

**Manchester City Council
Report for Resolution**

Report to: Personnel Committee – 20 January 2020

Subject: Chief Executive Senior Management Arrangements

Report of: City Solicitor

Purpose of Report:

This report seeks approval to regrade the position of Head of Electoral Services and redesignate and regrade the position of Registration and Coroners Service Manager to Head of Registration and Coroners. The change in grade reflects the increase in responsibilities, as set out in the main body of the report.

Recommendations:

1. To approve the regrade of the Head of Electoral Services from Grade 12 (52,716 - £56,178) to SS1 (£62,531 - £67,676)
 2. To approve the regrade of the Head of Registrars & Coroners from Grade 12 (52,716 - £56,178) to SS1 (£62,531 - £67,676)
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Wards affected: All

Financial implications for the revenue and capital budgets:

Contact Officers:

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Background reports and policies (available for public inspection):

N/A

1. Overview

- 1.1 Following the application of the Council's grading review process, this report seeks approval to implement the changes to existing posts within the Chief Executives Directorate.
- 1.2 The Council's grading review process is a provision which allows employees that believe their post has changed since it was evaluated, to request for this to be reviewed by providing supporting evidence which details the changes. This request must be supported by the employee's line manager and head of service.
- 1.3 The current post holders have made an application under the Council's grading review process which has been supported by the City Solicitor and following a job evaluation exercise by HROD the outcome of the applications is that the posts have increased from Grade 12 to SS1. This report sets out the changes to the post and support rationale.

2. Proposal

2.1 Head of Electoral Services

- 2.1.1 The role of Head of Electoral Services is responsible for the delivery of elections and electoral registration. Prior to July 2018 the role reported into the Head of Executive Office who held strategic responsibility and accountability for elections and registration. In 2018 the Head of Executive Office position was disestablished, and the Head of Electoral Services began to report directly to the City Solicitor. The role has taken on additional responsibility as a result of this change alongside the increasing complexity of the electoral landscape.
- 2.1.2 Manchester has an electorate of just under 400,000 and has 5 parliamentary constituencies within its jurisdiction. It is one of the biggest and most complex metropolitan services in the country. The role is a direct deputy for the Chief Executive, in her standalone capacity as Returning Officer and Electoral Registration Officer. This is a statutory role and therefore has accountability for the delivery of elections. The role is directly involved in discussions with key stakeholders at a national and local level, on behalf of the Chief Executive, representing the interests of the city, Greater Manchester and the North West region.
- 2.1.3 A full breakdown of the key responsibilities of the role are provided below:
 - **Responsibility for ensuring that the statutory requirements for the delivery of elections and registration are met**, to safeguard the authority, the Returning Officer/Electoral Registration Officer and deliver democracy for the people of Manchester. This includes responsibility for all parts of planning and delivery for each election.
 - **Deputising for and representing the Returning Officer/Electoral Registration Officer**, engaging and communicating with senior officers

and elected members (including the Chief Executive (also in her capacity as the Returning Officer/Electoral Registration Officer), the City Solicitor and other members of the Strategic Management Team involved in the strategic planning and delivery of elections and registration; as well as the Lead Member for Elections and Registration (Leader or Deputy Leader on his behalf), the Elections and Registration Member Working Group (Deputy Leader and opposition Group Leader), and the Constitutional and Nomination Committee Chair.

- **Leadership, workforce and budgetary management for the service,** leadership, direction, motivation and direction to staff through appropriate management and identification of training and development needs, to ensure performance and contribution to the authority, as well as the city. The workforce for the service increases significantly during election periods and the role is responsible for managing a large temporary workforce at these times. The role has direct responsibility for managing, forecasting and controlling the 8 different cost centres budgets to ensure service objectives are achieved within the budgets allocated
- **Strategic leadership and support to elections and registration services across Greater Manchester,** leading work with Greater Manchester authorities and partners, to develop best practice, and shared approaches, to build resilience and to realise efficiencies in relation to elections and registration, in order to deliver the region's priorities.
- **Strategic representation of the local authority and Electoral Registration Officer/Returning Officer(s), Greater Manchester and North West region,** representing the authority and the Chief Executive in her capacity as Returning Officer/Electoral Registration and the Chief Executive of the GMCA in his capacity as GM Combined Authority Returning Officer in the national, regional and sub-regional arena
- **Lead for policy development** relating to the delivery of elections and registration and the statutory responsibilities of the authority. Understanding and analysing the implications of such policy and legislative developments relating to elections and registration (and more widely where relevant) on the city and Greater Manchester and lead in identifying the required approach and programme of work, working within the authority, across Greater Manchester and with relevant partners to ensure cross cutting connections are identified in all relevant policy areas.

2.1.4 In job evaluation terms the role demonstrates responsibilities in line with Grade SS1 positions. The role is the sole technical expert in the area of elections and registration and is accountable for the delivery of the statutory service with significant involvement in election delivery at Greater Manchester level. The role works with a range of stakeholders ranging from local councillors, senior management, contacts across the organisation, and external organisations including Greater Manchester authorities, GMCA, the police and the media. The role contributes to policy discussion at national level and is responsible for responding to policy changes within the service to ensure compliance and risk management.

2.1.5 In addition, the role has direct responsibility for a considerable budget and during elections periods, for a large workforce. Elections delivery carries high

reputational risks, with risks not only to the authority but also personally to the Returning Officer/Electoral Registration Officer. The identification, mitigation and active management of these risks is at all times is a central responsibility of the role.

2.2 Head of Registrars and Coroners

2.2.1 In 2019 the current Registration and Coroners Service Manager reported to the Deputy City Solicitor. Following a change to management arrangements the role now reports directly to the City Solicitor and is responsible for the strategic management of one of the largest single registration services in England and Wales and one of the most complex Coronial jurisdictions in the country. The role holder is responsible for the delivery of both statutory services. As the statutory proper officer for Registration the post has ultimate responsibility for all matters registration in Manchester and manages the complex relationship between HM Senior and Area Coroners and the local authority.

2.2.2 A full breakdown of the key responsibilities of the role are provided below:

- **Provides strategic leadership and has overall accountability for all elements of the Registration and Coroners Service** and is responsible for ensuring the delivery of a high-quality services that are accurate, efficient and satisfies all statutory requirements and the needs of service users.
- **Work alongside HM Senior and Area Coroners** to provide necessary staff, premises, equipment etc. to effectively run one of the most complex jurisdictions in the country. Develop strategy working with Coroners to determine and influence future of the jurisdiction.
- **Provide the vision and strategic management for the services** to ensure that it is able to respond effectively to new legislative developments.
- **Develop service plans and priorities** and provide clear direction to senior staff within the services to ensure that they are achieved.
- **Senior strategic lead and subject matter expert for Registration and Coroners services** and how this links into the wider budget and commissioning plans. Efficiently and accurately manage the revenue budgets for both services in line with all financial procedures.
- **Drives the design, development and implementation of Council policy and any local scheme delivery relating to financial assessments services.** Recent examples include the Tell us Once service, library card issue service and linking with the homeless and suicide teams alongside HM Senior Coroner.
- **Represent Manchester City Council on local/national boards and professional bodies.** Work with partners/stakeholders including the Home Office, Ministry of Justice, NHS, LGA and the DWP on delivering statutory services and developing strategy for both departments.

2.2.3 This role also demonstrates responsibilities in line with other Grade SS1 positions across the authority. The role has responsibility for two statutory

services and is the sole lead technical expert for both Coroners and Registrars. The role works with a range of internal and external stakeholders at local and national levels to deliver their role. The role contributes to policy discussion at national level and is responsible for responding to policy changes within the service to ensure compliance and risk management.

3. Conclusion

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

4.1 Comments from Trade Unions

- 4.2 To follow.

5. Comments from the Director of HR

- 5.1 No further comments to add