



## Personnel Committee

Date: Wednesday, 12 December 2018  
Time: 10.10 am (or at the rise of the Executive)  
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

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- 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 - 6  
To approve the minutes of the meeting held on 14 November 2018
- 5. Proposed New Pay Structure** 7 - 20  
The report of the Director of HROD is enclosed
- 6. Employment Policy - Employer Supported Volunteering** 21 - 32  
The report of the Director of HROD is enclosed.

## Information about the Committee

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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](http://www.manchester.gov.uk).

Smoking is not allowed in Council buildings.

Joanne Roney OBE  
Chief Executive  
Level 3, Town Hall Extension,  
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## Further Information

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

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This agenda was issued on **Tuesday, 4 December 2018** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA



## Personnel Committee

### Minutes of the meeting held on Wednesday, 14 November 2018

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

**Councillors:** Akbar, Bridges, Craig, Leech, S Murphy, Rahman, Richards, Sheikh and Stogia

**Apologies:** Councillor Leese and N Murphy

**PE/18/27. Minutes**

#### Decision

To approve the minutes of the meeting held on 17 October 2018.

**PE/18/28. Recruitment to the post of Executive Director Strategic Commissioning (including Director of Adult Social Services functions)**

The Committee considered a report of the Chief Executive regarding the recruitment to the post of Executive Director Strategic Commissioning (with DASS responsibilities). The report sets out proposals to recruit to the vacancy as well as to ensure appropriate leadership arrangements are in place in the interim.

The report stated that the post will be recruited to on the terms of the previous appointment, as the Strategic Commissioner within Manchester Health and Care Commissioning (MHCC). The postholder will operate within MHCC on a day to day basis, whilst also holding the Council's designated statutory functions as the Director of Adult Social Services (DASS) discharging the duties in relation to this post as set out in the Local Authority Social Services Act.

The Committee agreed the recommendations.

#### Decisions

1. To note that the post of Executive Director Strategic Commissioning (with DASS responsibilities) has become vacant.
2. To agree the establishment an Appointments Sub-committee to comprise of Councillors Craig, Leech, Midgley, S Murphy and Ollerhead to progress all aspects of the recruitment and to act as the appointment panel for the appointment of a new Executive Director of Strategic Commissioning.
3. To agree the quorum of three members for any meetings of the sub-committee.
4. To agree the co-option of the Chief Officer for Manchester Health and Care Commissioning as advisor to the appointment panel.

5. To agree to delegate authority to the Appointments Sub-committee to agree an updated Role Profile as a basis for recruitment in-line with the previously agreed remuneration package for the post.
6. To note that, pending a permanent appointment, the Director of Adult Social Care will be asked to act up to cover the DASS functions and delegate authority to the Chief Executive, in consultation with the Executive Member for Adults Health and Wellbeing, to determine the detail of these arrangements.
7. To recommend to Council that during the period of act-up the Director Social Care be paid the bottom SCP of the evaluated grade (SS5) for the Executive Director post, an annual salary of £121,692.
8. To agree to redesignate the job title of the Head of Quality Assurance for Safeguarding within the Children's Services Directorate to Strategic Lead for Safeguarding and Practice Improvement.

**Manchester City Council  
Report for Resolution**

**Report to:** Personnel Committee – 12 December 2018

**Subject:** Proposed New Pay Structure

**Report of:** Director of HR & OD

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**Purpose of Report**

The purpose of this report is to seek approval for changes to the existing pay structure for staff employed by the Council on Grades 1 – 12, which are required in order to implement year 2 (2019-20) of the NJC Pay Agreement.

**Recommendations**

Personnel Committee is asked to:

1. Agree the adoption of the new grade structure and spinal column points, as set out in Appendix 2, to be applied across staff employed by the Council on Grades 1 – 12 with effect from 1 April 2019.
2. Agree the sequence of implementation for existing staff and the arrangements for new starters, set out in sections 4 and 5 of this report
3. Agree that the bar for enhanced overtime payments will remain at the top of Grade 6, which will now be (new) SCP 25.
4. Note that whilst the NJC 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. Commend the new pay line to Council, with the intention that the new grade structure be formally endorsed by full Council in March as part of the Pay Policy Statement.

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**Wards Affected:**

All

**Financial implications for the revenue and capital budgets**

The estimated revenue budget requirement for the mainstream workforce, including transition to the new pay spine, totals £6.020m inclusive of on-costs. This sum is within the amount allowed for in the Council's budget.

**Contact Officers:**

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**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.

National Joint Council for Local Government Services 2018 and 2019 - PAY SCALES & ALLOWANCES - 10 April 2018

Pay Policy Statement 2018/19 - Personnel Committee - 7 March 2018



## 1. Background

- 1.1 This report proposes changes to the existing pay structure covering staff employed by the Council on Grades 1 – 12, which are required in order to implement year 2 (2019-20) of the NJC Pay Agreement, and accommodate the new (nationally agreed) pay spine.
- 1.2 These proposals have been developed in consultation with the Treasurer and the Executive Member for Finance & Human Resources.
- 1.3 The trade unions have been consulted and there is support at national and regional levels for the proposals contained in this report, as well as in-principle support for a collective local agreement being reached.
- 1.4 Subject to formal agreement with the trade union side, and approval by Personnel Committee, a new pay spine and grading structure up to and including Grade 12 will be implemented with effect from 1 April 2019.

## 2. Introduction

- 2.1 In April 2018 agreement was reached between the National Employers and the NJC Trade Union side on the rates of pay applicable from 1 April 2018 and 1 April 2019, for the majority of Council staff, paid from Grade 1 up to and including Grade SS2 . The Award for 2018/19 has now been fully implemented.
- 2.2 The NJC agreement for 2018-20 includes the introduction of a new pay spine on 1 April 2019. This change has been necessitated by the introduction of the new National Living Wage and the Government's stated aim of seeing this reach £9 per hour by 2020 which could not effectively be delivered whilst maintaining the integrity of the current national pay structure.
- 2.3 The new pay spine has been developed and agreed nationally on the following basis:
  - A bottom rate of £9.00 per hour (£17,364) on new Spinal Column Point (SCP) 1 (equivalent to old SCPs 6 & 7). The standard working week in the pay award calculations is 37 hours per week.
  - 'Pairing off' old SCPs 6-17 incl. to create new SCPs 1-6 incl.
  - Equal steps of 2.0% between each new SCPs 1 to 22 incl. (equivalent to old SCPs 6-28 incl.)
  - By creating equal steps between these pay points, new SCPs 10, 13, 16, 18 and 21 are generated to which no old SCPs will assimilate. This means that in some organisations the current number of pay points in a grade might change
  - On new SCPs 23 and above (equivalent to old SCPs 29 and above), 2.0% increase on 2018 rate
  - A comparison of the Council's existing pay spine and the 2019/20 pay spine is provided within APPENDIX 1.

2.4 Whilst the NJC Pay Spine is nationally agreed, the alignment of grades to this is a local decision determined by individual organisational pay policies. Adopting the new national spine therefore poses potential challenges to the Council in ensuring the integrity of existing pay and grading arrangements is retained in transitioning to the new arrangements and 'pinning' local grades to the newly agreed Spinal Column Points.

2.5 This report proposes a transition to the new spine in April 2019 with the aims 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.

### 3. Implementation Approach

3.1 As outlined above, the intention is to implement the award, as far as is practicable, through a straight line transition from the current pay structure, however, three variations are proposed to this, in order to accommodate the new pay spine.

3.2 Two of these proposed variations seek to ensure adherence to the national guidance issued by the NJC and the Council's pay policy and are *required*. The third proposal acts to support equity in the pay structure, ensure a consistent approach to enabling in-grade progression, this variation is not necessarily required but is commended.

#### 3.3 **Variation 1 (Required) - New SCP 6 becomes the top of Grade 3 and those staff on the existing SCP 17 as at 1 April 2019 move immediately to the new SCP 7:**

3.3.1 The new SCP 6 would, on a straight line transition, cut across Grades 3 and 4. Whilst NJC guidance is clear that there is no automatic issue with this in principle, in practice it would mean a significant departure from MCCs pay and grading arrangements. Firmly placing this point in Grade 3 will, in effect, mean those at the bottom of Grade 4 transition to a higher point.

### **3.4 Variation 2 (Required) - the following spinal column points are not utilised by the Council:**

#### **3.4.1 New SCPs 12, 16 and 18 within Grade 5 :**

Alignment of the new pay spine with MCC grades would change the number of pay points in a range of grades. This is most pronounced in Grade 5 where the SCPs would, on a straight line basis, increase from 5 to 8.

Consistent with NJC advice and in support of equality the proposal is to agree that the new SCPs 12, 16 and 18 are left *dormant*, rather than deleted:

- SCP 18 is a new point and no staff would therefore transition here. Whilst making this point dormant would increase the pay differential between progression points, a wider 'jump' to the top SCP can be justified given the bar and assessment process for incremental progression to this point and hence assurance of full competency prior to progression.
- SCP 16 is a 'new' point in grade 5 with no equivalent in our existing pay structure, and not using this point (in addition to SCP's 12 and 18) would allow the Council to retain 5 spinal column points within Grade 5.
- SCP 12 is the bottom point of the grade and there is a logic in a wider differential being place in staff movement here (i.e. movement between grades). Making this point dormant would mean that those staff moving from the bottom point of Grade 5 would transition to SCP 13 on 1 April.

#### **3.4.2 New SCP 20 within Grade 6:**

Consistent with NJC advice and in support of equality the proposal is to agree that new SCP 20 is left *dormant*, rather than deleted:

- SCP 20 is the bottom point of the grade and there is a logic in a wider differential being place in staff movement here (i.e. movement between grades), and would allow the Council to retain 5 spinal column points within Grade 6. Making this point dormant would mean that those staff moving from the bottom point of Grade 6 would transition to SCP 21 on 1 April.

### **3.5 Variation 3 (Proposed): - Introduction of a new point of pay within Grade 1 between SCPs 1 and 2 through the application of a non consolidated supplement.**

3.5.1 On a straight line transition Grade 1 would include only one SCP. Whilst it is possible to progress on this basis there are a number of implications:

- There would be no progression prospect at this grade and there would be no means of acknowledging when staff become fully competent in the role.
- Grade 1 would be unique in this regard creating a potential accusation that we are treating the lowest paid staff differently.

- 3.5.2 The creation of a new point of pay as a non consolidated supplement between SCPs 1 and 2 would address this issue and provide a positive example of the Council going further than is required in supporting development of the lowest paid employees.
- 3.5.3 The proposal is that this pay point would be set at £9.60 per hour with effect from 1 April 2019, (9p per hour greater than SCP1) and created through the application of a non-consolidated supplement to SCP1, which would be subject to annual review as part of the development of the annual Pay Policy Statement.
- 3.6 The agreed NJC pay award covers staff up to Grade 10 however the Council's grade structure extends up to Grade 12, therefore 2% increase for 2019 will be applicable to Manchester Grades 11 and 12. which reflects current terms and conditions of employment.
- 3.7 It is also worth noting that senior grades SS1 and SS2 are also governed by NJC (Green Book) terms and conditions, hence the 2% NJC pay award will also be applied to these grades. Two year pay award agreements were also reached by the other negotiating bodies in 2018, including the JNC for Craft Workers, Chief Officers and Chief Executives. The national pay awards for 2019 for these bodies will be implemented with effect from April to the existing pay structures.
- 3.8 The proposed implementation approach has been subjected to an Equality Impact Assessment and there are no discriminatory or detrimental impacts.
- 3.9 The following points should also be noted:
- The 'bar' set at the penultimate point in each grade will remain and progression to the top of each grade will continue to be dependant upon a competency assessment being completed.
  - The bar for enhanced overtime payments will remain at the top of Grade 6, which will now be SCP 25.
  - Any subsequent revisions to the pay structure (including reinstatement of any of the dormant spinal column points) are subject to approval by Personnel Committee.
  - The transition to the new pay spine in 2019/20 will require additional budget provision and this is outlined within section 6 below.

#### **4. Sequence of Implementation**

- 4.1 Local Authorities have discretion over the sequence in which they *transition* to the new pay award and implement *incremental progression*. The proposal is that we sequence the implementation through incremental progression first followed by transition - i.e. individuals who are eligible for incremental progression on 1 April 2019, are progressed on the current (2018) spine point

structure and then assimilated onto the appropriate point on the new pay spine. This is seen as the most equitable approach to delivering the award and managing the associated increases of pay for each SCP.

- 4.2 Once a collective agreement has been reached with trade unions, the new pay spine arrangements will be incorporated into individual contracts of employment for the relevant NJC staff. Staff will be notified in January (with the caveat that this is subject to the pay line being formally endorsed by full Council in March).
- 4.3 If approved by Personnel Committee, the pay line would be formally endorsed by full Council in March as part of the Pay Policy Statement, and implemented with effect from April 2019.

## **5. Arrangements for New Starters**

- 5.1 The Council's current agreed approach to incremental progression sets out that:
- Those employees commencing work between 1 April and 31 September each year progress up one increment on 1 April of the following year and on the same date thereafter within the grade.
  - Those employees commencing work between 1 October and 31 March progress six months after their start date and the following 1 April, and then each 1 April thereafter.
- 5.2 To avoid inconsistency of application across the workforce during transition, as a one-off arrangement, it is proposed that those staff on SCPs 8,12,14 and 17 within Grades 2, 3 and 4 who commenced their employment between 1 October 2018 and 31 March 2019 will receive their increment early (progressing to SCPs 9,13,15 and 18 respectively) on 1 April 2019 alongside those on the same SCPs who commenced employment in the first half of the financial year. (This will, in effect, mean there are no employees on SCPs 8, 12 and 17 to transition as these points are at the bottom of their respective grades).
- 5.3 All of these employees will then all transition to their new aligned SCPs (SCPs 2,4,5 and 7) as per the proposed approach. All employees on SCPs 2, 4,5 and 7 will then progress together on 1 April 2020 to the next SCP.
- 5.4 It should also be noted that as part of the transition to the new pay spine existing SCPs 10 and 11 merge to create new SCP 3. As new SCP 3 as at the top of Grade 2 there is no impact here.
- 5.5 At all other grades and SCPs the normal progression arrangements and timescales will apply.

## 6. Financial Impact

6.1 The estimated budget requirement for the 2019/20 pay award, including transition to the new pay spine, totals £6.020m inclusive of on-costs, on the basis that:

- Assimilation to be on a straight line basis in so far as is possible - consistent with the details outlined within the NJC pay agreement for 2019/20 – please see **APPENDIX 1**.
- The structure of the proposed pay and grading structure for 2019/20 taking into account discretionary adjustments is shown within **APPENDIX 2**.

This sum has been included within the Council's budget model and forecast for 2019/20.

## 6. Schools

7.1 Support staff within maintained schools are paid in accordance with NJC terms and conditions and the Council's Pay Policy. Schools will therefore need to assess the potential financial impact taking into account their current (local) budget principles and practices. The estimated financial impact for schools is heavily dependent upon the approach adopted within individual schools when budgeting for pay.

7.2 The estimated financial impact for schools including the pay award and proposed variations in implementation (e.g. SCP 1A etc) would be circa £2.5m, on the basis that:

- Estimated costs relates to Manchester community schools (i.e. excluding Academies / free schools, foundation schools and voluntarily aided schools)
- It only relates to community schools that use the Council's payroll service
- Schools budget for employees on the same basis as the Council
- The broad number of staff employed on NJC terms and conditions in schools.

7.3 Proposals were communicated to schools during October. Once approved by Personnel Committee, schools will be advised on how to apply the new pay arrangements.

## 8. Employee Engagement

8.1 Trade unions have been consulted on extensively on the proposed new pay structure and there is support at national and regional levels for the proposals contained in this report. Furthermore following local consultation exercises with their members, including relevant schools-based staff, the trade unions have indicated in-principle support for a collective local agreement being reached through a meeting on the Local Joint Consultative Committee for Employees within the purview of the NJC for Local Government Services.

**9. Comments from Director of HROD**

- 9.1 These proposals have been developed by myself in consultation with the City Treasurer and the Executive Member for Finance & Human Resources. Trade unions have been consulted with extensively and the proposed new pay structure has been subjected to an Equality Impact Assessment.

**10. Comments from Trade Unions**

- 10.1 Trade Union comments will follow.

**11. Conclusion**

- 11.1 The proposals set out above will make the necessary changes to the existing pay structure for staff employed by the Council on Grades 1 – 12, which are required in order to implement year 2 (2019-20) of the NJC National Pay Agreement.

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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 FTE	2019/20			
	SCP	Basic Pay		"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				
Grade 4	17	18,672	64.42	16/17	6	£19,171	"Old" SCPs 16 and 17 are "paired off" to create a new SCP 7 from 2019/20
	18	18,870	65.82				
	19	19,446	56.26	18	7	£19,554	
	20	19,819	72.65	19	8	£19,945	
				20	9	£20,344	
	21*	20,541	660.22		10	£20,751	New SCP to which no "old" SCPs would assimilate
Grade 5	22	£21,074	91.30	21	11	£21,166	
				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
Grade 6	26*	£23,866	593.41	26	19	£24,799	
				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**

<b>MCC's Proposed Pay and Grading Structure</b>					
<b>2019/20</b>					
<b>Grade</b>	<b>New SCP</b>	<b>Basic Pay</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Hourly</b>
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

**Manchester City Council  
Report for Resolution**

**Report to:** Personnel Committee – 12 December 2018  
**Subject:** Employment Policy - Employer Supported Volunteering  
**Report of:** Director of HR & OD

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**Purpose of Report**

To present to Personnel Committee an amended policy in relation to employer supported volunteering. This policy has been updated to include amendments resulting from feedback received and the resulting review of the policy provisions following the first year of operation. The changes proposed allow greater flexibility for both employees and the Council in order to maximise take up and impact of the policy provisions whilst continuing to ensure employer supported volunteering is targeted at Manchester's Social Value Priority Groups.

**Recommendations**

The Committee is requested to:

1. Approve the implementation of the revised policy as detailed within this report and attached at Appendix A.
  2. 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.
- 

**Wards affected:** All

**Financial implications for the revenue and capital budgets:**

There are no financial consequences arising from the proposals within this report.

**Contact Officers:**

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**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: *Employer Supported Volunteering* - September 2017.

## 1. Background

- 1.1 The Council's enhanced Employer Supported Volunteering Policy was launched in October 2017 and provided staff with access to up to three days of paid volunteering time per year to support the Council's Social Value Priority Groups and, ultimately the aims of the Our Manchester Strategy. The Policy has been supported by internal communications and guidance and an online Employer Supported Volunteering Portal to match employees to opportunities identified by the Council's VCSE partners. In its first year of operation 252 employees have been supported to provide 1,778 hours of volunteering in support of Manchester communities. Feedback has been positive and a significant number of employees have gone on to volunteer more broadly as a result of their initial work.
- 1.2 The provision of paid volunteering leave illustrates the Council's commitment to volunteering and the benefits this provides to further support the communities we serve. Staff are signposted to opportunities which support the Council's Social Value Priority groups and four broad criteria are in place to inform managers' consideration of requests:
- contribute to an individual's personal development
  - support Manchester through contributing to the objectives of the Our Manchester Strategy and/or supporting our social value priorities
  - benefit the organisation, either directly or by building the knowledge and experience of the workforce.
  - volunteering activity will normally take place with the City of Manchester.
- 1.3 This broad approach and the supporting criteria have worked well and there is no indication that revisions here are needed.
- 1.4 Following the initial year of operation a review of the policy has been undertaken to understand its impact and effectiveness. The revised policy appended has been informed by this review which has included:
- a benchmarking exercise which identified that a number of other local authorities are allowing employees to take volunteer leave in hours.
  - feedback from employees at HROD workshops used to promote volunteering, third sector organisations and MACC who host the Employer Supported Volunteering Portal.
  - surveys of both employees who have volunteered in line with the policy and senior leaders across the Council

## 2. Proposed Policy Revisions

- 2.1 Whilst the policy is working well two specific revisions are suggested to maximise uptake and the potential support which employer supported volunteering can provide. Currently:

- Volunteering leave can only be taken in blocks of full or half days which, if required, can be taken all together.
- Volunteering leave can be taken during normal working hours but cannot be used to 'claim back' any time spent volunteering outside of these hours

Both the external benchmarking and feedback received suggest revisions to these elements of the Policy.

- 2.2 The suggestion is therefore that the policy is revised to support **volunteering in hours** where managers can accommodate this without having an impact on service delivery, or requiring additional interim support (e.g agency) to cover for leave being taken.
- 2.4 Furthermore the suggestion is that the policy is amended to support **volunteer for corporate priority events** which may not take place during normal working time and require the provision of Time Off in Lieu. Application of the policy in these circumstances would require consideration by managers pin advance and, again, would only be agreed where managers can accommodate this without having an impact on service delivery, or requiring additional interim support (e.g agency) to cover for leave being taken. - Consideration as to what is deemed a Corporate Priority Event would be made on a case-by-case basis by the Director of HROD but, as an example, may include supporting events such as Manchester Day.

### 3. **Key Policies and Considerations**

#### (a) **Equal Opportunities**

Support will continue to be offered to disabled employees who wish to volunteer in both identifying opportunities and accessing them.

#### (b) **Risk Management**

Employees and managers will continue to be required to ensure that the volunteering organisation has the appropriate liability insurance in place with the volunteering organisation holding liability during the volunteering work. The policy makes clear that employees are bound by the Council's Employee Code of Conduct when undertaking volunteering.

#### (c) **Legal Considerations**

None

### 4. **Comments from Director of HROD**

- 4.1 I have been consulted on and am supportive of the proposed revisions as a clear mechanism to maximise the effectiveness of Employer Supported Volunteering.



**5. Comments from Trade Unions**

5.1 To follow

**6. Conclusion**

6.1 A draft updated policy on employer supported volunteering is appended below. As noted above this has been developed reflective of the feedback received to further improve our offer and is intended to enhance job satisfaction and support the residents of Manchester. The policy has been subject to an Equality Impact Assessment and no disproportionate implications identified.

6.2 Members are asked to approve the appended employer supported volunteering policy.

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# Employer Supported Volunteering Policy

HR Policy

HROD

December 2018



**MANCHESTER**  
**CITY COUNCIL**

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## Document Control

<b>Date effective from</b>	December 2018	<b>Owner</b>	HR Policy, HROD
<b>Approval Date</b>	12 December 2018	<b>Approval By</b>	Personnel Committee
<b>Review date</b>	Three years from the date of approval (or earlier where there is a change in the applicable law)		

## Introduction

- 1.1** In support of the Our Manchester strategy and the Council's Social Value commitment, the Council encourages organisations to promote employee volunteering activities which benefit both our communities and employees themselves. Leading by example, we will provide the tools and support necessary for our employees to pursue volunteering opportunities - working with residents and partners to establish and highlight activities which support our goals.
- 1.2** In addition to the valuable contribution volunteering provides our communities it also gives employees a chance to have new experiences. This can help to develop skills, support wellbeing and provide a valuable insight into our communities which can be brought back into the workplace.
- 1.3** This policy provides the information for those who wish to take paid volunteer leave. Additionally, managers are encouraged to support employees who volunteer outside of work (and outside of the scope of this policy), acknowledging the positive contribution this can have on our communities and their individual development.

## Scope

- 2.1** This policy applies to Council employees who are not directly employed by schools. It enables employees to take paid time off to undertake volunteering during their normal working hours but it cannot be used to 'claim back' any time spent volunteering outside of these hours.
- 2.2** Voluntary activity can be defined as:
- 'any activity that involves spending time[...] doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives'* ([National Council for Voluntary Organisations](#)).
- 2.3** Central to this definition is that volunteering must be a choice freely made by each individual. Whilst employees will be in receipt of their contractual pay when volunteering (in line with this policy), they must not receive payment (apart from claiming expenses) from the organisation where they choose to volunteer.
- 2.4** The Council recognises the benefit of giving time to help local communities and Manchester as a whole. Employees can receive time off in addition to the main provisions of this policy for certain public service activities. Provisions will (at a minimum) be in line with statutory requirements when employees volunteer for public duties with the detail agreed by line managers. Such opportunities include:
- **School governor responsibilities** - employees will be granted leave of a half day per term (3 terms per year) with pay.
  - **Member of another local authority** - paid time off to undertake duties will be granted up to a maximum of 208 hours per financial year.
  - **Service in non-regular forces (reservists)** - employees who are reservists will be able to take two weeks of additional paid leave per year to allow them to attend the annual training camp.
  - **Magistrate responsibilities** - employees can take up to 18 days with pay for magisterial duties, employees will also be allowed an additional 4 days for their induction training.
  - **Special Constables** - upto 10 days paid leave will be granted for training that cannot be taken outside of working time.

- **Retained Firefighters** - as per Special Constables.
- **Regulation 44 visitors** - employees who volunteer as an independent visitor will be released from their duties during planned visits during working time, for any time volunteered outside of work paid TOIL will be provided.
- **Emergency Planning Volunteers** - will be entitled to take paid time off in lieu (TOIL) for any hours volunteered as part of the emergency planning team.

**2.5** Further information on the allowances provided for those who volunteer for Public Services can be found on the [Human Resources](#) intranet site.

## Individual Volunteering

**3.1** Volunteering leave must meet the three broad criteria set out below. When requesting paid volunteer leave employees must ensure these criteria are met before applying.

**3.2** The volunteering opportunity must:

- contribute to an individual's personal development
- support Manchester through contributing to the objectives of the Our Manchester Strategy and/or supporting our [social value objectives](#).
- benefit the organisation, either directly or by building the knowledge and experience of the workforce.

**3.3** Volunteering activity will normally take place within the City of Manchester.

**3.4** Individual volunteering can cover a number of activities such as care work, conservation projects and fundraising. Opportunities do not necessarily need to be related to an employee's current role or skills, they can be a chance to try something new. Alternatively, employees may want to put their expertise to use (for example those from ICT, Legal) to help those who may not usually have access to specialist skills.

**3.5** Individuals are encouraged to find volunteering activities for themselves and we will also use internal communications to highlight opportunities available.

**3.6** Any expenses (e.g. travel/equipment costs) to be claimed as a result of volunteering must be agreed and raised with the 'host' organisation, the Council will not reimburse any expenses incurred. However, employees will be allowed reasonable access to Council resources e.g. printing and stationery to support their approved volunteering activity.

## Time Available

**4.1** Three days paid leave per year is available to undertake volunteering work - so if you work a 35-hour week over five days, you can take 21 hours as volunteer leave each year.

**4.2** Employees can use their volunteer leave flexibly, for example one day at a time, half a day or a couple of hours. If less than half a day is needed, then the employee must return to work when they have finished and the time taken will be deducted.

**4.3** Employees will not be credited for time spent volunteering outside their normal working time with the exception of supporting Manchester City Council priority corporate events. Determination as to what

constitutes a corporate priority events for these purposes will be made by the Director of HROD on a case-by-case basis.

- 4.4 Any leave not taken cannot be carried over, exchanged or used against anything other than volunteer work.

## Team Volunteering

- 5.1 Teams may wish to volunteer together to assist their team development whilst contributing to projects or activities across the City. Team volunteering should also fulfil the three criteria and can be approved at the discretion of the Head of Service, taking account of organisational and service priorities.

## Applying for Leave

- 6.1 Approval for leave rests with line managers. Before submitting any request this must be discussed with your line manager, detailing how the opportunity meets the criteria.
- 6.2 Reasonable requests for volunteer leave that meet the criteria will be approved. However, the request could be declined if:
- there are health and safety concerns;
  - the criteria are not met clearly e.g. no apparent benefit to the organisation and/or individual;
  - there are concerns of the impact on the delivery of team/service objectives; or
  - there is a potential conflict of interest with your role or the Council's interests e.g. political campaigning.
- 6.3 If an individual feels that their request has been rejected wrongly then they can ask for a review by outlining their reasons in writing and sending this to the manager of their manager within 10 working days. Following this review there will be no further right of appeal.
- 6.4 In the case of volunteering in support of corporate priority events, managers must agree to the employees' participation as an instance of employer supported volunteering in advance. Equivalent time can then be 'claimed back' subject to the normal leave approval process.

## Volunteers in the Workforce

- 7.1 As well as our employees volunteering in the community we recognise the benefit of local residents volunteering within our organisation. This can provide individuals with a greater understanding of the work the Council does, helps develop their skills, improve confidence and build relationships within their community.
- 7.2 When offering volunteer opportunities, the Head of Service and line manager of the team (where the opportunity will be hosted) need to establish if volunteers need an appropriate safeguarding check (i.e. DBS), determine what training may be required and identify any Health and Safety issues. A named employee must have oversight of any volunteers during their time undertaking activity for the Council. Further support and information regarding recruitment to volunteer opportunities within the Council can be found on the Human Resources intranet site.

## Responsibilities

- 8.1** Employees are trusted to use this time for its purpose, any suspected instances of misuse will be investigated in accordance with the Council's disciplinary procedures. As representatives of the Council their actions will directly reflect on the organisation. As a result, all employees must act in line with the [Employee Code of Conduct](#) whilst using volunteering leave. Any concerns with an employee's conduct whilst volunteering will be investigated in line with the relevant Council disciplinary procedures.
- 8.2** It is the manager's responsibility to be satisfied that the employee has considered and accepted any risks associated with the proposed volunteering activity - the Council will not be liable for damages or injuries that occur whilst volunteering. It is the employee's responsibility to ensure that the host organisation has its own Public Liability Insurance in place as required. The host organisation is responsible for ensuring any required safeguarding checks are processed and in place prior to the start of the volunteering activity.

## Legal Considerations

- 9.1** Volunteers do not have the same rights as an employee or worker; they may have a volunteer agreement provided to them which explains:
- the level of supervision and support offered;
  - what training will be received;
  - whether a volunteer is covered under the organisation's insurance;
  - health and safety issues; and
  - any expenses the organisation will cover.
- 9.2** The volunteer agreement is not compulsory, although it may set out what is expected it does not form a contract between the volunteer and the organisation. As a result, volunteers are not covered by employment legislation but, as members of the public, they are covered by relevant legislation such as health and safety and data protection laws.
- 9.3** Concerns that volunteers may have in relation to the governance of the organisation, health and safety, data protection or harassment can be referred to external agencies. The National Council for Voluntary Organisations (NCVO) has further information on [volunteers' legal status](#).