

## **Manchester City Council Report for Resolution**

**Report to:** Personnel Committee – 13 February 2019

**Subject:** Senior Management Capacity

**Report of:** Chief Executive

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### **Purpose of Report**

For the Committee to approve a number of proposals related to the regrade and redesignation of posts across the Corporate Core and Neighbourhood Directorate. These proposals are based on an analysis of posts in line with the Council's Senior Job Evaluation Scheme and an assessment of service priorities and demands.

### **Recommendations:**

The Committee is requested to:

1. Regrade the posts of Corporate Assessments Manager and Corporate Revenues Manager in the Revenues and Benefits Service from Grade 12 to Grade SS1 (£59,664-£64,574).
  2. Redesignate and regrade of the post Deputy Director of Galleries in the Libraries, Galleries and Culture Service, to Operational Lead, Galleries at Grade SS1 (£59,664-£64,574).
  3. Approve the salary and redesignation of the post Head of Data and Information Governance within the Performance, Research and Intelligence Service, to Operational Lead (Intelligence and Data Science) at Grade SS1 (£59,664-£64,574)
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### **Wards Affected:**

All

### **Financial implications for the revenue and capital budgets**

The proposed regrading of 3 posts from grade 12 to SS1 will result in additional costs of £24k and these costs will be funded from within the existing service staffing budgets. This will be split Revenues and Benefits £16,112 and Libraries Galleries and Culture £8k.

The redesignation of the Head of Data and Intelligence post will be cost neutral in that the original approved spot salary for this post was £65k, which is the equivalent of the top of SS1.

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**Background documents (available for public inspection):**

## **1.0 Introduction**

- 1.1 This report sets out the rationale for a number of proposals across the Core and Neighbourhood Directorates. These proposals reflect an analysis of a number of posts in line with the Council's Senior Job Evaluation scheme and propose amendments to both salary and designations which take account of this assessment. This analysis has been undertaken in the context of service and organisational priorities and future demands.

## **2.0 Proposed changes to existing posts**

- 2.1 A number of existing Grade 12 posts have recently been re-evaluated to take into account changes to the posts including increased responsibilities. The evaluation of each of the posts below fall within the threshold of the Senior Job Evaluation scheme and therefore Committee is asked to approve regrading each of these posts to Grade SS1 (£59,664-£64,574):

### **2.2 Corporate Assessments Manager and Corporate Revenues Manager (Revenues and Benefits).**

- 2.2.1 The breadth and responsibility within Revenues and Benefits, Customer and the Shared Service Centre have changed significantly over several years. This along with the impact of welfare reforms and other changes led to the redesignation of the senior post to Director of Customer Services and Transactions at SS4 with the next tier of management (Appendices 1 and 2) comprised of the Head of Customer Services (SS2), Head of the SSC (G12), Corporate Assessments Manager (G12) and Corporate Revenues Manager (G12). The two latter posts are now operating as Service Leads in their own right with a much greater level of autonomy and increased areas of individual responsibility including:

#### **2.2.2 Corporate Revenues Manager**

- Responsible for the collection of the majority of money owed to the Council, with services moving into the portfolio as part of other service redesigns
- Responding to the major changes in terms of business rates, including setting up new local discretionary policies and management of associated budgets.
- Developing new systems and processes to collect data on collection of appeals
- Delivering year on year improvements in collection across key areas of Council Tax and Business Rates.
- Leading on areas with central government and lobbying to improve policy and recovery areas including the sharing of HMRC data.
- Transfer of the responsibility for Adult social care and community alarms policy, collection and recovery
- Responsibility for Miscellaneous income and recovery

#### **2.2.3 Corporate Assessments Manager**

- Responsible for the administration of the majority of financial assessments carried out by the Council, with services moving into the portfolio as part of other service redesigns.
- Development and ongoing provision of the Welfare Provision Scheme, including food and fuel poverty and managing the associated budgets.
- Development of a local Council Tax Support Scheme, policy, budget and administration.
- Responsibility for new and increased discretionary budgets and associated policies.
- Leading on areas in terms of the Council's response to the welfare reform and homelessness agenda including the benefit cap and under occupation in the social sector, this has included developing new data sharing agreements with partners. It has also included supporting on new housing models and the financial and subsidy implications and new models to support residents.
- Transfer of responsibility for Adult Social care financial policy and assessments.

## 2.3 Neighbourhood

### **Operational Lead Galleries, Libraries, Galleries and Culture:**

- 2.3.1 The strategic relationship and operation of Manchester City Galleries has been developed over the past few years as part of The Neighbourhoods Service which has enabled better connections to local neighbourhoods across the city and a focus on ensuring that Manchester residents recognise the gallery as a place for them. Following the appointment of a new joint Director, (a university employee, seconded on a half-time basis to Galleries) the post of Deputy Director has been reviewed and a new post of Senior Operational Lead (Galleries) reporting to the Strategic Lead - Libraries, Galleries and Culture has been established which it is proposed will better meet the needs of the organisation and to ensure the execution and delivery of the business plan and other corporate priorities including those of the Manchester Museums Partnership.
- 2.3.2 This Operational Lead is the most senior Council post within City Galleries, and is responsible for the operation and strategic development of all gallery sites, the management and development of gallery staff, and the safeguarding, use and development of the City's assets (primarily the world-class art collection) for the benefit of the people of Manchester.
- 2.3.3 The postholder is responsible for developing and managing Manchester's Galleries resources to deliver and enhance the creative vision of the joint Director, whilst ensuring that the strategic objectives of the Council are met.
- 2.3.4 The postholder is also leading on the strategic vision for the Galleries estate, Manchester Together archive - the archive of the spontaneous public response to the Arena attack in St Ann's Square, Town Hall collections and a wide range of external funding strategies.

## **2.4 Operational Lead (Intelligence and Data Science), Performance, Research and Intelligence**

- 2.4.1 The post Head of Data and Information Governance post was established prior to the implementation of the Senior Job Evaluation scheme. A decision was made not to evaluate the post until the Head of Performance, Research and Intelligence had reviewed capacity across the service which is now complete.
- 2.4.2 The requirements of the post have since been updated and have been subject to full job evaluation under the senior job evaluation scheme. This post is a senior technical lead for the organisation in the realm of research and intelligence. The overall purpose of the post is to provide strategic and technical advice to the organisation in the use of research and intelligence. Through promotion of the use of data science techniques the post will work to identify opportunities to improve Council services, deliver better outcomes for residents and help shape the future of the City working with partners in the public and private sectors. The post holder will provide advice to support the organisation to develop a coherent intelligence strategy and will be responsible for improving the quality of data held by the Council and the way it is used across the organisation.

Key responsibilities include:

- Managing a wide ranging research and analysis portfolio, ensuring that effective intelligence and high-quality data is available to support senior officers, elected members and key stakeholders in order for the Council to achieve its strategic objectives.
- Managing the development of the authority's data science programme to ensure the provision of cutting-edge insight across a range of thematic areas as they affect Manchester's ability to deliver the Council's and wider city's priorities.
- Leading on developing complex and politically sensitive pieces of analysis, interpretation and in-depth reporting.
- The post holder will act as a senior point of contact for directorate and service based teams and senior managers, ensuring effective connections between operational delivery and the effective use of research and intelligence and will further develop relationships with external partners across Greater Manchester and the wider public sector, business and academia.

## **3. Conclusion**

- 3.1 The proposals set out above seek to ensure the grading of posts within the Council's structure continues to be in line with the agreed approach to Job Evaluation and the organisation's Pay Policy Statement. As noted budget provision for the changes set out is being made available from within existing service budget.
- 3.2 Members are asked to agree the:

Regrade the posts of Corporate Assessments Manager and Corporate Revenues Manager in the Revenues and Benefits Service from Grade 12 to Grade SS1 (£59,664-£64,574).

Redesignate and regrade of the post Deputy Director of Galleries in the Libraries, Galleries and Culture Service, to Operational Lead, Galleries at Grade SS1 (£59,664-£64,574).

Approve the salary and redesignation of the post Head of Data and Information Governance within the Performance, Research and Intelligence Service, to Operational Lead (Intelligence and Data Science) at Grade SS1 (£59,664-£64,574)

#### **4. Comments from Director of HROD**

- 4.1 I have been consulted on, and support the proposals contained within this report.

#### **5. Comments from Trade Unions**

- 5.1 To follow.