions were:

- The establishment of a permanent MSP Steering Group;
- The over-representation of some communities in complex safeguarding and whether this should be a focus in its own right; and
- Work taking place to address homelessness, including the impact of this work on children.

The Strategic Director of Children and Education Services reported that some children were more vulnerable to criminal exploitation, including black boys, and that it was important to consider the context within which it was happening.

Detective Superintendent Chris Downey from GMP stated that data indicated disproportionality in the criminal justice system and that it was important to understand why this was happening. He informed Members about work with Youth Justice to try to understand the causes leading young people to this situation.

The Assistant Director (Safeguarding and Practice) highlighted that this report related to 2021/2022 and the context for the Partnership at that time, in relation to the pandemic, and the decision just prior to the pandemic to create a combined partnership in relation to child and adult safeguarding. She advised that, coming out of this period, it was recognised that some transformation work was needed, strengthening and articulating the vision for this combined partnership, and that the Steering Group was established to give leadership and direction in relation to that. In response to a Member's question, she outlined the work that had taken place to raise the dangers of co-sleeping and how learning from the joint thematic review with Trafford in relation to serious youth violence and exploitation was being taken forward and had influenced the serious youth violence strategy.

The Strategic Director of Children and Education Services advised Members that a lot of work was taking place in relation to Homelessness and that he could ensure that this progress was reflected in the report for 2022/2023. He reported that there had been a reduction in families spending time in bed-and-breakfast and temporary accommodation, recognising that temporary accommodation was disruptive for children.

In response to a question about training, the MSP Manager reported that training had continued during the pandemic, delivered online, but that the MSP was looking to re-introduce face-to-face training, as they recognised the value of bringing people from different organisations together in one room to talk and share their experience. She informed Members about the development of the e-learning offer and recognised that this was useful for those who could not attend day-time training sessions, such as childminders and volunteers.

In response to a question from the Chair about the impact of the Domestic Abuse Strategy, Detective Superintendent Chris Downey from GMP advised that the number of arrests and prosecutions for domestic abuse in Manchester had trebled. He outlined how in the 47% of cases where a victim of domestic abuse would not support a prosecution, arrests were still being made and civil orders being used to exclude the perpetrator from the home for 28 days. He highlighted the importance of asking the victim what could be done to support them, not solely focusing on getting a prosecution. He drew Members' attention to the Encompass programme, where schools were informed about children living in households with domestic abuse. The Assistant Director (Safeguarding and Practice) highlighted the Safe and Together model for working with families affected by domestic abuse, including reference to behaviour change work for the perpetrator. The Strategic Director of Children and Education Services suggested that the Committee receive a report on Domestic Abuse and Children, including the Safe and Together model, to which the Chair agreed.

In response to a question from the Chair about the reintroduction of GMP's child protection teams, Detective Superintendent Chris Downey advised that these had previously be removed due to the austerity cuts, with the specialist officers re-assigned to deal with all types of crime, in addition to any child protection cases when these arose. He advised that it had been recognised that this had been a loss, that three child protection teams had now been established within Manchester and that the challenge was building up the specialist knowledge again.

## **Decisions**

1. To note the progress of the safeguarding partnership arrangements in the city during this period.
2. To receive a report on Domestic Abuse and Children, including the Safe and Together model.

## **CYP/23/15 Children's Social Work Workforce update**

The Committee considered the presentation of the Strategic Director of Children and Education Services which provided an update on the Children's Social Work Workforce.

Key points and themes in the presentation included:

- National context, including the Independent Children's Social Care Review and the potential risks and opportunities arising from the Government's response;
- Manchester's current position, including workforce demographics and workforce stability;
- Children's Social Worker workforce priorities; and
- Progress to date.

Some of the key points and themes that arose from the Committee's discussions were:

- The importance of clinical supervision;
- Making the workforce more representative of the communities they served at all levels, noting that in some areas there were higher levels of people without qualifications;
- Request for demographic data at different levels within the service, including senior leadership; and
- What was being done to retain experienced staff.

The Chair stated that she was arranging to meet with the Manchester Adult Education Service to discuss providing paths for people to enter social work.

The Deputy Strategic Director of Children's Services reported that a clinical supervision model was in place in relation to some areas of work, including complex safeguarding, and that good quality supervision was provided by social workers' line managers. He informed Members about the roll-out of Schwartz Rounds, group reflective practice forums giving staff an opportunity to reflect on the emotional and social aspects of their role and offered to provide further information on this at a later date. He agreed to provide Members with the requested demographic data in relation to staff at different levels within the service, while highlighting that there was more work to be done in relation to ethnicity and senior leadership roles. In response to a question about the use of agency staff, he advised that there were 46 agency staff but that these were not evenly spread across the service. He highlighted the apprenticeship vocational route to social work and reported that, as well as recruiting Manchester residents, there was also work taking place to recruit a more culturally diverse workforce. He advised that there had been some improvements with retention and highlighted the career framework and work to develop a post-qualifying programme for staff to support their further development, whether or not they chose to progress into management roles. The Assistant Director (Children's Social Care) explained how the Council utilised its relationship with the universities to attract social work students to come to work for the Council. The Chair expressed concern that the requirement for GCSE mathematics in order to study for a social work degree



was a barrier for some students. The Strategic Director of Children and Education Services informed the Committee about the social work apprenticeship programme, developed in collaboration with Manchester Metropolitan University, and reported that apprentices could join the course and do their GCSE English and mathematics studies while they were undertaking the course.

The Chair recognised the progress that had been made so far and highlighted that Committee Members would be able to get a first-hand understanding of the current situation on their visit to frontline social work services, which was due to take place on 22 March 2023.

### **Decision**

To note that the Deputy Strategic Director of Children's Services will provide Members with demographic data on social work staff at different levels within the service.

### **CYP/23/16                      Manchester Our Children Sufficiency Strategy**

The Committee considered the report and presentation of the Strategic Director of Children and Education Services which provided an update on the progress of the implementation of the 2020 – 22 Our Children's Sufficiency Strategy. It reported that the aim of the 2022 – 27 Strategy was to continue to embed the developed practice, sustaining and progressing the partnership approach to deliver innovative models of accommodation.

Key points and themes in the report and presentation included:

- Background information;
- Key outcomes; and
- Implementation timeline.

Some of the key points and themes that arose from the Committee's discussions were:

- To welcome how the Council was working innovatively to find solutions in a situation where the market had failed;
- Provision for asylum-seeking children;
- Seeking clarification on unregulated accommodation; and
- Young people from other local authorities being placed in the city.

The Executive Member for Early Years, Children and Young People suggested that the Committee consider an item on unaccompanied asylum-seeking children at a future meeting, to which the Chair agreed.

The Strategic Director of Children and Education Services explained how the Council was working with partners in relation to placement sufficiency, including joint commissioning with the NHS. In response to a question from the Chair, he reported that 88 children were in external provision and that, while the cost of these placements was high, the Council had reduced its spending by having fewer children

in external residential provision and reducing the number of children becoming Looked After. He explained that children's homes were registered with and regulated through Ofsted but that supported housing for young people aged 16 and over was unregulated; however, the Council did scrutinise this unregulated accommodation through its commissioning arrangements and from April 2023 this type of provision would need to register with Ofsted and from next year would be subject to regulation and inspection by Ofsted. He reported that the Council was engaging with the providers to ensure that they registered with Ofsted.

In response to a question from the Chair, the Strategic Commissioning Lead reported that ethical providers were those which were not for profit or community interest companies or providers who had agreed to a fixed profit margin. She stated that local providers were also encouraged, as well as those which had worked with children previously and those which would commit to delivering social value as part of the contract. She informed Members about the preferred providers framework, which enabled the Council to work with providers that it knew and trusted, providing stability and building positive relationships. She confirmed that it was not uncommon for young people from other areas to be placed in the city and that there was a duty to notify the host authority when this happened. She informed Members that Greater Manchester authorities were working collaboratively on sufficiency and addressing commissioning difficulties and that Manchester had been able to share its learning with other Greater Manchester councils.

### **Decisions**

1. That the Committee will continue to monitor this area of work.
2. To receive a report on new arrivals and unaccompanied asylum-seeking children at a future meeting.

### **CYP/23/17                      One Education Limited - Update on Activities**

The Committee considered the report of the Director of Education which outlined developments with One Education since the last report to scrutiny, in February 2015, its range of services currently offered to schools in Manchester and its plans for the future role it hoped to play in the life of school children in Manchester.

Key points and themes in the report included:

- Overview of One Education;
- Current operations; and
- Future shape and operation.

Members asked about the main challenges the organisation was facing. Stuart Fern, Acting Chief Executive Officer of One Education, acknowledged comments from the Chair about the challenges presented by the academisation of schools and their use of in-house services; however, he advised that this also presented an opportunity and that One Education could offer consistency of service, expertise and an independent view, based on their breadth of experience. He recognised a Member's comments on the importance of recruitment and retention and highlighted the support

from colleagues and the professional development that Educational Psychologists and other professionals could get from working for One Education rather than working in isolation for an academy. He stated that funding was a challenge and highlighted the aspirations outlined in the report to become a charitable organisation limited by guarantee which would enable them to apply for grant and charitable sector funding which was not currently available to them. He referred to One Education's strengths in relation to pupil services and interventions, for example the music service, and how charitable status would enable them to obtain additional funding to improve children's lives. He highlighted that One Education would be moving their offices to Alexandra House, renting space from the Council. In response to a question from the Chair, he advised that one of the reasons for the choice of location was available parking because staff had to travel from the office to different schools during their working day.

The Chair thanked Mr Fern for attending the meeting.

### **Decision**

To note the report.

### **CYP/23/18                      Overview Report**

A report of the Governance and Scrutiny Support Unit was submitted. The overview report contained key decisions within the Committee's remit, responses to previous recommendations and the Committee's work programme, which the Committee was asked to approve.

### **Decision**

To note the report and agree the work programme.

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## **Planning and Highways Committee**

### **Minutes of the meeting held on 16 March 2023**

#### **Present:**

Councillor Curley – in the Chair

Councillors Andrews, Y Dar, Davies, Flanagan, Hewitson, Kamal, Leech, Lovecy

**Apologies:** Councillors Baker-Smith, Riasat, Lyons, S Ali and Sadler

**Also in attendance:** Councillors Hilal, Midgley, Rawson and Shilton Godwin

#### **PH/23/21 Supplementary Information on Applications Being Considered**

A copy of the late representations received had been circulated in advance of the meeting regarding applications 135048/FO/2022, 134946/FO/2023 and 135647/FO/2022.

#### **Decision**

To receive and note the late representations.

#### **PH/23/22 Interests**

Councillor Flanagan declared a Pecuniary Interest in Item 6 - 134946/FO/2022 Jessiefield Spath Road, Manchester, M20 2TZ - Didsbury West Ward.

#### **PH/23/23 Minutes**

Councillor Leech noted an inaccuracy for item PH/23/14. It was stated that Councillor Leech had felt a site visit would not be helpful. Councillor Leech corrected this, stating he did support a site visit but noted that a site visit may not assist Members in understanding noise concerns of residents as the court was not yet built.

#### **Decision**

To approve the minutes of the meeting held on 16 February 2023 as a correct record, subject to the amendment above.

#### **PH/23/24 135048/FO/2022 - Northern Lawn Tennis and Squash Club, Palatine Road, Manchester, M20 3YA - Didsbury West Ward**

The Committee considered the report of the Director of Planning, Building Control and Licensing that presented an application relating to the erection of an 8.3-metre-high building to house two padel tennis courts, with associated lighting and infrastructure.

At its meeting held on 16 February 2023, the Committee deferred the application and requested the Director of Planning to submit a more detailed report regarding noise mitigation.

The Planning Officer noted that additional information was now contained within the report to show the impact from noise for residents would be within acceptable limits.

An objector attended and addressed the Committee on the application, raising concerns about the noise the development would create. A noise report had been commissioned by objectors and it was felt this had been left out of the published report. Concerns were also raised about the damage caused to the conservation area by this application.

The applicant attended and addressed the Committee, noting that noise impact was a consideration when choosing the location for this application. Acoustic testing was completed from outside the court, not inside, which would provide further noise mitigation, therefore providing a worst-case scenario. There was a proposed planning condition to provide further acoustic testing once the courts were constructed to ensure compliance. Further mitigation measures were available if noise levels were found to be not compliant. The applicant also addressed concerns relating to the conservation area.

Councillor Hilal addressed the Committee as ward councillor, raising resident concerns relating to noise and that the noise report submitted by local residents had been seemingly left out of the published report. Councillor Hilal requested the Committee had a site visit to determine if the application would have a detrimental impact on the local area.

The Planning Officer noted that a full and detailed, robust noise assessment was submitted as part of the planning application. They stated that colleagues in Environmental Protection were satisfied that the noise impact was within acceptable limits. The report commissioned by objectors was also considered in detail, but this did not change the conclusions of Environmental Protection. Once constructed, a verification report would be required to ensure that the correct mitigation was incorporated and an acoustic fence was also required to be erected next to the nearby residential gardens to provide further protection. In terms of the conservation area impact, this was fully assessed and considered to be acceptable, with the public benefits of the application outweighing any harm.

Councillors Flanagan and Leech sought clarity on how the acoustic report commissioned by objectors had been considered. Councillor Leech also suggested a site visit would be beneficial to the Committee.

The Planning Officer stated that their colleagues in Environmental Protection had fully assessed the report provided by the applicant and were happy that the conclusions of that report were correct. The report commissioned by the objectors did not change those conclusions.

The Director of Planning explained that the Committee had been provided with the conclusions of professionals in environmental health.

Councillor Davies raised similar concerns related to the noise report commissioned by objectors.

The Planning Officer stated that both the applicant's and objector's reports had been fully considered by colleagues in environmental health. The report commissioned by objector's had not changed the conclusions they reached from the applicant's report.

Councillor Flanagan stated that he felt a site visit not to be beneficial to the Committee as the application had been deferred based on noise and the impact of that could not be seen without it being built. Councillor Flanagan suggested that he would be minded to approve, provided a condition was added for the Council to appoint an independent expert to assess both the applicant's and objectors' noise reports, with the Chair and Director of Planning to then determine whether the noise impacts were acceptable.

Councillor Davies questioned if 50 decibels were the requirement for noise levels and if there was a possibility for swearing to be heard from the courts within neighbouring homes and their gardens.

The Planning Officer noted the information provided by the published report relating to the noise report. They stated that swearing was a management issue, and it was not appropriate to refuse a planning application based on this.

Councillor Andrews requested the legal position relating to Councillor Flanagan's proposal. The Committee were informed that was not a condition that could be imposed and were reminded that council officers were the independent assessor.

Councillor Flanagan withdrew his proposal.

Councillor Andrews moved the Officer's recommendation to approve the application.

Councillor Leech requested that an additional condition be imposed for additional noise mitigation measures to be implemented.

The Planning Officer stated that the conditions of the application required a verification report once constructed. They noted that safeguards were already built into the conditions as part of the application before the Committee.

The Director of Planning assured members that all representations received are looked at in great deal.

Councillor Dar seconded Councillor Andrew's proposal to move the Officer's recommendation to approve the application.

## **Decision**

The Committee resolved to approve the application as set out in the reports submitted.

**PH/23/25**

**134946/FO/2022 - Jessiefield, Spath Road, Manchester,  
M20 2TZ - Didsbury West Ward**

Councillor Leech declared an interest and moved to the public seating area, in order to address the Committee on the application.

The Committee considered the report of the Director of Planning, Building Control and Licensing that presented an application regarding the erection of part two, part three storey building to provide 26 retirement apartments with associated communal facilities, landscaping, boundary treatments and car parking following the demolition of the existing dwelling.

At its meeting held on 16 February 2023, the committee agreed the proposal of Mind-to-Refuse, based on the scale and mass of the scheme coupled with the lack of adequate parking and disabled parking spaces.

The Planning Officer noted the applicant had taken on board concerns raised at the previous meeting and increased the number of car park spaces to 26. The ridgeline of the roof facing Lancaster Road had also been reduced by 0.65m. The officer also stated that additional images and CGIs are included within the report to demonstrate that the proposed scheme is in line with the conclusions reached by the inspector who dismissed the previous appeal.

An objector attended and addressed the Committee, raising concerns regarding scale and mass, and car parking having an impact on the street scene.

The applicant's agent attended and addressed the Committee, providing information on the purpose of the application. They noted a lower percentage of their residents would utilise a car. They stated the changes that the applicant had made since the previous meeting relating to parking, scale and mass, and tree planting.

Councillor Leech addressed the meeting as a ward councillor, noting his disappointment that there had not been a re-consultation for the significant changes proposed. Councillor Leech felt that the increase in car parking created a different problem in terms of the loss of landscaping. He felt that the site was too small for the proposal and the reduction in size was insignificant. He considered that the scale and massing of the development was still too large.

Councillor Leech then left the meeting and took no further part in the discussion or decision-making process.

Councillor Hilal addressed the meeting as a ward councillor, raising concerns about the increase in car parking and its impact on green space and not being in-keeping with the area. It was felt that the reduction in height was not a reduction as it took the size down to the original application that was previously rejected on appeal. Councillor Hilal felt the application would still be overbearing. It was noted that this application did not offer affordable housing, and this was not in line with Manchester's policy.

The Planning Officer noted the two reasons for Mind-to-Refuse at the last meeting. One was car parking, which had been addressed with the increase to 26 spaces and was considered to be visually acceptable on the street scene. In regard to scale and mass, there had been a substantial reduction since the previous appeal.



Councillor Andrews sought clarity on the Officer's recommendation of Minded to Approve subject to a legal agreement.

The Planning Officer stated the legal agreement related to the future retesting of the viability of affordable housing now the scheme had been reduced.

Councillor Andrews moved the Officer's recommendation.

Councillor Lovecy noted the additional provision of car parking but still felt that the scale and mass of the application was not appropriate.

Councillor Kamal seconded Councillor Andrew's proposal to move the Officer's recommendation.

### **Decision**

The Committee resolved that it was Minded to Approve the application, subject to a legal agreement containing a reconciliation clause which would require the future retesting of viability for the provision of affordable units, as set out in the reports submitted.

(Councillor Flanagan declared a Pecuniary interest in the item and withdrew from the meeting for the duration taking no part in the discussion or decision-making process).

### **PH/23/26      135278/FO/2022 - St Gabriels Hall, 1 Oxford Place, Manchester, M14 5RP - Ardwick Ward**

The Committee considered the report of the Director of Planning, Building Control and Licensing that proposed a development involving some demolition and the erection of part 4 storey, part 5 storey buildings and the refurbishment and restoration of existing buildings to form student accommodation, with associated landscaping, cycle parking, car parking and associated works 319 student bedrooms are proposed, including 217 studios and 102 cluster units, split across two new-builds and a refurbished St Gabriel's Hall and Woodthorpe Hall.

At its meeting held on 16 February 2023, the Committee was Minded-to-Refuse the application, owing to a lack of electric vehicle charging points and disable parking.

The Planning Officer had no further information to add to the published report.

The applicant's agent attended and addressed the Committee, noting the applicant had addressed the Committee concerns from the previous meeting, particularly relating to disabled parking, doubling the number of spaces available.

Councillor Flanagan welcomed the increase in parking provision for disabled students and moved the Officer's recommendation of Approve.

Councillor Andrews seconded the proposal.

## Decision

The Committee resolved to Approve the application as set out in the report submitted.

(Councillor Leech left during this item and took no part in the discussion or decision-making process).

### **PH/23/27      135647/FO/2022 - 550 Mauldeth Road West, Manchester, M21 7AA - Chorlton Park Ward**

The Committee considered the report of the Director of Planning, Building Control and Licensing that related to the erection of a retail foodstore (Class E) with new access arrangements, following demolition of existing structures.

At its meeting held on 16 February 2023, the Committee agreed to undertake a site visit, owing to concerns raised around traffic and pedestrian safety, junctions and highways at the site.

The Planning Officer stated there had been a site visit on 16 March 2023, with the physical context of the site being observed. Also, that following this application being deferred additional information has been included within the report in relation to highway and pedestrian safety as well as additional information submitted by the applicant. The additional information includes details of the independent road safety audit which was undertaken, the increase of customer cycle parking provision to 24 cycle spaces including provision for 4 cargo bikes. Also, 15 safety bollards on Nell Lane, the restriction of servicing during morning school drop off and additional information in relation to the junction at Nell Lane amongst other matters. Additional information within the report also compares anticipated movements with the use of the existing office building which has a 105 space car park.

An objector attended and addressed the Committee, highlighting the concerns of local Head Teachers and local residents. Concerns were raised relating to the suitability of the location, traffic and accident data and child safety. It was noted that holding a site visit on the day of a teacher's strike did not highlight the full extent of the problems relating to highway and pedestrian safety at peak times.

The applicant's agent attended and addressed the Committee, noting the changes since the deferral. Those changes included the introduction of safety bollards on Nell Lane, a Planning condition preventing deliveries during the morning school drop-off period and a Planning condition to ensure management of the car park prevented parent use for school drop-off and pick-ups. There was also a commitment to review travel planning in the first three months of the store opening to ensure it operated in a safe and appropriate manner. It was noted that the Council's Highways Team and Transport for Greater Manchester were satisfied that the application was safe and acceptable in terms of highway and pedestrian safety.

Councillor Shilton Godwin addressed the Committee as ward councillor, raising concerns related to highway and pedestrian safety. It was felt the application would

add to traffic on the route to four local schools, hindering pupil safety. Car and Van use in the area had increased by 28% but there had been no similar increase in parking, which in turn had created issues with pavement parking. Councillor Shilton Godwin stated that if the store was to be a local store for local people, then the size of the car park should be decreased, whilst increasing the cycling parking. Whilst welcoming the idea that parents could not use the car park for school drop-off and pick-ups, there was uncertainty on how that would be achieved.

Councillor Midgely addressed the Committee as ward councillor, noting the need to acknowledge the positives of the application too. During a cost-of-living crisis, it was stated that for residents to have a local budget supermarket within walking distance was a positive. Residents had often been paying for taxis to different areas for their shopping. The local employment opportunities were also welcomed.

The Planning Officer stated that mitigation measures had been proposed at the junction of Nell Lane, with all evidence fully assessed showing that the junction can operate safely. The Mauldeth Road West junction was to be upgraded. An independent safety audit had been carried out and concluded that the impact of the proposals on the highways were not unacceptable. It was noted that the Committee should take account that the office building that occupied the site could be used at any point, with a 105-space car park, without any controls.

Councillor Flanagan raised concerns relating to traffic management. It was stated that there was a need to consider the possibility of the use of the 105-space car park but noted this was only 20 more spaces than within the application. Councillor Flanagan noted that there was a Mosque nearby that would increase traffic for Friday Prayers but that had been omitted from the report. Councillor Flanagan was not satisfied that this was a safe application and therefore proposed that he was *Minded to Refuse* based on highway safety for traffic to the supermarket, pedestrians, and cyclists.

The Planning Officer repeated that all junctions had been fully tested and they were satisfied that they could operate safely. An internal safety audit had been carried out and was considered in the Officer's recommendations.

Councillor Lovecy noted that the site visit had been helpful. Councillor Lovecy supported *Minded to Refuse*, with further work completed on traffic management at the site.

Councillor Leech welcomed the site visit but noted that it had been a teacher's strike on the day, so it was not representative of the scale of the problem. Councillor Leech referenced page 190 of the published reports that stated the offices being used for their original purpose would increase traffic further than this application. He stated that he did not accept those figures due to the changes in people's working habits in recent times. Councillor Leech felt that the highways data that concluded there would be no additional traffic as a result of changes to Barlow Moor Road and this application was completely false.

The Chair requested that Councillor Leech amend his comment relating to completely false data being used by the highway's teams. Councillor Leech was willing to amend his statement to say the data was flawed.

The Planning Officer repeated that all junctions had been fully tested and they were satisfied that they could operate safely. The modelling used is nationally recognised and one that all Local Authority's must consider in Planning applications.

Councillor Leech sought clarity that the impact of the changes to Barlow Moor Road had been factored in.

The Planning Officer stated that their colleagues in highways had assured them that they had.

The Chair recognised that Councillor Flanagan had moved a recommendation of Minded to Refuse, which had been seconded by Councillor Lovecy.

### **Decision**

The Committee resolved that it is Minded to Refuse the application, owing to traffic management issues.

## Personnel Committee

### Minutes of the meeting held on Wednesday, 22 March 2023

**Present:** Councillor Akbar (Chair) – in the Chair

**Councillors:** Bridges, Hacking, Igbon, Midgley, Leech, Rahman, Rawlins,  
T Robinson, Stanton and White

**Apologies:** Councillor Craig

**PE/23/01 Minutes**

#### Decision

To approve the minutes of the meeting held on 19 October 2022 as a correct record.

#### PE/23/02 Draft Pay Policy Statement 2023-24

The Committee considered a report of the Director of Human Resources and Organisation Development, introducing the draft Manchester City Council Pay Policy Statement for 2023/24. The report sought approval of the statement prior to its agreement by Council.

The statement proposed takes account of the organisational context and the impact of the 2023/24 budget. The statement also sets out the direction of travel in relation to pay for Manchester's officers for the year ahead, in line with the organisational priorities.

The statement has been developed to comply with the legal requirement set out under section 38 (1) of the Localism Act 2011 and takes account of other relevant legislative requirements. The report appended the tenth annual Statement and included information on the Council's 'Gender Pay Gap' and work to proactively promote workforce equality, in accordance with the requirement to carry out Gender Pay Reporting set out within The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The Chair introduced the report and reminded the Committee that the pay award for 2022/23 was applied differently and involved a fixed sum to each pay scale. The pay award included the deletion of the lowest pay point from April 2023. Reference was made to the inclusion of information on the Gender Pay Gap and the ongoing consultation on the future makeup of the report and Pay Policy Statement, with the proposed future inclusion of information on the Ethnicity Pay Gap.

#### Decisions

The Committee:-

1. Note the content of the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023.
2. Note the organisation's Pay and Grading Structure for the financial year 2023/24 appended to the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023

**PE/23/03      Human Resources Organisational Development Revised Policy:  
Draft Family Friendly Policy**

Consideration was given to the report of the Director of Human Resources Organisational Development and Transformation that outlined two minor revisions to the revised Family Friendly Policy Framework. The policy was first approved in March 2020. The Family Friendly Policy covers a number of arrangements for statutory and occupational leave and pay for maternity leave, adoption leave, maternity support leave and shared parental leave

The first revision to the policy addresses the disparity between shared parental pay for all partners and adoptive parents (currently limited to adoptive partners) to ensure that all are paid at the same rates, subject to eligibility requirements.

The second revision recommends the signing of the Pregnancy Loss Pledge, this will provide support to those officers who experience a miscarriage in a manner to acknowledge the officer's loss.

A copy of the revised Family Friendly Policy was appended to the report submitted.

**Decision**

To approve the revised Family Friendly Policy, as detailed in the report submitted.

**Manchester City Council  
Report for Resolution**

**Report to:** Personnel Committee – 22 March 2023

**Subject:** Draft Pay Policy Statement 2023-24

**Report of:** Director of Human Resources, Organisational Development and Transformation

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### Summary

This report introduces the draft Manchester City Council Pay Policy Statement for 2023/24 and seeks approval of the statement by the Committee prior to its agreement by Council.

The statement is cognisant of the organisational context and the impact of the 2023/24 budget. It sets out the direction of travel in relation to pay for Manchester's officers for the year ahead in line with the organisational priorities.

The statement has been developed to comply with the legal requirement set out under section 38 (1) of the Localism Act 2011 and takes account of other relevant legislative requirements.

The Statement also includes information on the Council's 'Gender Pay Gap' and work to proactively promote workforce equality, in accordance with the requirement to carry out Gender Pay Reporting set out within The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

### Recommendations

The Committee is asked to:

1. Note the content of the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023.
  2. Note the organisation's Pay and Grading Structure for the financial year 2023/24 appended to the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023.
- 

**Wards Affected:** All

<p><b>Environmental Impact Assessment</b> - the impact of the issues addressed in this report on achieving the zero-carbon target for the city</p>
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<p>This report covers the remuneration of all employees. Fairness and equitable treatment in relation to pay is an important component of attracting and retaining staff all of whom are engaged and essential to achieving this target.</p>
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Our Manchester Strategy outcomes	Summary of how this report aligns to the OMS
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The Council is a major employer in the City and the Pay Policy Statement proposed sets out arrangements which seek to balance the need for the proper remuneration of its employees, existing and prospective, to attract and retain the skills needed to deliver the organisation and the City's objectives (Our Manchester) and the cost of this to the communities it serves.  The Council's most senior managers drive the work of the organisation to transform and deliver its obligations and objectives. The Pay Policy Statement is based on the principles of fairness, equality and value for money and in line with both relevant legislative requirements and the framework set by the Council's Constitution.
A highly skilled city: world class and home grown talent sustaining the city's economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

### Contact Officers:

Name: Deb Clarke  
Position: Director of Human Resources, Organisational Development and Transformation  
Telephone: 07812 502614  
E-mail: deb.clarke@manchester.gov.uk

### Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Report to Personnel Committee, 13 March 2019: *Pay Policy Statement*

Report to Personnel Committee, 11 March 2020: *Pay Policy Statement*

Report to Personnel Committee, 17 March 2021: *Pay Policy Statement*

Report to Personnel Committee, 16 March 2022: *Pay Policy Statement*



## 1.0 Introduction

1.1 Under section 38 of the Localism Act 2011, local authorities are required to publish a 'Pay Policy Statement' on an annual basis, focused mainly on senior employees. Approval of the Statement cannot be delegated. The Act sets out that a Pay Policy Statement must include:

- A local authority's policy on the level and elements of remuneration for each chief officer<sup>1</sup>
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency

1.2 The scope of the Pay Policy Statement excludes all staff employed in schools.

1.3 The Council's current Pay Policy Statement was commended by this Committee on 16 March 2022 and approved by Council on 30 March 2022.

1.4 The 2023/24 Pay Policy Statement aligns to the overall priorities, activities and context of the organisation and wider public sector and seeks to provide transparency around decisions affecting pay and remuneration in this context.

1.5 The Pay Policy Statement forms a key component of the organisation's approach to managing its workforce in general and recognition and reward and is a key contributor to the priorities set out within the Council strategy.

1.6 The statement also includes information on the Council's 'Gender Pay Gap' which, as a public sector organisation, the Council is required to publish annually. Alongside the required tables, a supporting narrative has been included which details ongoing work by the organisation to proactively promote workforce equality in general and gender equality.

1.7 The Statement is one element of the organisation's overarching approach to transparency and accountability. It is supported by comprehensive information on the organisation's structure and the salary for senior posts as well as the equality make-up of the workforce which is available on the Council's website and updated on at least an annual basis.

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<sup>1</sup> It should be noted that Manchester currently does not use the term 'Chief Officer' when describing posts. The statutory definition for the purposes of the statement is set out in the Glossary of Terms within the Pay Policy Statement for background.

## 2.0 The Pay Policy Statement

- 2.1 The draft Pay Policy Statement for 2023/24 is appended to this report. The statement summarises the organisation's approach to pay and remuneration for the year ahead.
- 2.2 The Statement does not set policy, but rather summarises the approaches already endorsed by this Committee and seeks to bring together key information in one place for clarity. It will act to help this Committee and the wider public hold the organisation to account for its pay-related decisions for the year ahead.
- 2.3 The draft Pay Policy Statement includes information on the Authority's salary multiple, the ratio between the highest paid officer (the Chief Executive) and the median rate for all officers within the scope of the Statement. As of November 2022, the salary multiple between the highest paid officer (the Chief Executive) and the median rate for all officers within the scope of this policy is 7.08:1. This represents a slight decrease on the multiple as set out within the 2022/23 statement (7.84:1). This ratio results from the detailed implementation of the pay policies set out in this document and will vary marginally with time as the shape of the organisation and roles change.
- 2.4 The Localism Act is clear that the statement must be approved by the Council and approval is sought to present the draft statement to Council for endorsement later this month.
- 2.5 Once approved, the Pay Policy Statement will come into effect on 1 April 2023, being subject to review at least annually through this Committee and, ultimately, Council.
- 2.6 The Council remains committed to the national pay structure and the relevant national agreements including those for the National Joint Council (NJC) for local government services, the Joint National Council for Chief Executives and the Joint National Council for Chief Officers. Pay awards for 2022/23 have been agreed for all Council employees with £1925 added to each spinal column point. This incorporates NJC employees, JNC for local authority Chief Officers and JNC for Chief Executives.
- 2.7 The pay award for 2022/23 also includes:
- The deletion of Spinal Column Point 1 from April 2023
  - An extra day's leave for all 'Green Book' employees from April 2023.
- 2.8 The pay agreement for Chief Officers (JNC) does not include the extra day's leave from April 2023. It is proposed that a local agreement is put in place to agree the additional day's leave for this group of Officers, reflecting that if an additional day's leave were agreed at any future pay agreement, then these employees would not receive the additional day's leave again.
- 2.9 The pay award also does not specify how the additional day of annual leave should be treated in relation to those with 'protected' leave under the Part 3 Framework Agreement (currently circa 700 officers). On this occasion it is

proposed that the additional day be extended to those with 'protected' leave via a local agreement.

- 2.10 Discussions with all national negotiating bodies have begun for the 2023/24 period. When national agreement is reached, this will be reflected in the Council's pay and grading structure appended to this statement.

### **3.0 Gender Pay Gap Reporting**

- 3.1 The Council is required by law to carry out Gender Pay Reporting on an annual basis in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
- 3.2 The headline figure is a mean gap of 4.6% and median gap of 3.1%<sup>2</sup>. This represents a reduction in the gap between the average pay of men and women from the previous year. This is significantly below the mean and median gap for the UK of 13.9% and 14.9%<sup>3</sup> respectively. The Council is committed to continuing to reduce this differential. Further detail in relation to this is contained within the Pay Policy Statement.
- 3.2 Although not a subject of this report, members may be interested to know that for the first time a report has been produced and shared with the Trade Unions on the Ethnicity Pay Gap and further work will take place to refine that report.

### **4.0 Manchester Living Wage**

- 4.1 Manchester City Council is an accredited 'Living Wage Employer' and as such is committed to paying the Living Wage Foundation's 'real' living wage (also known as the Foundation living wage). In September 2022, the Living Wage Foundation announced the new real living wage hourly rate for the coming year of £10.90 per hour, an increase of £1.00 per hour. Accredited Living Wage Employers are required to implement the rise by 14 May 2023. The Manchester Living Wage (MLW) will therefore be aligned to the new real living wage rate from 1 April 2023.
- 4.2 There is a longer term and continuing challenge to ensure the NJC pay spine can absorb the impact of significant annual increases to the statutory National Living Wage which are forecast to continue. The organisation's overarching strategy will continue to ensure the cost of its workforce falls within the budget allocation agreed by the Council in March 2023 as part of the organisation's overall budget for 2023/24 whilst working to ensure the pay structure is able to absorb National Living Wage increases in future years.

### **5.0 Comments from the Trade Unions**

None.

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<sup>2</sup> The difference between the mean and median hourly rate of pay of male employees and female employees.

<sup>3</sup> All employees as per ONS, Gender Pay Gap in the UK: October 2022 - Provisional

## **6.0 Conclusion**

- 6.1 The development of a Pay Policy Statement and its approval by the Council is a requirement under the Localism Act 2011. The statement appended below is Manchester's tenth annual statement and will support a continued understanding of the organisation's approach to remuneration set within the context of the overall direction of the organisation to improve services and, ultimately, deliver better outcomes for Manchester residents.
- 6.2 Members are asked to note the content of the draft Pay Policy Statement 2023/24 and commend it for approval by the Council at its meeting on 29 March 2023.

Appendix A



**DRAFT FOR CONSULTATION ONLY**

# **Pay Policy Statement: 2023/24**

## 1.Introduction and Purpose

The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 (The 'Act') and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees and includes:

- The methods by which salaries of all employees are identified
- The detail and level of remuneration of the most senior employees
- The detail and level of remuneration of the lowest paid employees
- The relationship between the remuneration of the highest paid and other employees
- Information in response to the requirement to provide 'Gender Pay Reporting' information in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

The Personnel Committee of the Council is responsible, on behalf of the full Council, for ensuring the provisions set out in this Statement are applied consistently throughout the Council. The Personnel Committee will also refer to Council any decisions affecting newly graded posts or regraded posts where the salary becomes £100,000 or more.

### ***Scope of this Policy***

This Pay Policy Statement relates to staff employed by Manchester City Council whose remuneration, including rate of pay and terms and conditions, are determined by and within the control of the authority. It therefore does not apply to:

- Staff employed by a third party contracted to work for the authority (although the comments under the sections below on *interim support* and *preventing tax avoidance* should be noted).
- Staff on secondment to or from the authority, where their rates of pay or terms and conditions are not determined by the Authority. The Authority's approach to secondments sets how pay with regard to individuals in this group is managed.
- All staff employed in schools, including temporary teaching staff, support staff and agency staff.
- Staff employed through the authority on behalf of a third party where remuneration and some or all of the other conditions of employment are not determined by the authority.
- Unpaid volunteers or individuals on work experience placements. Such placements are intended to give students and and/or individuals from the Council's social value priority groups experience of working in the public sector. These roles would not normally be expected to last longer than six weeks.

Once approved by the full Council, the Pay Policy Statement will come into effect on 1<sup>st</sup> April 2023 and will be subject to annual review.

### ***Legislative framework***

In determining pay the Council will comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered.

Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended), Agency Workers Regulations 2010, and the Children & Families Act 2014.

The Council has taken steps to ensure there is no discrimination within its pay structures and that all pay differentials can be objectively justified. Where relevant, legislative obligation will supersede the approach and principles outlined in this statement, for example where terms and conditions are preserved as a result of contracts of employment transferring under TUPE.

## **2. Determining pay**

Salary levels for the workforce are set via analytical mechanisms. The Council operates a job evaluation scheme for officers at Grade 12 and below and a senior job evaluation scheme for roles at Grades SS1 – SS5 including Deputy Chief Executive (DCX) and Chief Executive (CEX) spot points. The pay and main contractual conditions of all employees of the Council are linked to a national pay bargaining structure relevant to the role (see *Collective Bargaining* below).

Pay can include elements applicable only to a specific group of employees, for example contractual arrangements and terms of the relevant national agreement. This includes, for example, specific allowances and additions to pay (e.g. overtime, flexibility payments, honoraria, which can be time limited and are subject to approval). In limited circumstances, time and cash limited pay protection may be applicable, arrangements for which have been agreed in accordance with relevant local negotiating arrangements.

Other additions to the salary of officers may be made in accordance with the Council's Constitution and stated policies (e.g. car user allowance). Such payments will be made in accordance with the principles of this statement and with approval by the delegated budget holder or approver. All such payments are made in order to support the delivery of effective services and adhere to the principle of value for money.

### ***Collective Bargaining***

The Council has a strong commitment to collective bargaining based on national salary structures and to full and open engagement with its workforce.

The continued requirement for cost reduction by the organisation will mean that in 2023/24 a balance will need to be struck between any proposed increases in individual pay and the need to ensure that workforce expenditure remains in line with the agreed budget for the workforce set in the context of the Living Wage Foundation's Living Wage and market conditions.

There is also a continuing challenge to ensure the NJC pay spine can absorb the impact of significant annual increases to the statutory National Living Wage which are forecast to continue. The organisation's overarching strategy will continue to ensure the cost of its workforce falls within the budget allocation agreed by the Council in March 2023 as part of the organisation's overall budget for 2023/24 whilst working to ensure the pay structure is able to absorb National Living Wage increases in future years.

The Council remains committed to the national pay structure and the relevant national agreements including those for the National Joint Council (NJC) for local government services, the Joint National Council for Chief Executives and the Joint National Council for Chief Officers. Details of the pay awards agreed to date for 2022/23 are provided below.

For employees within the scope of the National Joint Council (NJC) for local government services, the following pay agreement has been reached:

1. With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above and an increase of 4.04% on all NJC allowances
2. With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement
3. The pay award does not specify how the additional day of annual leave should be treated in relation to those with 'protected' leave under the Part 3 Framework Agreement. On this occasion the additional day has been extended to those with 'protected' leave via a local agreement.
4. With effect from 1 April 2023, the deletion of pay point 1 (SCP1) from the NJC pay spine with SCP2 now becoming the first pay point

Point 4 above, the deletion of pay point 1 (SCP1) will be implemented as follows:-

- SCP1 will be deleted.
- The Council currently has an additional local spine point (SCP 1A) within grade 1 which will also be deleted given the national agreement means that SCP2 becomes the first pay point.
- Grade 1 will consist of SCP 2 only – staff within Grade 1 on SCP1 and SCP1A will be assimilated onto SCP2
- Grade 2 will consist of SCP 3 only – staff within Grade 2 on SCP2 will be assimilated onto SCP3
- New starters appointed to Grade 2 will commence at SCP 3.

Appendix A sets out the new pay and grading structure for 2023/24 (subject to the agreement of the pay award).

For officers falling within the scope of the Joint National Council for Chief Officers, a pay award of £1,925 on individual basic salaries has been agreed with effect from 1 April 2022. The pay agreement for Chief Officers (JNC) does not include an increase of one day to annual leave entitlement leave from April 2023. However, the additional day has been extended to Chief Officers via a local agreement on the basis that if an additional day's leave effective from 1 April 2023 is agreed within any future pay agreement for Chief Officers (JNC), then such officers would not receive the additional day's leave again.

For Chief Executives a pay award of £1925 on individual basic salaries has been agreed with effect from 1 April 2022.

Discussions with all national negotiating bodies are yet to begin for the 2023/24 period. However, as and when any national agreement is reached, this will be reflected in the Council's pay and grading structure appended to this statement.

The Authority will continue to consult with the trade unions representing its workforce



on the impact of any changes in pay.

### ***Policy on Remunerating Chief Officers***

The Council's Chief Officers are the Strategic Management Team which includes the Chief Executive and those officers directly responsible for the key functions of the organisation. This information is currently available on the *Open Data* pages of the Council's website and will be updated on at least an annual basis to reflect changes to pay and the organisational structure and to support the Council's aim of enhancing transparency and clarity. Additional information, in accordance with the Accounts and Audit (England) Regulations 2011, is also included within the Council's Annual Statement of Accounts.

The Personnel Committee is responsible for making appropriate recommendations to Council in relation to decisions affecting the remuneration of any newly established or upwardly regraded post whose remuneration is or is proposed to be or would become £100,000 p.a.

Relevant Chief Officers are responsible for determining pay for senior roles alongside the Director of HR, OD & T. Salary levels are proposed in accordance with an analytical job evaluation process within four pay bandings for SS1-3 and SS5, five bandings for SS4 and additional spot salary levels for the Deputy Chief Executive and City Treasurer, and Chief Executive as set out within the appendix to this Statement.

Since 2018/19 progression through the incremental points within these grades has been dependent upon individuals demonstrating overall annual improvements in performance, measured by delivery against a set of corporate and directorate objectives which is set at the start of each year and covers a range of operational and strategic indicators which are monitored throughout the year.

Employment arrangements for Chief Officers are linked to the relevant national agreements including the Joint National Council for Chief Executives and the Joint National Council for Chief Officers, and salary values are increased in accordance with any nationally agreed pay awards as determined by the appropriate national Joint Negotiating Committee.

### ***Bonus, Performance and Earn Back***

The Council does not pay bonuses for Chief Officers within the scope of this statement (notwithstanding the link between incremental progression and pay noted above) as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.

The detail of any bonus payments will also be published in accordance with the Accounts and Audit Regulations 2015 and the Local Government Transparency Code 2015 respectively.

### ***Election Fees***

The Council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to chief officers) in accordance with their role. The Chief Executive does not

receive any additional payment for the role of Returning Officer for local government elections.

It should be noted that any fees which may be payable for duties undertaken in connection with national elections and referenda (such as Parliamentary General Elections or national referenda) or elections undertaken on a regional basis (Greater Manchester Combined Authority Mayoral Election) are not funded by the Council.

### ***Recruitment and Retention***

The Council's policy regarding the recruitment of all officers including senior officers is set out within the Recruitment and Selection Policy (this includes information relating to re-engagement). As indicated above, the Council aims to set appropriate pay levels, balancing costs with the need to attract and retain employees who contribute the appropriate skills, behaviours and experience needed to deliver its functions. From time to time, it is necessary to make additional payments within the Council's remuneration framework in order to secure or retain staff, with the appropriate skills, notably in roles where there is a national or regional shortage of such skills. Payments will be made in line with the Market Rate Supplement policy.

Statutory posts including the Chief Executive and Chief Officers can only be appointed to by a sub-committee of the Personnel Committee.

Non statutory posts are appointments by officers of the council. In some cases, consultation with relevant Executive Members may be appropriate.

When an individual is appointed to a role remunerated at a higher grade with multiple scale points, whether through internal or external recruitment, the individual will be appointed to the bottom point of the relevant grade. In exceptional circumstances, appointment at a higher scale point can be considered and agreed by the relevant Chief Officer.

### ***Interim Support***

Where the Council is unable to recruit officers, or there is a need for interim support to undertake essential work or provide cover for a substantive post, the Council will engage individuals on a temporary basis.

Such individuals will be sourced through a relevant procurement process in line with legal requirements, financial regulations and standards and the Council's agreed processes. This will ensure the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service and full compliance with legal requirements. The Council has made and implemented all the necessary adjustments required to assure compliance with the changes in relation to off-payroll working in the public sector (IR35).

### ***Preventing Tax Evasion and Tax Avoidance***

The Council is fully compliant with the rules governing the prevention of tax evasion. In addition to this, the Council is committed to taking no part in the aiding of any form of tax avoidance. Council employees must take care not to engage in contractual arrangements

which could be perceived as being primarily designed to reduce the rate of tax paid by any person or company.

### ***Living Wage Employer***

The Council aims to ensure that wages (salaries) in the City can sustain families and individuals and underpin a thriving economy. In 2015 the Council adopted a Living Wage Policy with the overarching aim to:

*Ensure that Manchester City Council employees, current and potential contractors and suppliers, and Manchester based employers are fully aware of the City Council's commitment to the Living Wage. The City Council firmly believes that increasing the number of people being paid at least the Living Wage will make a significant contribution to supporting residents out of poverty and reducing dependence on in-work benefits.*

The Manchester Living Wage embodies the Council's commitment to the Living Wage Policy noted above. The Council is formally accredited by the Living Wage Foundation as a 'Living Wage Employer' and the Manchester Living Wage aligns to Living Wage Foundation's real living wage – referred to as the Foundation Living Wage in the remainder of this statement.

In September 2022, the Living Wage Foundation announced the new Foundation living wage hourly rate for the coming year of £10.90 per hour, an increase of £1 per hour. Accredited Living Wage Employers are required to implement the rise by 14 May 2023. The Manchester Living Wage (MLW) will therefore be aligned to the new Foundation living wage rate from 1 April 2023.

### ***Lowest Paid Employees***

The lowest hourly rate of pay for a Council employee will be £11.20 per hour from 1 April 2023 following implementation of the NJC pay award for 2022/23.

### ***Pay Award for 2022/23***

Pay awards have been agreed for 2022/23 for Chief Executives, Chief Officers and all officers covered by National Joint Council (NJC) terms and conditions as detailed above. Discussions with all national negotiating bodies are also yet to begin for the 2023/24 period. As and when any national agreement is reached, this will be reflected in the Council's pay and grading structure appended to this statement.

## **3. Employee Cost and Salary Ratios**

The Council does not have a target for the ratio between the pay of the highest earners and other employees. It does not propose to set one, accepting the judgement of the Hutton Report, that such targets serve no useful purpose. However, it will monitor this relationship to ensure that the remuneration of the highest paid is not excessive and remains consistent with the needs of the Council as expressed in this policy statement.

As of November 2022, the salary multiple between the highest paid officer (the Chief Executive) and the median rate for all officers within the scope of this policy is 7.08:1.

This ratio results from the detailed implementation of the pay policies set out in this document and will vary with time dependent on the structure of nationally agreed pay awards and as the shape of the organisation and roles change.

#### **4. Payments on Termination**

The Council's approach to severance and discretionary payments on termination of employment is set out within its policy on the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2000 and 2006 and the Local Government Pension Scheme Regulations 2007 as agreed by the Council's Personnel Committee. The Council applies this policy to all employees and in all cases. Any changes to this policy, whether permanent or time limited, will be agreed by the Personnel Committee.

In addition to the Council's Severance and Early Retirement (Efficiency) Policy Statement the City Solicitor has the authority to settle, if appropriate and in the interests of the Council, any actual or threatened legal proceedings as set out in Part 3 Section F of the Council's Constitution.

Any severance packages with a value in excess of £100,000 (including any Pension Strain costs) will be approved by Council before they are agreed. This policy applies to severance packages pursuant to a settlement agreement. However, it does not apply in relation to the cost of early access to, and/or enhancement of a retirement pension, where the employee's employment is terminated on grounds of ill health.

The Council has adopted [the statutory guidance on Special Severance Payments](#) where non-contractual exit payments above certain thresholds are subject to additional scrutiny, approval and disclosure processes. This is to comply with our best value duty as set out in section 3 of the Local Government Act 1999. Further details will be set out in the Special Severance Payments Guidance.

Provisions in the Finance (No.2) Act 2017 changed the rules on the taxation of termination payments to remove the distinction between contractual and non-contractual payments in lieu of notice, effective from April 2018. The Council continues to comply with these requirements.

Employers are liable to pay Class 1A national insurance contributions on termination payments above £30,000 that are subject to income tax by the employee. The Council is fully compliant with this requirement.

#### ***Exit Pay Cap and pension reforms***

Following revoke of the Restrictions of Public Sector Exit Payments Regulations 2020, it has been expected that further changes will be presented for consultation. There remains no timeframe for this at present, and requirements will be incorporated into this statement at the appropriate time.

#### **5. Gender Pay Reporting**

The Council is required by law to carry out Gender Pay Reporting on an annual basis in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. Reporting is based on a 'snapshot' date of 31 March 2022 and must include:

- the difference between the mean and median hourly rate of pay of male and female employees.
- the difference between the mean and median bonus pay received by male and female employees.
- the proportions of male and female employees who were paid a bonus, and
- the proportions of male and female employees in the lower, lower middle, upper middle, and upper quartile.

It is worth emphasising that a 'Gender Pay Gap' is not the same as an issue of 'Equal Pay'. The Council has a long-standing commitment to equality and a sound analytical approach to pay and grading in line with the Single Status Agreement as well as an analytical approach to the evaluation of senior roles. As a result, the Council is confident employees receive remuneration within the same grade when carrying out the same or equivalent work. The gender pay gap therefore does not stem from paying men and women differently. Rather, it is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

The tables below provide the information the Council is required to publish in line with the legislation cited above and is based on the snapshot date of 31 March 2022.

Table A: Gender Pay Gap

Gender Pay Gap (difference in hourly pay)		
	Mean	Median
Hourly Pay	4.6%	3.1%

The table above shows the percentage difference between the mean (average) and median (middle value) hourly rate of pay of male and female employees. A positive percentage shows that, on average, female employees are paid less than male employees. The closer to 0 the lower the Gender Pay Gap.

Table B: Bonus Pay

The Council does not make any Bonus Payments which fall within the definition of Bonus for the purpose of Gender Pay Gap reporting.
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Table C: Pay quartiles by gender

Gender Split within each Pay Quartile		
Hourly Pay Quartile	Male	Female
Upper Quartile	38.7%	61.3%
Upper Middle Quartile	34.2%	65.8%
Lower Middle Quartile	38.2%	61.8%
Lower Quartile	31.2%	68.8%

The table above shows the percentage of male and female employees in the lower, lower middle, upper middle and upper quartile pay bands. These quartiles have been calculated by working out the hourly pay for each employee and then ranking them in order from lowest to

highest paid. This list is then divided (as equally as possible) into four sections to provide the above.

The Council's mean gap of 4.6% (*previous year: 6.6%*) and median gap of 3.1% (*previous year: 6.3%*) remains significantly below the mean and median gap for the UK of 13.9% and 14.9%<sup>1</sup> respectively. However, the Council is committed to reducing its pay gap even further.

The proportion of low paid staff within the gender pay gap calculations (c.15% in Grades 1 to 3 roles) has a disproportionately high impact on the overall Gender Pay Gap. These roles are often part-time and many of these are term-time-only. Employment in these positions follows the national trend of being predominantly female and has a significant impact on the Council's overall pay gap.

Whilst, as noted above, the key factors here align with the national trend, the Council is committed to undertaking action which will support a positive reduction in the gender pay gap (i.e. through increasing the average pay of women and not reducing overall pay or removing lower paid roles from the organisational structure). Key activities in support of this include:

- The review of ways of working (Our Ways of Working programme) across the organisation to identify and promote increased flexibility is ongoing, supporting employees to more effectively balance home and work commitments, and driving increased flexibility as the norm in roles at all levels of the organisation.
- Apprenticeships are available to new and existing employees with qualifications starting from level 2 (NVQ/GCSE equivalent) to level 7 (post-graduate degree). They are available to people at any stage of their career looking to further develop skills and knowledge.
- The six-month LeadHERship Development coaching programme has been designed specifically to better equip Black, Asian, and Minority Ethnic women to help develop the critical skills of staff with ambitions to lead, influence and mentor. The wider Leadership Development programme also aims to support all employees to develop into leadership positions.
- All workforce policies are subject to Equality Impact Assessment as part of the review process. This ensures that any potential impacts relating to gender are identified at an early stage and addressed to ensure employment approaches are fair for all and specific requirements are built into policy and guidance.

A Government consultation took place last year closing on 8<sup>th</sup> April 2022 and will inform how we approach disability pay gap reporting in future. The outcomes of the consultation are yet to be published.

## 6. Publication

This Statement will be published on the *Open Data* pages of the Council's Website once it has been approved by Council.

In addition, details of senior posts are available on the Council's website together with information on the organisation's structure and the roles and responsibilities of individual officers. This information will be updated on at least an annual basis.

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<sup>1</sup> All employees as per ONS, Gender Pay Gap in the UK: October 2022 - Provisional

In order to comply with the regulations in relation to gender pay gap reporting, the Council figures will, in addition to publication in this Statement, also be submitted via the dedicated government portal for publication on the designated government website.

Additional information on the organisation's workforce expenditure is set out in the Council's Annual Statement of Accounts.

Detailed information on the equality make-up of the organisation's workforce is also available on the Council's website.

## **Glossary of Terms**

### ***Chief Officer (statutory definition)***

Section 43(2) of the Localism Act defines a 'Chief Officer' for the purposes of the Pay Policy Statement as meaning the following:-

- (a) the Authority's Head of Paid Service
- (b) the Authority's Monitoring Officer
- (c) the Authority's Director of Children's Services
- (d) the Authority's Director of Social Services
- (e) the officer having responsibility for the administration of the Authority's financial affairs
- (f) any officer for whom the Authority's Head of Paid Service is directly responsible; or who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the Authority's Head of Paid Service; or who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the Authority itself or any committee or sub-committee of the Authority.
- (g) any officer who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the officers listed at points (a) to (f) above.

The definition of 'Chief Officers' excludes any officer 'whose duties are solely secretarial or clerical or are otherwise in the nature of support services'.

### ***Employer Pension Contributions***

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate is 18.5% but will be subject to revision at the direction of the pension fund.

### ***Flexibility Payment***

A flexibility payment is paid for roles where an employee is contractually required to work a regular pattern involving a non-standard rota, working 'over and beyond' normal working hours on a regular five, six or seven days out of seven pattern which includes late and weekend working. A graduated allowance will be included as part of the basic salary for the job, depending on the degree of inconvenience.

### ***Foundation Living Wage***

Also known as the 'real' Living Wage. This is a voluntary rate of pay announced annually by the Living Wage Foundation and is based on an independent assessment of the real cost of living based on a number of indicators, including goods and services, which represent what people need to meet their basic everyday needs.



***FTE - Full Time Equivalent***

This term stands for full-time equivalent (not full-time employee) and translates the total hours worked by part-time employees into the number of equivalent full-time employees.

***Honorarium***

An honorarium is a payment made to an individual in a structured, funded role for specific, time-limited additional duties undertaken on top of their substantive role. This can be a way of developing staff whilst maintaining service delivery. An approval process is in place for any payments made. Any honorarium payment made to an employee at Grade 12, SCP 51 or above, or where the honorarium is ongoing for over 12 months, requires approval by the relevant Chief Officer and the Director of HR, OD and T.

***Manchester Living Wage***

The Council's commitment to paying a living wage is reflected by the Manchester Living Wage. The Council is formally accredited by the Living Wage Foundation as a 'Living Wage Employer' and the Manchester Living Wage aligns to the Foundation's 'real' Living wage (also known as the Foundation living wage).

***Median Salary***

The authority's median salary is based on the salary which is the numerical 'mid-point' when the organisations salaries are arranged from top to bottom in order of size. It is based purely on the actual salary assigned to the post (assuming the post is worked at 1 FTE). Salaries of vacant posts, casual members of staff, contractors, and other non-employees are not used for the purposes of this calculation. The current median salary is £30,151.

***National Living Wage***

The National Living Wage is the statutory hourly rate of pay for those aged 23 and over.

***On costs***

These are the additional costs of employment, over and above what is paid (or provided) to the employee by way of remuneration. There are two types of on cost, *direct*, which for the purpose of this Statement is deemed to be employer's National Insurance and pension costs and *indirect* which include items such as premises costs, the cost of support functions etc and are not applicable to this Statement.

***Pay / Remuneration***

For the purpose of this Statement 'pay' is referred to as remuneration and is consistent within the definition contained within the Localism Act.

***Pay Bill***

The total sum paid by the organisation inclusive of salary and on-costs.

### ***Salary / Spot Salary***

For the purpose of this Pay Statement, salary refers to its normally accepted meaning i.e. monetary pay.

A spot salary is a salary set at a specific sum, does not form a part of a pay band or contain increments to which the employee is entitled. Spot salaries are normally subject to increase in line with contractual provisions with regard to inflation.

### ***Senior Manager (Senior Officer)***

Any Officer in receipt of a basic salary in **excess** of Spinal Column Point 51.

### ***Severance Package***

Severance packages can comprise of a number of different payments or benefits made in relation to the termination of a person's employment, which include (but are not limited to):

- lump sum severance payments
- redundancy compensation
- termination payments on grounds of business efficiency
- early access to, and/or enhancement of, pension benefits (in respect of this the value is defined as the capital cost to the Council of the early release / enhancement).
- salary paid in lieu of notice

### ***Special Severance Payment***

Special Severance Payments are payments made to employees, officeholders, workers, contractors, and others outside of statutory, contractual or other requirements when leaving employment in public service.

## Appendix A: Pay &amp; Grading Structure 2023/24 (subject to pay award)

Grade	SCP	Basic Pay	Grade	SCP	Basic Pay	Grade	SCP	Basic Pay
Grade 1	2	£20,441	Grade 8	31	£37,261	SS2**	21	£73,567
Grade 2	3	£20,812		32	£38,296		22	£75,002
Grade 3	4	£21,189		33	£39,493		23	£76,463
	5	£21,575		34	£40,478		24	£79,474
	6*	£21,968	35*	£41,496	SS3**	31	£84,018	
Grade 4	7	£22,369	Grade 9	36		£42,503	32	£85,659
	8	£22,777		37		£43,516	33	£87,334
	9	£23,194		38		£44,539	34	£92,884
	10	£23,620		39	£45,495	SS4**	41	£101,996
11*	£24,054	40*	£46,549	42	£103,996			
Grade 5	13	£24,948	Grade 10	41	£47,573		43	£106,038
	14	£25,409		42	£48,587		44	£108,121
	15	£25,878	Grade 11	43*	£49,590	45	£112,411	
	17	£26,845		44	£50,906	SS5*	51	£131,377
19*	£27,852	45		£51,960	52		£134,747	
Grade 6	21	£28,900		46	£53,235		53	£140,282
	22	£29,439	47*	£54,342	54		£150,626	
	23	£30,151	Grade 12	48	£55,564	DCX	£161,491	
	24	£31,099		49	£56,718	CEX	£213,509	
25*	£32,020	50		£57,895				
26	£32,909	51*		£59,086				
Grade 7	27	£33,820	SS1**	11	£65,550			
	28	£34,723		12	£66,814			
	29	£35,411		13	£68,111			
	30*	£36,298		14	£70,785			

\* Progression subject to competency review

\*\* Progression dependent on individuals demonstrating overall annual improvements in performance

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