

**Manchester City Council
Report for Information**

Report to: Personnel Committee – 13 September 2023

Subject: Recruitment to the role of Director of Population Health and Wellbeing (with the statutory responsibilities of the Director of Public Health)

Report of: Director of Human Resources, Organisational Development and Transformation (HRODT)

Summary

The current Director of Population Health and Wellbeing is intending to retire at the end of the 2023/24 financial year after 14 years in post. This report recognises his outstanding contribution to Manchester City Council and will outline the approach for recruitment to the upcoming vacant post, in line with the guidance from the Department of Health and Social Care. This will be a joint appointment between the Local Authority and the Secretary of State (usually delegated to the relevant Regional Director for the Office of Health Improvement and Disparities).

Recommendations

The Committee is requested to:

1. Establish a Personnel Sub-Committee for the purposes of this appointment and invite nominations from Personnel Committee to determine its membership.
 2. Agree the recruitment for the role to be at its current substantive grading level of SS4 (£105,566 to £116,346), with the optional inclusion of a market rate supplement up to a fixed maximum of £5,000 to be applied at the discretion of the Director of HRODT (in discussion with the CEX).
 3. Note that as the total remuneration for this role is above £100K the discretion to apply a market rate supplement will need to be agreed by full Council.
 4. Endorse the outlined approach to the recruitment of the Director of Population Health and Wellbeing for Manchester City Council
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Wards Affected: All

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

None

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	Strong leadership is required to ensure the Council delivers on the Making Manchester Fairer programme, addressing health inequalities to tackle social determinants of health (i.e. housing, employment, poverty and debt)
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	N/A
A connected city: world class infrastructure and connectivity to drive growth	N/A

Financial Consequences – Revenue

The cost of the post with market rate supplement will be at a maximum of £157,608 including employer on costs. This will be funded from existing Public Health budget.

Financial Consequences – Capital

None

Contact Officers:

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Position: Director of Human Resources, Organisational Development & Transformation

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Name: Caroline Powell

Position: Strategic Head of Health and Social Care Workforce

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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.

Personnel Committee Report of 11 September 2019 - Conditions of Employment and Grading of the Director of Population Health & Wellbeing

1.0 Introduction

- 1.1 The current Director of Population Health and Wellbeing, David Regan, has advised that he intends to retire in March 2024. The Director of Population Health and Wellbeing carries out the statutory functions of the Director of Public Health under Section 73A(1) of the National Health Service Act 2006.
- 1.2 This report sets out the process for recruitment to this Statutory Chief Officer post, and proposes the establishment of a Personnel Sub-Committee to act as the appointment panel. A requirement of this process is for the Council, to act jointly with the Secretary of State in order to appoint a Director of Public Health.
- 1.3 The report would also like to recognise David Regan's contribution to the city of Manchester across the past 23 years, with the last 14 years holding the statutory responsibility of the Director of Public Health within the City Council. It is with David's strong and inspiring leadership that enabled Manchester to navigate through some difficult times, including the COVID-19 pandemic, and to embark on new programmes to reduce inequalities and improve the lives of Manchester residents.

2.0 Remuneration

- 2.1 The current substantive grading level of the Director of Population Health and Wellbeing post is SS4 (£105,566 to £116,346). As a result of the imminent departure of the postholder, benchmarking has been undertaken against core cities and regional comparators, to ensure we are positioning the role appropriately for a successful recruitment episode.
- 2.2 On the basis of the benchmarking, it is proposed to retain the salary of the post in line with its current substantive grading level of SS4, with an optional static market rate supplement of up to £5000 (from the information gathered it is likely that to attract a strong candidate we may need an offer of circa £120K). This would be applied at the discretion of the Director of Human Resources, Organisational Development and Transformation (in discussion with the CEX) based on the calibre of the candidate selected by the panel.
- 2.3 As the total remuneration for this role is above £100K this discretion will need to be endorsed by full Council.

3.0 Recruitment and Appointment Process

- 3.1 There is a standard national appointment process which must be followed for all appointments to roles with the statutory functions of the Director of Public Health. This will operate alongside the stipulations within the MCC Constitution in relation to the appointment of Statutory Chief Officer posts.
- 3.2 This recruitment process will be supported by an Executive Search Company, on which a recommendation has been made and authorised by the Chief Executive.

3.3 Advisory Appointment Committee

3.3.1 In compliance with the National Health Service (Appointment of Consultants) Regulations 1996 on recruiting to roles with the statutory responsibility of the Director of Public Health, an Advisory Appointment Committee must be set up as the final panel to make recommendations on the appointment to the Leader of the Local Authority. All members of the Advisory Appointment Committee must participate in all elements of the recruitment process, including shortlisting.

3.3.2 The core make up of the Advisory Appointment Committee is set out in legislation and must be chaired by a locally elected member of the Local Authority (usually the Leader) and must also include:

- the Chief Executive
- a Faculty of Public Health Assessor
- Regional Director, Office of Health Improvement and Disparities
- a professional member of the relevant university

3.4 Personnel Sub-Committee

3.4.1 In addition to the above, the Constitution states that Personnel Committee will establish a committee or sub-committee to act as the appointment panel for the appointment to any Statutory Chief Officer.

3.4.2 To comply with the stipulations set out in the Constitution, it is proposed that the Personnel Sub-Committee forms part of the required Advisory Appointment Committee.

3.5 Job Description and Person Specification and Determining Panel Membership

3.5.1 The appointed Personnel Sub-Committee are required to review the job description, person specification and advert in line with the Constitution (noting that key aspects of these documents are nationally set, and that the documents must also be agreed by the Faculty of Public Health). The Sub-Committee will also confirm the membership of the final panel (the Advisory Appointment Committee) ensuring compliance with the legislation referenced above (and in conjunction with the Faculty of Public Health).

3.6 Advertisement and Shortlisting

3.6.2 The agreed advert will be published via normal recruitment channels, as well as The Municipal Journal and the Guardian. The Executive Search Company will support with ensuring the reach of the advert in order to attract the highest calibre of candidates.

3.6.3 All members of the Advisory Appointment Committee will agree a shortlist of candidates from applications submitted.

3.7 Interviews and Appointments

- 3.7.1 Whilst it is mandatory for the Advisory Appointment Committee to be the final panel, it is proposed that there is an additional panel with stakeholders as part of the process.
- 3.7.2 There will be no deselection process between stakeholder panel and final panel (this is a Faculty requirement).
- 3.7.3 If an appointment is made, the process set out in the MCC Constitution will be followed. This will be done in conjunction with the Faculty of Public Health Assessor who will notify the Faculty of Public Health of the outcome of the panel.

4.0 Recommendations

- 4.1 The recommendations are outlined at the beginning of the report