

Personnel Committee

Minutes of the meeting held on 20 January 2021

Present: Councillor Bridges – in the Chair

Councillors: Akbar, Craig, Leech, Murphy, Rahman, Richards, Sharif-Mahamad, Sheikh and Stogia

Apologies: Councillors Leese and Ollerhead

PE/21/01 Appointment of a Chair for the meeting

In the absence of the Chair the committee appointed a member to chair the meeting.

Decision

To appoint Councillor Bridges as Chair for the meeting.

PE/21/02 Minutes of the previous meeting

Decision

To approve the minutes of the meeting held on 11 November 2020 as a correct record.

PE/21/03 Revised Employee Code of Conduct, the Smoking and Vaping Policy and Digital Media Policy

The Committee considered a report of the Deputy Chief Executive and City Treasurer and the City Solicitor which presented new revised employment policies in respect of the revised Employee Code of Conduct, the Smoking and Vaping Policy (previously known as the Tobacco Control Policy) and the Digital Media Policy (previously known as the Social Media Policy).

The Committee had been asked to give its approval the of the new policies, all of which were attached as an appendix and was invited to note the reports would also be considered by the Council's Constitution and Nominations Committee prior to submission to the full Council meeting on 3 February 2021.

The Director of Human Resources and Organisational Development introduced the report, setting out the scope and purpose of the Code. The reasons for review where also set out - these were largely attributed to alignment with current legislation and improvements of governance arrangements that had been highlighted by internal and external audit. The review had also provided an opportunity to align the policies with Our Manchester behaviours, Nolan Principles and the values that guide the organisation.

No Trades Union comments were submitted for consideration and the Committee agreed the recommendations.

Decision

To approve the Digital Media and Smoking and Vaping Policy, and to commend the revised Employee Code of Conduct to Council at its meeting on 3 February 2021.

PE/21/04 Kickstart Scheme

The Committee considered a report of the Director of Human Resources and Organisational Development which discussed the recently launched government (Kickstart) scheme, aimed at Universal Credit claimants aged 16- 24 years who had been identified as at risk of long-term unemployment. The intention was for the Authority to create placements under the scheme to provide opportunities to build workplace skills and experience and improve chances of securing long-term employment. A collaborative approach would be fostered with partners such as Department for Work and Pension and The Growth Company to fully implement the scheme.

Reference was made to recent work undertaken by the City Council to identify issues relating to race equality in the organisation as well as workforce equality generally. The outcome of this work being a renewed commitment to developing a workforce that reflects the rich diversity of the city.

The Committee noted that It is the intention of the Authority to pay all young people who are offered a placement, the Manchester Living Wage. The anticipated costs of the scheme were therefore provided with a caveat that actual costs would ultimately be dependent on the age profile of those taking up placements. It was explained that the budget for the operation of the scheme was already within the 2021/22 budget proposals being developed by the Executive.

The Committee welcomed Manchester's proposed approach. It was accepted that the number of positions the Council would initially be able to offer was constrained. However, the Committee hoped that in time this scheme would be developed and expanded to offer more younger people these opportunities. The committee also welcomed the example the Council's participation in this scheme would set to other employers in the city, and hoped that other would now follow this lead. The recommendations in the report were agreed.

Decision

1. To endorse Manchester City Council's approach to implementing the Kickstart scheme across the organisation.
2. To welcome the Authority's commitment to fund each Kickstart placement to the Manchester Living Wage level.

PE/21/05 Chief Executive's Senior Management Arrangements

The Committee considered a report of the City Solicitor which sought approval to regrade the position of Head of Electoral Services and to re-designate and regrade the position of Registration and Coroners Service Manager to Head of Registration and Coroners. The proposed change in grades reflected the increase in responsibilities. A full breakdown of the key responsibilities of each respective role was provided for the Committee to consider.

As part of the consideration of the re-designation and regrade of the post of Registration and Coroners Service Manager, members noted the change in the roles and responsibilities of the post and the way those responsibilities were linked to other changes in the role and work of the Coroner.

With regard to the post of Head of Electoral Services, the Committee accepted the growing strategic responsibilities of the role for the city and that the city itself now represented one of the largest and most complex metropolitan services in the country. The Committee also took into consideration the frequency with which the service had been required to deliver numerous, consecutive elections prior to COVID-19 pandemic.

Having supported the specific proposals for these two posts, the Committee also felt that future proposals for regrading and resignations of senior posts would benefit from being supported by more information on the wider reorganisation and re-evaluations that had also been undertaken within a particular section or department. Officers were requested to consider how best that could be achieved.

No Trades Union comments were submitted for consideration. The Committee therefore agreed the recommendations.

Decisions

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 re-designation of Registration and Coroners Service Manager to Head of Registrars & Coroners with a salary regrade from Grade 12 (52,716 - £56,178) to SS1 (£62,531 - £67,676)