



Personnel Committee

Date: Wednesday, 17 October 2018
Time: 10.10 am (or at the rise of the Executive)
Venue: Council Chamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

Access to the Council Chamber

Public access to the Council Chamber 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** 5 - 8
To agree the minutes of the meeting held on 12 September 2018 as a correct record
- 5. Public Health Staffing** 9 - 14
The report of the Director of Public Health 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
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Further Information

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

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Personnel Committee Minutes of the meeting held on 12 September 2018

Present

Councillor Ollerhead - In the Chair

Councillors Akbar, Bridges, Craig, Richards, Sheikh and Stogia

PE/18/21 Minutes

Decision

To approve the minutes of the meeting held on 25 July 2018.

PE/18/22 Her Majesty's Coroners Pay Award

The Committee considered report of the City Solicitor which sought approval of a pay award for the Senior Coroner and Area Coroner in line with guidance from the Joint Negotiating Committee (JNC) and the outcome of a job evaluation exercise. It agreed the award would be applied with effect from 1 April 2018. It was explained that the Manchester City Coronial District has a high number of complex cases (higher than the national average), largely attributable to the city's demographics and infrastructure. In addition, the District has seen a significant increase in the number of deaths in the last 5 years (27%) in line with increases in the overall population, leading to an increased demand on the service.

The report explained that, subject to Personnel Committee approval, the Senior Coroner would be offered the top of the scale payment of £130,000 per annum with an additional £20,000 performance pay. A member asked for information about what constituted performance pay. It was explained that this was for the provision of non-statutory out of hours work and for supervision to Assistant Coroners who would undertake this work on a rota basis. This therefore meant that the Senior Coroner salary would be £150,000 with the Area Coroner receiving £100,000. The Committee noted that the increase in salary costs, including on costs amounted £33,000 for the Senior Coroner and £66,000 for the Area Coroner. This would be met from current resources within the Corporate Core for 2018/9 and would be included as part of the 2019/20 budget process.

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

The Committee agreed the pay award.

Decisions

1. To recommend that the Council approve the increase in salary for the Senior Coroner from £105,000 with £20,000 additional performance payment to £130,000 in line with JNC guidance with continuance of the £20,000 payment to cover the provision of additional non statutory out of hours cover, back dated to 1 April 2018.

2. To recommend that the Council approve the increase in salary for the Area Coroner from £75,000 to £100,000, backdated to 1 April 2018.

PE/18/23 Being Our Best Selves: Our Employee Health and Wellbeing Strategy for the Council

The Committee considered the new strategy for Employee Health and Wellbeing in the Council: 'Being Our Best Selves'.

It was explained that the Strategy had been developed with a cross-section of employees, the Trades Unions, managers and leaders across the Council and with input from experts in the field of workforce wellbeing. It was also asserted that the Strategy took into account the specific context of the Council, such that an ambitious and cross-cutting definition of wellbeing had been incorporated.

The Strategy had been designed to support employees' physical and mental health and deliver a high quality working life. It was asserted that the new strategy would improve attendance, engagement and, ultimately, productivity, and would support the delivery of the Council's overarching priorities through:

- The alignment of progressive Human Resources and health and safety policy frameworks.
- Proactive occupational health interventions including the Employee Assistance Programme and targeted work on mental health
- Quality leadership and management practice, to manage people as individuals using strengths-based tools such as the About You framework.
- Supporting workplace practice such as Our Ways of Working which would bring together the HR, Estates and ICT offer to allow staff to work flexibly wherever practicable to maximise their productivity and reduce costs.

Trade Union comments were submitted for consideration at the meeting. These requested a greater emphasis on the impact of cultural factors such as diet or attitudes towards mental health within the Strategy. The Committee endorsed those comments and agreed that such considerations should be incorporated into the Strategy.

A member suggested that the strategy should be circulated to all members of the council for information. The Committee agreed to this.

Decisions

1. To agree the Employee Health and Wellbeing Strategy subject to the inclusion of reference to cultural factors (such as the impact of diet and cultural attitudes to mental health) and note the associated delivery plan and priorities
2. To agree the amended Strategy shall be circulated to all members of the council for information.

PE/18/24 Corporate Services Structure Changes

The Committee considered a report of the City Treasurer which discussed revised management arrangements within Corporate Services to ensure that capacity and management is effectively focused, strengthened and optimised across Procurement/Integrated Commissioning and Audit and Risk.

It was explained that a review of management arrangements had been undertaken to take account of leadership, management and specialist services support provided by Internal Audit and Risk Management to the Greater Manchester Combined Authority (GMCA) and Bolton Council, as well as the City Council. In addition to this, there were complex commissioning functions within the Council's leadership including commissioning across all public services; the growing focus on social value, the City's single commissioning function for health and social care and need to drive best value in commissioning and procurement of the goods and services required by the Council.

Not Trade Union comments were submitted for consideration at the meeting.

The Committee endorsed the revised management arrangements.

Decisions

1. To approve the establishment of a new role of Deputy Head of Internal Audit and Risk Management in Audit and Risk Management at SS1 (£59,664 - £64,574).
2. To agree the disestablishment of the post of Head of Procurement (Grade SS3 £77,172 - £85,507)
3. To agree and approve the establishment of a new role of Head of Integrated Commissioning/Procurement in Procurement/Integrated Commissioning at SS3 (£77,172 - £85,507) which replaces the current funded secondment position at this level.

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**Manchester City Council
Report for Resolution**

Report to: Personnel Committee – 17 October 2018

Subject: Public Health Staffing

Report of: Director of Public Health

Purpose

To seek approval for the establishment of a role of Consultant in Public Health within local government terms and conditions.

Recommendation

The Committee is recommended to disestablish the previously transferred role of Public Health Consultant at Agenda for Change Band 8d plus clinical allowances (£95,860) and establish a role of Public Health Consultant within local government terms and conditions at SS3 (£77,172 - £85,507).

Wards Affected: All

Financial Consequences for the Revenue and Capital Budgets

The previous postholder was employed on NHS Agenda for Change Band 8D and also had a number of clinical merit awards and was paid at the top of the NHS Consultant Scale £95,860 (£137,972 budget availability including on costs). The maximum salary for the post is £85,507 (£109,664 with on costs) representing a saving of £28,308.

Contact Officers

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Background Documents

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.

- Personnel Committee Report 24 March 2015, Reform of Public Health
- Executive Report 8 February 2017, Single Commissioning Organisation

1. Background

- 1.1 Following the implementation of the 2012 Health and Social Care Act the public health team previously based with Manchester Primary Care Trust (PCT) was transferred to Manchester City Council on 1 April 2013.
- 1.2 The team was restructured in 2015/16 following a report to Personnel Committee on the Reform of Public Health. This report set out the senior leadership arrangements which included the two Consultant in Public Health roles previously employed by Manchester PCT.
- 1.3 The Consultant in Public Health roles are designated professional roles that require the individuals to be on either the UK Public Health Register or General Medical Council Register. The job descriptions for these roles are based on the standard job description provided by the Faculty of Public Health with additional information pertaining to local arrangements.
- 1.4 Every Consultant in Public Health must be able to work across the four domains of public health set out below. However, normally, a Consultant would have a lead role for at least one of these areas in support of the Director of Public Health:
 - a. **Health protection:** taking action to protect the health of the public from communicable disease, environmental hazards and major emergencies.
 - b. **Health improvement:** taking action across the life course to improve the health of the population through a range of programmes and activities.
 - c. **Healthcare public health:** ensuring that healthcare services are safe, effective and support the health of the public as a whole, not just the health of individual patients.
 - d. **Wider determinants of health:** addressing socio- economic and environmental factors that will support efforts to improve the health of the population.

2. Public Health and Manchester Health & Care Commissioning

- 2.1 On 1 April 2017 the Director of Public Health for Manchester City Council also took on the role of Director of Population Health (DPH) and Wellbeing for Manchester Health and Care Commissioning (MHCC). MHCC was formally established on this date and the Executive Committee report of 8 February 2017 set out the deployment of staffing and resources to MHCC under a formal partnership arrangement.
- 2.2 In November 2017 the Consultant who had the lead role for health protection left the Council and this post has now been vacant for eight months.

3. Establishment of a Role of Consultant in Public Health within Local Government Terms and Conditions

- 3.1 As the previous postholder transferred to the City Council through 'TUPE like' arrangements in 2013 that individual had remained on Agenda for Change terms and conditions including grading (as per Transfer legislation). Now that the post has become vacant it will be established and appointed to under local government terms and conditions in accordance with the requirements of the Health and Social Care Act.
- 3.2 This means we now need to establish the role through Manchester City Council policies and processes and review the required responsibilities of the post to evaluate its grade through the City Council's Senior Job Evaluation Scheme.
- 3.3 A summary of the key responsibilities of the post is provided below:
- Leading the delivery of a number of statutory public health functions and the priorities contained in both the Operational Plan of MHCC and the Manchester Population Health Plan.
 - Providing specialist advice and guidance to MHCC executive directors and senior managers, chief officers and elected members of the City Council and partner agencies in the voluntary and community sector.
 - Contributing to culture change across MHCC, influencing and shaping the strategic policy direction.
 - Ensuring that the commissioning of services, informed by the Joint Strategic Needs Assessment, contributes to a significant reduction in health inequalities.
 - Contributing to further development and re-designing the JSNA, enabling assurance of relevant health protection plans, assessing performance and ensuring an evidence-based approach to service re-design and commissioning as well as policy development.
 - Designated lead for a life course area as part of a flexible portfolio. This will include managerial responsibility for commissioning services and programmes relating to the lead portfolio areas and the associated budgets.
- 3.4 The above key responsibilities have been evaluated as SS3 (£77,172-£85,507).
- 3.5 The current and proposed structures are appended to this report. It is important to note that other, in post, public health consultants who were part of the 2013 transfer will remain on Agenda for Change Terms and Conditions and grading at this time as there is no material change to their roles connected to the TUPE like transfer.
- 3.6 Recruitment to the new post will not take place until the 1 April 2019 in order to contribute to the budget savings for 2018/19. In the interim period, the City Treasurer has agreed an honoraria payment to an existing Strategic Lead, to ensure that some of the key health protection tasks are supported.

4. Recommendations

4.1 The Committee is recommended to:

Disestablish the previously transferred role of Public Health Consultant at Agenda for Change Band 8d plus clinical allowances (£95,860), and, establish a role of Public Health Consultant within local government (JNC for Chief Officers) terms and conditions at Grade SS3 (£77,172 - £85,507)

5. Comments of the Director of HR & OD

5.1 I have been consulted on, and support the proposals.

6. Comments from Finance

6.1 The proposal has been reviewed and supported by Finance

7. Comments from Trade Unions

7.1 No comments submitted

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