



Personnel Committee

Date: Tuesday, 29 January 2019

Time: 2.00 pm

Venue: Council Antechamber - Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

Membership of the Personnel Committee

Councillors - Ollerhead (Chair), Akbar, Bridges, Craig, Leech, Leese, N Murphy, S Murphy, Rahman, Richards, Sheikh and Stogia

Agenda

1. Urgent Business

To consider any items which the Chair has agreed to have submitted as urgent.

2. Appeals

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

3. Interests

To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

4. Minutes

To approve the minutes of the meeting held on 12 December 2018.

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5. Senior Management Capacity Review

The report of Chief Executive is enclosed

6. Senior Pay and Grading Update

The report of the Chief Executive is enclosed

7. Local Government Pension Scheme - Updated Discretions Policy Statement

The report of the Head of Revenues and Benefits, Shared Services and Customer Services is enclosed.

8. Improving Disclosure Barring Service Compliance

The report of the Director of Human Resources / Organisational Development is enclosed

Information about the Committee

The Personnel Committee is made up of the Leader of the Council, the other nine Members of the Executive, the Assistant Executive Member (Finance and Human Resources), and the Leader of the Opposition.

Amongst its responsibilities, the Personnel Committee considers department staffing and organisational reviews; determines collective and corporate terms and conditions of staff and 'market rate' supplements. The Committee also determines the assignment and re-grading of certain posts and policies relating to local government pensions.

The Council is concerned to ensure that its meetings are as open as possible and confidential business is kept to the strict minimum. When confidential items are involved these are considered at the end of the meeting at which point members of the public are asked to leave.

The Council welcomes the filming, recording, public broadcast and use of social media to report on the Committee's meetings by members of the public. Agenda, reports and minutes of all Council Committees can be found on the Council's website www.manchester.gov.uk.

Smoking is not allowed in Council buildings.

Joanne Roney OBE
Chief Executive
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Further Information

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

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This agenda was issued on **Monday, 21 January 2019** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA

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Personnel Committee

Minutes of the meeting held on Wednesday, 12 December 2018

Present: Councillor Ollerhead (Chair) – in the Chair

Councillors: Akbar, Bridges, Craig, Leech, Rahman, Sheikh and Stogia

Apologies: Councillor Leese, N Murphy, S Murphy, Richards

PE/18/27. Minutes

Decision

To approve the minutes of the meeting held on 14 November 2018.

PE/18/29 Proposed New Pay Structure

The Committee considered a report of the Director of Human Resources / Organisational Development (HROD) which sought approval for changes to the Authority's existing pay structure for staff employed on Grades 1 – 12. Subject to approval through the established channels those changes would be implemented in 2019-20.

It was explained that the changes had been developed in consultation with the City Treasurer, the Executive Member for Finance and Human Resources and the Trade Unions at national level. The Committee noted that formal endorsement of the proposed changes by local trade unions would also be sought prior to implementation.

A summary of the changes were described in the report; the Committee noted that they had been developed with aim of:

- Maintaining the integrity of the Council's agreed pay and grading structure and focusing proposals and discussions on the practical implementation of the pay award and not broader issues of pay and grading
- Ensuring the award implementation reflects national guidance issued by the NJC
- Assuring implementation pays due regard to equality (a full Equality Impact Assessment has been conducted).
- Implementing the award within the parameters of affordability.
- Continuing to ensure the Council's lowest paid employees are paid at least the UK Living Wage. It is worth noting that subsequent to the pay award being agreed, in November the Living Wage Foundation recommended an increase to the Living Wage to £9.00 per hour for 2019 - the Council operates on a standard working week of 35 hours, therefore the minimum hourly rate for the Council will equate to £9.51 per hour following the Award's implementation.

With regard to how the award would be implemented, the committee noted that a straight line transition from the current pay structure was proposed with three variations in order to accommodate the new pay spine. The rationale for each of

those variations was explained in full in the report. This also included arrangements for new starters.

Comments from the Trade Unions were submitted for consideration: in essence these amounted to broad support for the new pay structure, particularly concerning the positive impact on the organisation's lowest paid workers.

The Committee noted that opportunities for career progression within the new pay spine remained aligned with established corporate standards and would therefore remain unchanged.

The Committee agreed the proposals.

Decisions

1. To agree the adoption of the new grade structure and spinal column points, as set out in Appendix 2 (attached), to be applied across staff employed by the Council on Grades 1 – 12 with effect from 1 April 2019.
2. To agree the sequence of implementation for existing staff and the arrangements for new starters as set out in sections 4 and 5 of the report
3. To agree that the bar for enhanced overtime payments will remain at the top of Grade 6, which will now be (new) SCP 25.
4. To note that whilst the National Joint Council pay award covers staff up to (new) SCP 43 in Grade 10, the Council's grade structure will continue to extend up to Grade 12 (new) SCP 51.
5. To recommend that Council approves the new pay line, with the intention that the new grade structure be formally endorsed as part of the Pay Policy Statement.

PE/18/30 Employment Policy – Employer Supported Volunteering

The Committee considered a report of the Director of Human Resources / Organisational Development (HROD) which sought endorsement of an amendment to the employer supported volunteering policy. In summary, the policy had been updated to include amendments which had arisen from feedback and a review of policy provisions that had been undertaken following the first year of operation.

The changes had been proposed to allow greater flexibility for employees and the organisation to maximise take up and the impact, particularly for opportunities targeted at Manchester's social value priority groups.

The proposed policy revisions included enable the ability to undertake volunteering in hours as opposed to full or half days. Additionally, there would be a provision to enable Time Off in Lieu for volunteering opportunities for corporate priority event (on a case by case basis).

No Trade Union comments were submitted for consideration for this item.

The Committee welcomed the amendments and endorsed the changes to the policy noting that they would be implemented with immediate effect.

Decisions

1. To approve the implementation of the revised Employer Supported Volunteering policy.
2. To note that that the amended policy will come into force immediately, allowing the City to benefit from staff volunteer leave in hours and in support of corporate priority events outside of normal working time.

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APPENDIX 1: Comparison of Pay Spine – 2018/19 VS 2019/20

	Existing Pay and Grading Structure			Assimilation to New Pay Spine in 2019/20 as per Pay Agreement			
	2018/19		Current Employees on NJC Terms and Conditions	2019/20			
				"Old" SCPs	New SCP	Basic Pay	Notes
Grade 1	6	16,394	79.75	6/7	1	£17,364	"Old" SCPs 6 and 7 are "paired off" to create a new SCP 1 from 2019/20
	7	16,495	354.27				
Grade 2	8	16,626	1.26	8/9	2	£17,711	"Old" SCPs 8 and 9 are "paired off" to create a new SCP 2 from 2019/20
	9	16,755	21.29				
	10	16,863	42.33	10/11	3	£18,065	"Old" SCPs 10 and 11 are "paired off" to create a new SCP 3 from 2019/20
	11*	17,007	114.30				
Grade 3	12	17,173	16.69	12/13	4	£18,426	"Old" SCPs 12 and 13 are "paired off" to create a new SCP 4 from 2019/20
	13	17,391	25.21				
	14	17,681	48.52	14/15	5	£18,795	"Old" SCPs 14 and 15 are "paired off" to create a new SCP 5 from 2019/20
	15	17,972	19.95				
	16*	18,319	284.69	16/17	6	£19,171	"Old" SCPs 16 and 17 are "paired off" to create a new SCP 7 from 2019/20
Grade 4	17	18,672	64.42				
	18	18,870	65.82	18	7	£19,554	
	19	19,446	56.26	19	8	£19,945	
	20	19,819	72.65	20	9	£20,344	
					10	£20,751	New SCP to which no "old" SCPs would assimilate
	21*	20,541	660.22	21	11	£21,166	
Grade 5	22	£21,074	91.30	22	12	£21,589	
					13	£22,021	New SCP to which no "old" SCPs would assimilate
	23	£21,693	94.17	23	14	£22,462	
	24	£22,401	68.30	24	15	£22,911	
					16	£23,369	New SCP to which no "old" SCPs would assimilate
	25	£23,111	68.77	25	17	£23,836	
					18	£24,313	New SCP to which no "old" SCPs would assimilate
	26*	£23,866	593.41	26	19	£24,799	
Grade 6	27	£24,657	78.46	27	20	£25,295	
					21	£25,801	New SCP to which no "old" SCPs would assimilate
	28	£25,463	68.85	28	22	£26,317	
	29	£26,470	71.66	29	23	£26,999	
	30	£27,358	76.17	30	24	£27,905	
	31*	£28,221	624.93	31*	25	£28,785	
Grade 7	32	£29,055	59.21	32	26	£29,636	
	33	£29,909	64.76	33	27	£30,507	
	34	£30,756	62.51	34	28	£31,371	
	35	£31,401	86.73	35	29	£32,029	
	36*	£32,233	682.51	36*	30	£32,878	
Grade 8	37	£33,136	50.17	37	31	£33,799	
	38	£34,106	65.36	38	32	£34,788	
	39	£35,229	71.21	39	33	£35,934	
	40	£36,153	88.10	40	34	£36,876	
	41*	£37,107	249.26	41*	35	£37,849	
Grade 9	42	£38,052	23.01	42	36	£38,813	
	43	£39,002	58.50	43	37	£39,782	
	44	£39,961	30.10	44	38	£40,760	
	45	£40,858	73.55	45	39	£41,675	
	46*	£41,846	188.51	46*	40	£42,683	
Grade 10	47	£42,806	17.00	47	41	£43,662	
	48	£43,757	24.90	48	42	£44,632	
	49	£44,697	127.29	49	43	£45,591	
Grade 11	50	£45,932	1.00	Not part of the National Pay Spine (2.0% pay award applied)		£46,850	
	51	£46,920	12.00			£47,858	
	52	£48,115	11.00			£49,078	
	53	£49,153	40.90			£50,136	
Grade 12	54	£50,299	4.00			£51,305	
	55	£51,383	10.00			£52,410	
	56	£52,484	10.00			£53,534	
	57	£53,602	37.80			£54,674	

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APPENDIX 2: MCC's Proposed Pay and Grading Structure from 2019/20

MCC's Proposed Pay and Grading Structure					
2019/20					
Grade	New SCP	Basic Pay	Monthly	Weekly	Hourly
Grade 1	1	£17,364	1,447.00	333.01	9.51
	1A*	£17,520	1,460.00	336.00	9.60
Grade 2	2	£17,711	1,475.92	339.66	9.70
	3*	£18,065	1,505.42	346.45	9.90
Grade 3	4	£18,426	1,535.50	353.37	10.10
	5	£18,795	1,566.25	360.45	10.30
	6*	£19,171	1,597.58	367.66	10.50
Grade 4	7	£19,554	1,629.50	375.01	10.71
	8	£19,945	1,662.08	382.51	10.93
	9	£20,344	1,695.33	390.16	11.15
	10	£20,751	1,729.25	397.96	11.37
	11*	£21,166	1,763.83	405.92	11.60
Grade 5	13	£22,021	1,835.08	422.32	12.07
	14	£22,462	1,871.83	430.78	12.31
	15	£22,911	1,909.25	439.39	12.55
	17	£23,836	1,986.33	457.13	13.06
	19*	£24,799	2,066.58	475.60	13.59
Grade 6	21	£25,801	2,150.08	494.81	14.14
	22	£26,317	2,193.08	504.71	14.42
	23	£26,999	2,249.92	517.79	14.79
	24	£27,905	2,325.42	535.16	15.29
	25*	£28,785	2,398.75	552.04	15.77
Grade 7	26	£29,636	2,469.67	568.36	16.24
	27	£30,507	2,542.25	585.06	16.72
	28	£31,371	2,614.25	601.63	17.19
	29	£32,029	2,669.08	614.25	17.55
	30*	£32,878	2,739.83	630.54	18.02
Grade 8	31	£33,799	2,816.58	648.20	18.52

	32	£34,788	2,899.00	667.17	19.06
	33	£35,934	2,994.50	689.14	19.69
	34	£36,876	3,073.00	707.21	20.21
	35*	£37,849	3,154.08	725.87	20.74
Grade 9	36	£38,813	3,234.42	744.36	21.27
	37	£39,782	3,315.17	762.94	21.80
	38	£40,760	3,396.67	781.70	22.33
	39	£41,675	3,472.92	799.24	22.84
	40*	£42,683	3,556.92	818.58	23.39
Grade 10	41	£43,662	3,638.50	837.35	23.92
	42	£44,632	3,719.33	855.95	24.46
	43*	£45,591	3,799.25	874.35	24.98
Grade 11	44	£46,851	3,904.25	898.51	25.67
	45	£47,858	3,988.17	917.82	26.22
	46	£49,078	4,089.83	941.22	26.89
	47*	£50,136	4,178.00	961.51	27.47
Grade 12	48	£51,305	4,275.42	983.93	28.11
	49	£52,410	4,367.50	1,005.12	28.72
	50	£53,535	4,461.25	1,026.70	29.33
	51*	£54,674	4,556.17	1,048.54	29.96

* Progression subject to competency review