



Personnel Committee

Date: Wednesday, 31 May 2023
Time: 2.10 pm (or at the rise of the Executive if later)
Venue: Council Chamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

Access to the Public Gallery

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. **There is no public access from any other entrance.**

Filming and broadcast of the meeting

Meetings of the Personnel Committee are 'webcast'. These meetings are filmed and broadcast live on the Internet. If you attend this meeting you should be aware that you might be filmed and included in that transmission.

Membership of the Personnel Committee

Councillors

Akbar (Chair), Bridges, Craig, Hacking, Igbon, Midgley, Leech, Moran, Rahman, Rawlins, T Robinson and White

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 22 March 2023 5 - 6
- 5. Market Rate Supplements**
Report of the Director of HR, OD and Transformation attached 7 - 12
- 6. Creation of a new post - Director of Communities**
Report to follow

Information about the Committee

The Personnel Committee is made up of the Leader of the Council, the other nine Members of the Executive, the Deputy Executive Member (Finance and Human Resources), and a member 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,
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Manchester, M60 2LA

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, 22 May 2023** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester M60 2LA

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Personnel Committee

Minutes of the meeting held on Wednesday, 22 March 2023

Present: Councillor Akbar (Chair) – in the Chair

Councillors: Bridges, Hacking, Igbon, Midgley, Leech, Rahman, Rawlins,
T Robinson, Stanton and White

Apologies: Councillor Craig

PE/23/01 Minutes

Decision

To approve the minutes of the meeting held on 19 October 2022 as a correct record.

PE/23/02 Draft Pay Policy Statement 2023-24

The Committee considered a report of the Director of Human Resources and Organisation Development, introducing the draft Manchester City Council Pay Policy Statement for 2023/24. The report sought approval of the statement prior to its agreement by Council.

The statement proposed takes account of the organisational context and the impact of the 2023/24 budget. The statement also sets out the direction of travel in relation to pay for Manchester's officers for the year ahead, in line with the organisational priorities.

The statement has been developed to comply with the legal requirement set out under section 38 (1) of the Localism Act 2011 and takes account of other relevant legislative requirements. The report appended the tenth annual Statement and included information on the Council's 'Gender Pay Gap' and work to proactively promote workforce equality, in accordance with the requirement to carry out Gender Pay Reporting set out within The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The Chair introduced the report and reminded the Committee that the pay award for 2022/23 was applied differently and involved a fixed sum to each pay scale. The pay award included the deletion of the lowest pay point from April 2023. Reference was made to the inclusion of information on the Gender Pay Gap and the ongoing consultation on the future makeup of the report and Pay Policy Statement, with the proposed future inclusion of information on the Ethnicity Pay Gap.

Decisions

The Committee:-

1. Note the content of the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023.

2. Note the organisation's Pay and Grading Structure for the financial year 2023/24 appended to the draft Pay Policy Statement and commend it for approval by the Council at its meeting on 29 March 2023

**PE/23/03 Human Resources Organisational Development Revised Policy:
Draft Family Friendly Policy**

Consideration was given to the report of the Director of Human Resources Organisational Development and Transformation that outlined two minor revisions to the revised Family Friendly Policy Framework. The policy was first approved in March 2020. The Family Friendly Policy covers a number of arrangements for statutory and occupational leave and pay for maternity leave, adoption leave, maternity support leave and shared parental leave

The first revision to the policy addresses the disparity between shared parental pay for all partners and adoptive parents (currently limited to adoptive partners) to ensure that all are paid at the same rates, subject to eligibility requirements.

The second revision recommends the signing of the Pregnancy Loss Pledge, this will provide support to those officers who experience a miscarriage in a manner to acknowledge the officer's loss.

A copy of the revised Family Friendly Policy was appended to the report submitted.

Decision

To approve the revised Family Friendly Policy, as detailed in the report submitted.

Manchester City Council Report for Information

Report to: Personnel Committee – 31 May 2023

Subject: Market Rate Supplement Report

Report of: Director of HR, OD and Transformation

Summary

This report provides a summary of Market Rate Supplements currently in place in the Council. Under the Market Rate Supplement policy, reports are due to be provided on a twice-yearly basis to the Personnel Committee. It is proposed to provide an updated report every 6 months to the Committee.

Recommendations

The Committee is requested to note the Market Rate Supplements currently in place in the Council as detailed in the report.

Wards Affected: All

Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city

This report covers how we attract and retain staff in hard-to-fill roles where other organisations' salary offer exceeds the Council's pay structure. Offering a competitive salary in this market is an important component of attracting and retaining staff, all of whom are engaged and essential to achieving this target.

Our Manchester Strategy outcomes	Summary of how this report aligns to the OMS
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The Council is a major employer in the City and Market Rate Supplements seek to balance the need for the competitive remuneration of employees in hard-to-fill roles or business-critical roles, both existing and prospective, to attract and retain the skills needed to deliver the organisational and the City's objectives (Our Manchester) and the cost of this to the communities it serves. Market Rate Supplements are reviewed periodically to ensure they remain necessary, fair and value
A highly skilled city: world class and home grown talent sustaining the city's economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	

A liveable and low carbon city: a destination of choice to live, visit, work	for money.
A connected city: world class infrastructure and connectivity to drive growth	

Contact Officers:

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 Position: Director of HR, OD and T
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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.

Market Rate Supplement Policy

1.0 Introduction

- 1.1 The Council has a formal policy on the use of Market Rate Supplements (MRS) and any decisions are taken in line with that policy.
- 1.2 A Market Rate Supplement is a time limited additional payment to the basic salary of a role that has been subject to job evaluation. Payments are entirely discretionary and limited to a restricted number of jobs and are agreed on an exceptional basis where there is clear evidence that the position of the role on the new pay structure is, in monetary terms, significantly lower than the market rate *and* there are recruitment *and/or* retention difficulties.
- 1.3 There are two types of Market Rate Supplements:
- A Market Rate Recruitment Supplement** is a temporary payment applied to a post by enhancing the salary, bringing the overall reward up to the market rate.
- A Market Rate Retention Supplement** is a temporary payment made to retain an individual in a business-critical role over and above their basic salary in order to retain their services, bringing their total reward package up to a competitive Market Rate.
- 1.4 Market Rate Supplements are determined by the relevant Strategic Director in conjunction with the Director of HROD&T and must be justified with reference to clear supporting evidence. Consideration must also be given to alternative solutions. MRS are ultimately approved by the Director of HROD&T following consideration of the evidence provided.
- 1.5 Reports are provided to the relevant Strategic Directors on a monthly basis three months prior to the end date of the MRS so that the MRS can be reviewed in a timely manner. The review results in either a decision to end the MRS in line with the original end date or for it to be extended for an additional 12-month period. Any proposed extensions require a further full market analysis exercise to ensure there is a high degree of rigour applied to the process and must be approved by the Director of HROD&T. In the event that there is evidence that the market dictates ongoing payment of the supplement is necessary, this must be reviewed every 12 months.

2.0 Current details

- 2.1 As of 1st March 2023, there are a total 217 of MRS attached to 38 different roles in the Council within the following directorates:

Directorate	Number of individuals receiving a MRS	Number of discrete roles carried out by those individuals receiving a MRS
Children Services	167	15
Chief Executives	20	5
Corporate Core	12	7

Neighbourhoods	1	1
Growth & Development	17	10
Adult Services	0	0

- 2.2 No analysis by gender, ethnicity or any other protected characteristic has been undertaken because the MRS relates to posts rather than individual postholders.

3.0 Rationale for use of Market Rate Supplements

3.1 Children Services

- 97% due to recruitment challenges and competitive job market primarily in terms of those roles where Registered Social Worker qualification is required and where there is a national shortage of skills/ hard to recruit
- 3% due to the need to retain existing skills and experience in a competitive job market

3.2 Chief Executives

- All based on retention of existing skills and experience in a competitive job market, service redesign is underway that is expected to remove the need for the MRS (Legal Services)

3.3 Corporate Core

- 33% due to retention of skills & experience / competitive market
- 67% based on retention of existing skills and experience in a competitive job market, service redesign is underway that is expected to remove the need for the MRS

3.4 Neighbourhoods

- The single MRS in place is based on retention of existing skills and experience in a competitive market

3.5 Growth & Development

- All based on retention of existing skills and experience in a competitive job market.
- 65% will be subject to a service redesign that is expected to remove the need for the MRS (Building Control)

4.0 Comments from Trade Unions

- 4.1 We understand from time to time the City Council may need to use MRS to retain or encourage potential employees applying for our roles. We also understand that some of the issues around Market Rate Supplements are linked to national pay constraints and funding over which the Council has limited control.

- 4.2 There are, however, long-established skill shortages and recruitment and retention issues across the Council which could be addressed at a GM level through strategic workforce planning. Wider co-operation with other employers locally would be beneficial to achieve greater transparency around the market data and internal data being used in justifying the use of Market Rate Supplements.
- 4.3 The Council could also look across the employment market where we have difficulty to retain/recruit staff and consider applying a competitive permanent grade to roles. The Trade Unions would welcome further opportunities to work with MCC on such initiatives as a stable well trained, happy workforce provides excellent services to residents.”

5.0 Recommendation

- 5.1 Personnel Committee are requested to note the Market Rate Supplements currently in place in the Council.

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