



Personnel Committee

Date: Thursday, 5 December 2019

Time: 1.00 pm (or at the rise of the Economy Scrutiny Committee, if later)

Venue: Council Antechamber - Manchester City Council

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 as a correct record the minutes of the meeting on 16 October 2019, copy enclosed. 5 - 6
- 5. Recruitment arrangements for post of Strategic Director, Growth and Development** 7 - 10
The report of the Chief Executive is enclosed.
- 6. Senior Leadership capacity in City Solicitor's** 11 - 16
The report of the Chief Executive 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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Personnel Committee

Minutes of the meeting held on 16 October 2019

Present: Councillor Ollerhead (Chair) – in the Chair

Councillors: Akbar, Bridges, Craig, , N Murphy, S Murphy, Rahman, Richards, and Stogia

Apologies: Councillor Leech and Leese
PE/19/23 Minutes

Decision

To confirm the minutes of the meeting held on 11 September 2019 as a correct record.

PE/19/24 Employment Policy – Domestic Abuse

The Committee considered a report of the Interim Director of HROD which set out a revised and strengthened approach to supporting staff who are subject to or affected by domestic abuse. The existing policy had been refreshed to reflect changes in best practice and learning over the last three years as well as consultation with the Council's Community Safety team. The policy had also been aligned with the Council's zero-tolerance 'Delivering Differently' Domestic Violence and Abuse Strategy. The Committee was invited to approve the policy and its implementation.

The Committee noted that an internal communication strategy would be rolled out to staff to inform them of changes to the policy. Members also discussed the importance of leading by example and exerting influence to larger employers in the city to adopt similar ways of working.

No Trade Union comments had been submitted for the item. The Committee fully supported and welcomed the proposals.

Decision

To approve the revised Domestic Abuse policy.

PE/19/25 Director of Commercial and Operations

The Committee considered a report of the Chief Executive which put forward a proposal to redesignate and regrade the post of Operations and Commissioning Director in the Neighbourhoods Directorate to Director of Commercial and Operations in order to reflect increased responsibilities. The increased responsibilities were set out in the report as well as the financial implications of the proposals.

No Trade Union comments were submitted for consideration of the item. The Committee agreed the proposals.

Decisions

1. To approve the redesignation of the Head of Commissioning and Delivery to Director of Commercial and Operations.
2. To recommend that Council approves the regrade of the Director Commercial and operations from SS3 (£78, 715 - £87, 217) to SS4 (£95, 953 - £105, 940) and agrees to appointment at a salary of £105, 940

**Manchester City Council
Report for Resolution**

Report to: Personnel Committee - 5 December 2019

Subject: Recruitment of Strategic Director – Growth and Development

Report of: Chief Executive

Purpose of Report

To inform the Personnel Committee that the Strategic Director of Growth and Development has notified the Chief Executive of his intention to retire from April 2020.

To inform the Personnel Committee of the Chief Executive's intention to exercise her delegated authority to commence appointment to the post.

Recommendations

Personnel Committee is requested to:

- 1 To note that the Strategic Director of Growth and Development has indicated he will be retiring from April 2020 and to thank Eddie Smith for his work for the Council over many years.
 - 2 To note that the Chief Executive proposes to commence recruitment to the post immediately and has decided to exercise her delegated authority to commence appointment to the post in consultation with the Leader; the Executive Member for HR; the Chair of the Personnel Committee; and the relevant Executive Portfolio Member.
 - 3 To note the proposal to recruit to this Non-Statutory Chief Officer role on a like for like basis; title, role and grade remaining unchanged.
 - 4 To note that a further report will be submitted to the Personnel Committee early in 2020 following a review of the wider directorate management team capacity.
-

Wards affected: All

Financial implications for the revenue and capital budgets:

There is existing revenue budget to fund the costs of this post so there will be no ongoing financial implications. It is anticipated that the one off costs of the recruitment process will be around £20k and these will be funded from within existing budgets.

Contact Officers:

Name: Joanne Roney
Position: Chief Executive
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Name: Helen Grantham
Position: Interim Director of HROD
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E-mail: helen.grantham@manchester.gov.uk

Background documents (available for public inspection):

None relevant

1. Background

- 1.1 The Directorate for Growth and Development encompasses a portfolio of services that are fundamental in ensuring the economic prosperity of the City, businesses and all of its citizens. This directly impacts on how effectively the Council can raise income to provide other universal and specialist services.
- 1.2 The current Strategic Director of Growth and Development, Eddie Smith, has indicated that he will be retiring in April 2020 after many years leading in this area. His retirement will be a significant loss to the Council and the City; not only for his leadership and experience but also knowledge and networks.
- 1.3 It is essential that this post is filled quickly by someone that brings the relevant experience and skills for such a high-profile role that is critical to the Council delivering its ambitions for the city.
- 1.4 In replacing a longstanding, experienced and well-respected Strategic Director and member of the Senior Management Team a thorough recruitment process will be undertaken. This will include the engagement of Executive Search and Selection Advisers to support the Council in attracting and assessing a suitable short list of candidates.
- 1.5 Considering that potential suitable candidates with the appropriate experience are likely to have to provide 3 months' notice at the point the position is offered there is an urgent need to commence the process of appointment.
- 1.6 In considering the imminent retirement of the Strategic Director and proposed recruitment to this position a review of the priorities and overall leadership capacity for the Directorate will also been undertaken recognising that there are also currently two vacant Director positions. This will be the basis of a report back to Personnel Committee early in the New Year.

2 Conclusion

- 2.1 There is an urgent need to progress with recruitment processes to appoint to the post of Strategic Director - Growth and Development in light of the imminent retirement of the current post holder.

3 Comments from the Director of HROD

- 3.1 The post of Strategic Director – Growth and Development is a non-statutory Chief Officer role as defined in legislation. The Job Description and Grade remain unchanged.
- 3.2 The Council's Constitution (Part 4 Section F, Officer Employment Procedure Rules para 5) provides authority for the Chief Executive (as Head of Paid Service) to appoint non-Statutory Chief Officer roles in consultation with the Leader, Executive Member for HR, Chair of the Personnel Committee and relevant Executive Portfolio Member(s).

3.3 The Council has a framework for the procurement of suitable Executive Search and Selection advisers.

4. Comments from Trade Unions

4.1 To follow

**Manchester City Council
Report for Resolution**

Report to: Personnel Committee - 5 December 2019

Subject: Realign Senior Leadership Capacity in City Solicitors

Report of: Chief Executive

Purpose of Report

This report sets out proposals to realign senior leadership capacity with the City Solicitor's portfolio in the context of the departure of the Director of Strategic Communications and the need to realign and develop wider leadership and management capacity.

The proposed changes will lead to a budget saving of £18k and are designed to invest in delivery capacity in support of the Council's strategic objectives.

Recommendations

Personnel Committee is requested to:

1. To note the resignation of the Director of Strategic Communications with effect from 3 January 2020 and to thank Jen Green for her commitment and dedication to organisation for the past 20 years.
 2. To agree the disestablishment of the Director of Strategic Communications SS3 (£78,715 - £87,217) and the re-establishment of a Head of Strategic Communications role SS2 (£68,526 - £74,175).
 3. To note the retirement of the Head of the Executive Office with effect from 31 January 2020 and to thank Helen France for her commitment and dedication to the organisation for the past 5 years.
-

Wards affected: All

Financial implications for the revenue and capital budgets:

The revenue implications including on costs of disestablishing the Director of Strategic Communications SS3 role at £115k and the creation of a SS2 Head of Communications role at £97k will generate a budget saving of £18k.

Contact Officers:

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Name: Fiona Ledden
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Name: Helen Grantham
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Background documents (available for public inspection):

Personnel Committee 7 February 2018: Senior Leadership Arrangements

1. Background

- 1.1 With the departure of the Director of Strategic Communications, Jennifer Green, and the retirement of the Head of the Executive Office, Helen France, there is an opportunity to realign and develop leadership and management capacity across Communications, Civic and Ceremonial and the Executive Office within the City Solicitor's portfolio within the Corporate Core.
- 1.2 A review of the capacity to deliver against the Corporate Plan, as well as the support required for the delivery of the Our Manchester Strategy and Our Transformation plan has been undertaken. The outcome of this has identified the need for a different leadership model and configuration for each service area.
- 1.3 This report sets out proposals to respond to these drivers for change.

2. Strategic Communications

- 2.1 Under the Director of Strategic Communications, the corporate communications function has developed significantly. Its strategic approach has developed from a largely marketing focused model to a campaigning engagement model to support the delivery of the Our Manchester strategy.
- 2.2 The Director of Communications also brought together the Civic and Ceremonial Office and the Executive Office, to support the reputation of the Council, through effective strategic communications, professional executive support for the Chief Executive and SMT and the delivery of successful civic and ceremonial events and programmes.
- 2.3 The review of these functions, alongside our key priority areas has determined that a different leadership model is required, in order to ensure a greater individual focus for each area. To do this it is recommended to create a Head of Strategic Communications role reporting directly to the City Solicitor and to redesignate the Head of Communications role to Deputy Head of Communications in line with naming conventions, but this role will remain at Grade 12.
- 2.4 The post will continue to be responsible for the wide ranging communications functions for the Council including marketing, digital communications, the creative design studio, news and media, print and mail and Translations and Interpretations. Along with a commercial income target for its operational services. The post has been evaluated at SS2.

3. Civic and Ceremonial

- 3.1 The Civic and Ceremonial team continues to successfully deliver a wide ranging programme of civic engagements and events on behalf of the Lord Mayor. Last year that included over 600 engagements and over 100 events. It is proposed that this approach continues with the Head of Protocol, Civic and Ceremonial reporting directly to the Deputy City Solicitor / City Solicitor.

4. Executive Office

- 4.1 The Head of the Executive Office has worked for the Council for almost five years and has provided excellent executive support for both the previous Deputy Chief Executive and the Chief Executive. Effective systems and governance have now been established within the office and across SMT.
- 4.2 Future drivers include the need for greater policy capacity, as well as the continued stakeholder management and engagement activity at a leadership level, in order to support the Chief Executive with her personal leadership for the delivery of the Our Manchester approach across the organisation and city. The post will continue to support the Chief Executive and SMT and provide strategic support across GM, with our Health partners and broadly across the organisation. furthermore, this post will be the lead for the Manchester Memorial Fund, supporting the establishment of a permanent memorial for those affected by the Manchester Arena Attack.
- 4.3 This role will continue to report to the City Solicitor. There will not be any changes to the grade of this post.

5. Conclusion

- 5.1 These changes will provide Chief Executives and the City Solicitor with the level of leadership and capacity needed to deliver the significant agenda for both the Directorate and the Council.

6. Comments from the Director of HROD

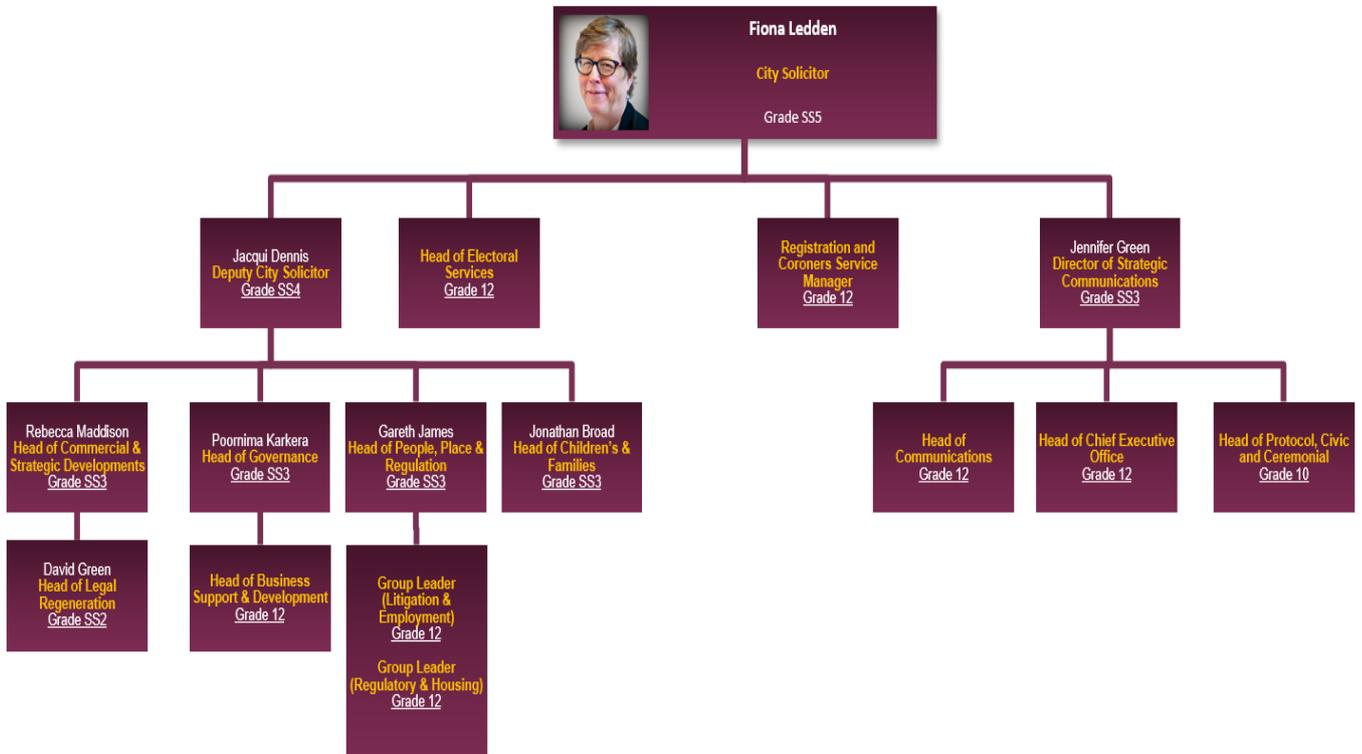
- 6.1 I am satisfied that this meets the needs of the organisation and the relevant policies have been applied and in terms of good practice we have consulted appropriately. Moving forward this helps to reduce some of the spend at SS level.

7. Comments from Trade Unions

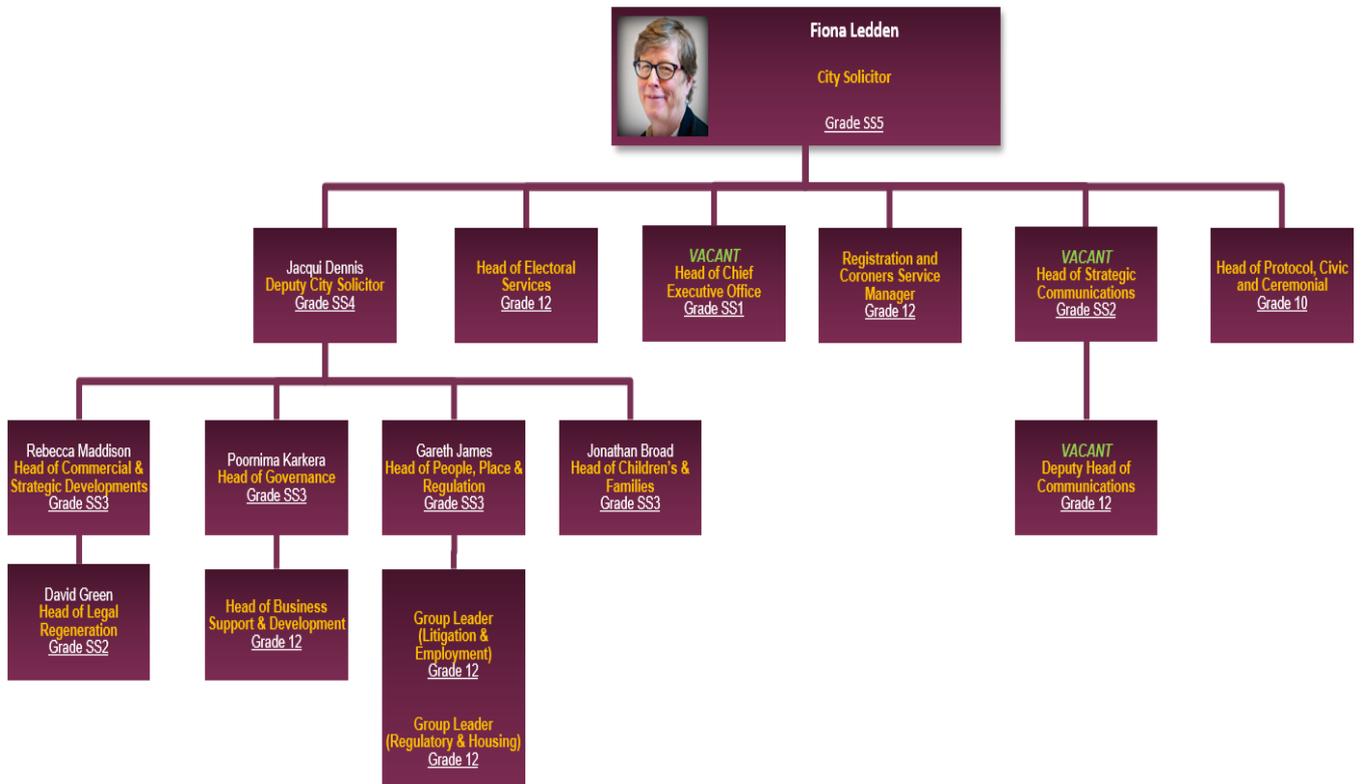
- 7.1 Support the approach

Structure Chart

As is



To be



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