



Personnel Committee

Date: Wednesday, 11 September 2019
Time: 10.10 am (or at the rise of the Executive if later)
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

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 agree the minutes of the meeting held on 24 July 2019 as a correct record

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5. Conditions of Employment and Grading of the Director of Population Health & Wellbeing

The report of the Chief Executive **will 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 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 Wednesday 24 July 2019

Present: Councillor Ollerhead (Chair) – in the Chair

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

Apologies: Councillors N Murphy and Leese

PE/19/18 Minutes

Decision

To approve the minutes of the meeting held on 26 June 2019 as a correct record.

**PE/19/19 Ethical Employment Update and Trades Union Congress (TUC)
Dying to Work Charter**

The Committee considered a report of the Deputy Chief Executive and City Treasurer which presented an update on a number of areas of ongoing work to strengthen the Council's position in terms of delivering an ethical and supportive workforce environment and as an exemplar for other major employers in the City on both practical and strategic levels.

The report included a specific suggested amendment to the Council's Managing Attendance Policy to strengthen the organisational commitment to supporting employees who are diagnosed with a terminal illness. The proposed revision was aligned with the Council's commitment to the Trades Union Congress (TUC) Dying to Work Charter (to which the Council had become a signatory on 5 October 2018) for the purpose of protecting and guiding staff following a terminal diagnosis in order to provide continued support to terminally ill employees who wish to remain in work, and are deemed medically capable to do so.

No Trade Union comments were submitted for consideration at the meeting. The Committee agreed the recommendations recognising that the changes would provide assurance, dignity and respect to terminally ill employees throughout every stage of their life and be supported to make informed decisions about work based on their individual needs.

Decision

1. To note the update on activity to strengthen the Council's position as an ethical employer of choice.
2. To approve the suggested revisions to the Council's Managing Attendance Policy as set out in the appendix to these minutes:

PE/19/20 Manchester Health & Care Commissioning - Phase II

The Committee considered a report of the Chief Executive which discussed the next phase of the development of Manchester Health and Care Commissioning (MHCC). The changes included the transfer of some functions that are currently undertaken by MHCC to Manchester Local Care Organisation (MLCO) with a resultant change in deployment for 32 Manchester City Council employees.

Senior role changes had also arisen following a series of structural streamlining changes to the MHCC partnership requiring realignment of Executive portfolios which the Personnel Committee was asked to agree. The impact on senior roles were set out in detail in the report.

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

Decisions

1. To note the key changes arising from the Phase 2 review of Manchester Health and Care Commissioning (MHCC) partnership including the change of deployment for 32 Manchester City Council employees from MHCC to Manchester Local Care Organisation.
2. To agree the re-focusing and re-designation of the existing vacant and funded role of Director of Adult Services SS4 to become Deputy Director of Adult Social Services SS4 and agree that the post should be a non-designated Deputy Chief Officer, and delegate authority to the Executive Director of Adult Social Services authority to appoint the Deputy Director in consultation with a mixed panel of officers and members in line with Annex 1 of the Officer Employment Procedure Rules.
3. To note the redesignation of the Strategic Lead Commissioning role (SS2) to Head of Service Strategy SS2 (within MHCC).
4. To note the change of deployment of two roles of Strategic Lead (SS2) from MHCC to MLCO, and that the specific portfolios of these roles will be further reviewed by the Executive Director of Adult Social Services as part of a process of co-design within MLCO.

Approved revisions to Manchester City Council's Managing Attendance Policy

"We want to ensure that every one of our employees feels supported throughout every stage of their life. The Council will treat employees diagnosed with a terminal illness with the utmost dignity and respect and recognise and support them with any physical and psychological challenges arising from their diagnosis.

As part of this commitment the Council is a signatory to the TUC Dying to Work Charter. In line with the Charter the Council is committed to providing employees with the security of work, peace of mind and right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity.

The Council will work with employees so that, where possible, they are able to consider and make informed decisions about their current and future working arrangements. Managers will be provided with tools to support and signpost employees to relevant support mechanisms, including financial support.

The Council recognises that safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.

The Council will endeavour to provide continued support to terminally ill employees who wish to remain in work and are deemed medically capable to do so. This will include reasonable adjustments to support the employee's physical and psychological health. Support mechanisms and planning will be delivered with the employee at the centre of the discussion and will be tailored depending on an individual's circumstances and diagnosis. Long term/Short Term absence associated with terminal illness will be addressed via absence processes in section 11 and 12.

Managers should read this policy in conjunction with the supporting guidance, which includes details on how to conduct a sensitive conversation, the potential impacts of a terminal illness, how to support employees who are indirectly affected by a terminal illness and details on reasonable adjustments."

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