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TRAFFORD COUNCIL

AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Wednesday, 11 February 2015

Time: 5.30 p.m.

Place: Committee Room 2 and 3,
Trafford Town Hall, Talbot Road, Stretford M32 0TH

AGENDA	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
1. MINUTES		
To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 15 December 2014.		
		1 - 2
3. REVISED CORPORATE MANAGEMENT TEAM (CMT) AND SENIOR MANAGEMENT ARRANGEMENTS		
To consider a report of the Chief Executive.		
		3 - 8
4. URGENT BUSINESS (IF ANY)		
Any other item or items which, by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.		

THERESA GRANT

Chief Executive

Membership of the Committee

Councillors B. Rigby (Chairman), Mrs. P. Dixon (Vice-Chairman), J. Bennett, N. Evans, C. Hynes, B. Shaw and A. Western.

Employment Committee - Wednesday, 11 February 2015

Further Information

For help, advice and information about this meeting please contact:

Ian Cockill, Democratic Services Officer

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This agenda was issued on **Tuesday, 3 February 2015** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

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EMPLOYMENT COMMITTEE

15 DECEMBER 2014

PRESENT

Councillor B. Rigby (in the Chair).

Councillors Mrs. P. Dixon (Vice-Chairman), J. Bennett, N. Evans, B. Shaw and A. Western.

In attendance

Acting Corporate Director Transformation and Resources (Ms. J. Hyde),

Acting Director of Human Resources (Ms. L. Hooley),

Head of Human Resources Business Partnering (Ms. D. Lucas),

Head of Legal (Community) (Mr. H. Khan),

Workforce and Core Strategy Team Leader (Ms. A. Beadsworth),

Democratic Services Officer (Mr. I. Cockill).

APOLOGIES

Apologies for absence were received from Councillors C. Hynes

6. MINUTES

That the Minutes of the meeting held on 15 September 2014 be approved as a correct record and signed by the Chairman.

7. NATIONAL JOINT COUNCIL (NJC) PAY AWARD 2014-16 (NON-CONSOLIDATED PAY ELEMENT)

The Acting Director of Human of Human Resources submitted a report providing information on the non-consolidated pay element with respect to staff above Spinal Column Point 49 (SCP49).

RESOLVED: That the non-consolidated pay element be applied to those staff on NJC terms and conditions who are above SCP49 at a one-off consolidated rate of £193.

8. TRADE UNION FACILITIES AGREEMENT REVIEW UPDATE

The Head of HR Business Partnering provided an oral update on the Trade Union Facilities Agreement advising that the Council had met with Unison's Regional Representative and mindful of other employee relations activity at this time, was benchmarking with other authorities regarding the number of full time convenors and other associated arrangements. Union representatives would be kept informed of any developments.

RESOLVED: That the update and timeframe for implementation of 30 April 2015, be noted.

**Employment Committee
15 December 2014**

9. PROPOSED CHANGES TO THE PAY AND GRADING STRUCTURE

The Acting Director of Human Resources submitted a report providing details of the proposed changes to the pay structure, to ensure compliance with equal pay legislation, with minimum disruption to current arrangements.

In consideration of the report, Councillor A. Western queried the potential exposure to equal pay challenges under the proposed changes and the number of staff above Senior Manager Grade SM3. Analysis of the bands where there was an overlap demonstrated a risk, information on which and the numbers above SM3 would be provided to Councillor Western.

RESOLVED:

- (1) That the proposed changes to the pay structure and the introduction of a new grade band that spans the current Band 12 and Senior Managers Grade SM4C, be agreed.
- (2) That the intention to streamline Director level grades in SM3.
- (3) That the implementation and pay protection arrangements for those employees affected by the proposed changes, as outlined in section 5 of the report, be approved.

10. QUARTERLY REPORT ON EXEMPTIONS TO THE SICKNESS POLICY

The Acting Director of Human Resources provided an oral report on exemptions to the Sickness Policy and further to Minute 4 of the previous meeting held on 15 September, advised that the application under consideration at that time had not been agreed. Subsequently, 3 further applications had been received, with 1 being granted and the other 2 under consideration.

A benchmarking exercise with Association of Greater Manchester Authorities and other Councils across the North West had revealed that none use criteria to determine applications. The Chairman re-affirmed that this was the position across the North West Employers region.

The Acting Director advised that as part of the process, a range of circumstances were considered, as was the position prior to 1st April 2014, and that discretion had always been a factor.

RESOLVED: That the Committee notes that exemptions to the sickness policy will continue to be accessed on their individual merits and that the Committee will receive regular reports on the number of requests and their outcome.

11. SEASONS GREETINGS

The Chairman conveyed best wishes to Members and officers for Christmas and the New Year.

The meeting commenced at 10.52 a.m. and finished at 11.06 a.m.

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 11th February 2015
Report for: Information and Endorsement
Report of: Chief Executive

Report Title

Revised Corporate Management Team (CMT) and senior manager arrangements

Summary

This report sets out proposals that will deliver minimum savings of £86.5k (excl. on-costs) and includes:

- The realignment of the post of Corporate Director – Resources to incorporate increased and robust responsibility directly for the Councils financial management arrangements. To align the Chief Finance Officer Section 151 statutory responsibilities, directly to the Corporate Director post or revised Head of Financial Management arrangements, to be determined.
- The disestablishment of the Director of Finance post.
- The strengthening of senior management arrangements including the review of the Head of Financial Management post, under the delegation of the Chief Executive. Establish an additional payment of £3k to be allocated as recognition for deputising for the Chief Executive.

Recommendation

That the Employment Committee notes the content of the report in the context of the revised Corporate and Senior Management arrangements and the arrangements for salaries as outlined in the Pay Policy and endorses the proposals set out in Section 3.

Contact person for access to background papers and further information:

Name: Lisa Hooley
Extension: x4670

Background Information

Relationship to Policy Framework/Corporate Priorities	None
Financial	The proposals will achieve savings of c£86.5k (excl. on-costs)
Legal Implications:	There are statutory duties to be incorporated into the Corporate Director or Head of Financial Management post as appropriate.
Equality/Diversity Implications	In line with relevant legislation and good practice
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	This proposal will ensure continuity of management during a time of immense change.
Risk Management Implications	None
Health and Safety Implications	None

1. Introduction

1.1 This report seeks to review further Corporate and Senior Management Team arrangements following the resignation of Wendy Marston, Corporate Director – Transformation & Resources (T&R).

2. Background

2.1 The ‘Reshaping Trafford’ programme is undertaking a fundamental review of the organisation through a number of key projects, in order to address the financial challenges the Council faces in the current and future financial years. This will inevitably deliver a future organisational structure that is slimmer and more commissioning focused.

2.2 The future organisational structure will be supported by a smaller strategic core, focussed on delivering the best outcomes for residents and businesses, working with both public and private sector partners. It is further anticipated that the recently proposed devolution arrangements will also influence the future shape of the core of the organisation as proposals are developed over the coming months.

2.3 The resignation of the Corporate Director (T & R) has provided an opportunity to review the make-up of Corporate and Senior management arrangements, against these emerging influences, and creating an opportunity to consider further savings in this area.

2.4 The Director of Finance and the Corporate Director (T&R) both currently form part of the Corporate Management Team and as such are remunerated to reflect this arrangement. I have recently undertaken a review of the Financial Management service to reflect the changing shape of the organisation but, at that time I did not make any changes to the Head of Financial Management or Director of Finance roles. It is now opportune to consider arrangements to strengthen further the financial robustness of the organisation and the accountability for Section 151 statutory responsibilities and my proposals include the deletion of the Director of Finance post.

2.5 These changes present the opportunity to generate some further savings within the Corporate Management Team whilst rationalising and streamlining strategic responsibilities. It would also be my intention to review further the Head of Financial Management role which will need to be broadened as part of these revised arrangements, which I will undertake separately.

3. Proposal

3.1 This review proposes the following changes:

3.2 The realignment of the post of Corporate Director – Transformation and Resources (T & R) to incorporate increased and robust responsibility directly for the Councils financial management arrangements and to redesignate to Corporate Director - Resources. To align the Chief Finance Officer Section 151 statutory responsibilities, directly to the Corporate Director post or revised Head of Financial Management arrangements, to be determined.

3.3 Following the appointment to the revised post of Corporate Director and the development of robust senior financial management arrangements, it is proposed to disestablish the role of Director of Finance.

3.4 The review of the Head of Financial Management post to be undertaken in conjunction with the current Director of Finance and the successful Corporate Director appointment.

3.5 In recognition of the additional direct responsibility and accountability for the Council's financial management arrangements and incorporating advice from our recruitment consultants in respect of attracting candidates with the right skills and attributes, it is proposed that remuneration arrangements for the Corporate Director - Resources should be increased to allow for the appointment of a suitable candidate to £110k. This aligns with the revised remuneration arrangements for the Corporate Director (EGEI) post. In addition, it recognises the unprecedented financial climate in which the Council is operating and the significant transformation challenges to achieve a new organisational model by 2017.

3.6 The review set out in 3.4 will be agreed under the Chief Executive's delegated authority and will include arrangements in relation to the realignment of the Head of Financial Management and allocation of Section 151 arrangements.

3.7 The direct support arrangements to the Chief Executive have been reviewed, in light of the challenges currently faced and the additional workloads anticipated as proposals relating to devolution progress. Both the Leader and Chief Executive will be very involved in the emerging proposals to ensure Trafford's position is well represented and as key leaders within AGMA.

3.8 It is therefore considered appropriate to appoint a formal deputy recognised by an additional payment of £3k to a member of CMT. As an additional payment rather than incorporated into a salary this arrangement will allow for flexibility. The initial award of this payment will be agreed between the Chief Executive and the Leader.

3.9 In addition following the resignation of the Corporate Director (CFW), the salary arrangements have been reviewed, along with our recruitment consultant and reduced the salary of that post from £122k to £115K.

3.10 These proposed changes will deliver savings of c£86.5k excluding on-costs, some of which will be used to strengthen and support other areas of the senior management team to support the overall strategic direction of the Council.

3.11 The Council's pay policy requires any new posts over £100k to be agreed by Full Council. Any such proposals need to be referred to Employment Committee for comments in the first instance.

4. Recommendation

- 4.1** That the Employment Committee notes the content of the report in the context of the revised CMT arrangements and the arrangements for salaries as outlined in the Pay Policy and endorses the proposals set out in Section 3.

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