



THIS MEETING HAS BEEN CANCELLED

Personnel Committee

Date: Wednesday, 16 January 2019
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 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. **[Item Withdrawn] Urgent Business**

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

2. **[item Withdrawn] Appeals**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. **[Item Withdrawn] Interests**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. **[Item Withdrawn] Minutes**

This item of business has been withdrawn by the Chief Executive.

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5. **[Item Withdrawn] Senior Management Capacity Review**

This item of business has been withdrawn by the Chief Executive.

6. **[Item Withdrawn] Local Government Pension Scheme - Updated Discretions Policy Statement**

This item of business has been withdrawn by the Chief Executive.

7. **[Item Withdrawn] Improving Disclosure Barring Service Compliance**

This item of business has been withdrawn by the Chief Executive.

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
Level 3, Town Hall Extension,
Albert Square,
Manchester, M60 2LA

Further Information

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

Donna Barnes
Tel: 0161 234 3037
Email: d.barnes@manchester.gov.uk

This cancellation was issued on **Friday, 11 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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