

AGENDA FOR

HUMAN RESOURCES AND APPEALS PANEL

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To: All Members of Human Resources and Appeals Panel

Councillors : T Rafiq (Chair), R Caserta and T Holt

Dear Member/Colleague

Human Resources and Appeals Panel

You are invited to attend a meeting of the Human Resources and Appeals Panel which will be held as follows:-

Date:	Thursday, 25 February 2021
Place:	Microsoft Teams
Time:	1.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Human Resources Committee are asked to consider whether they have an interest in any of the matters on the Agenda, and, if so, to formally declare that interest.

3 ESTABLISHMENT OF NEW POST – CONSULTANT IN PUBLIC HEALTH *(Pages 5 - 22)*

Lesley Jones, Director of Public Health to present at the meeting. Report attached.

4 BURY EMPLOYMENT SUPPORT AND TRAINING (BURY EST) CHANGE TO ESTABLISHMENT *(Pages 23 - 26)*

Andy Crawford, Service Manager (Sheltered Housing & Carelink), to present at the meeting. Report attached.

5 PAY POLICY STATEMENT 2021-22 *(Pages 27 - 60)*

Caroline Schofield, Head of Corporate HR Services to present at the meeting. Report attached.

6 THE ESTABLISHMENT OF 1 NEW FIXED TERM POST TO TACKLE THE CLIMATE EMERGENCY *(Pages 61 - 74)*

David Giblin, Head of Service (Engineering) to present at the meeting. Report attached.

7 ESTABLISHMENT OF PERMANENT POST - SOCIAL DEVELOPMENT ASSISTANT *(Pages 75 - 88)*

Joanne Smith, Development Officer to present at the meeting. Report attached.

8 RELOCATION OF PEST CONTROL TO BRADLEY FOLD DEPOT *(Pages 89 - 94)*

Peter Stokes, Head of Street Scene to present at the meeting. Report attached.

9 ESTABLISHMENT AND EXTENSION - REVIEW TEAM *(Pages 95 - 118)*

Adrian Crook, Assistant Director – Adult Social Care, to present at the meeting. Report attached.

10 DEPUTY CHIEF FINANCIAL OFFICER *(Pages 119 - 132)*

Geoff Little, Bury Council Chief Executive/NHS Bury CCG Accountable Officer, to present at the meeting. Report attached.



Classification	Item No.
Open	

Meeting:	HR & Appeals Committee
Meeting date:	25/02/2021
Title of report:	Establishment of new post – Consultant in Public Health
Report by:	Cllr Andrea Simpson (Health & Wellbeing)
Decision Type:	Non-Key Decision
Ward(s) to which report relates	Borough wide

Executive Summary:

To establish a new Consultant in Public Health Post within the Public Health Department Structure within existing resources in order to fulfil statutory duties.

Recommendation(s)

That: The Panel approve establishment of the post and allow permanent recruitment to commence as per HR guidance as soon as possible.

Key considerations

Background

The Council has a statutory function through the Director of Public Health to improve health and wellbeing and protect the health of the local population.

During the corporate restructure, Environmental Health was moved from under the Director of Public Health to the Exec Director of Operations to integrate with Trading Standards and Licencing. This has left a gap in the leadership of the Health

Protection function within the Public Health Department. This gap in the structure has been highlighted by the Covid-19 pandemic and the Public health response. We have been fortunate to have had these responsibilities covered by a high calibre final year Trainee with Health protection experience, if this had not been the case we would have either needed to recruit sooner or bring in someone via an agency.

During this time, a reorganisation of Public Health England has been announced which will see the formation of a new National Institute of Health Protection being formed from April 1st, 2021. As part of this restructure and based on learning from the Covid-19 response, there are strong signals that more duties and greater local accountability for health protection will be devolved to Directors of Public health in the future.

In addition, Covid-19 has shone a light on and exacerbated health inequalities. The Health & Wellbeing Board has made a renewed commitment to focus on driving population health approaches and there is significantly greater emphasis being placed on addressing inequalities within the health & care system which requires support and guidance from a qualified public health consultant specialising in health care public health.

The corporate restructure also brought a number of posts back into the Public Health team and there is now a need to consolidate and develop the PH team within the OCO after period of disinvestment and establish a robust professionally led management structure.

The proposal

The proposal is to establish a Consultant in Public Health Post at Chief Officers Band B, with market supplement equivalent to NHS Consultant / NHS Agenda for Change 8d. The case for establishing the post is supported by the Executive Director for Strategic Commissioning.

There are four key domains to Public Health: Health Improvement, Wider Determinants of Health, HealthCare Public Health and Health Protection.

An existing Consultant in Public Health post leads on Health Improvement and Wider Determinants of Health, the new post will be an equivalent post to lead on Health Care Public Health and Health Protection and manage the associated staff teams. (structure attached)

These posts are professional posts which can only be undertaken by registered professionals who meet the requirements of the Faculty of Public Health Recruitment.

The post will be funded from within existing resources utilising funding from a long-standing vacancy (Public Health Programme Manager NHS 8b) and funding brought back into the Public Health Budget from the previous Communities and Wellbeing Strategy and Policy Team during the OCO re-structure (equivalent to Grade 10 post).

Engagement with Public Health team members has taken place and all staff support and welcome the proposal.

Newly qualified Public Health Consultants are eligible to begin applying for posts from February and it is recommended to move rapidly to recruitment to ensure access to a strong field of candidates.

Other alternative options considered

1. Not to recruit - This would not resolve the capacity challenges within the Public Health team and risks lack of assurance around statutory responsibilities for health protection
2. Recruit to lower grade management post. This is a role which requires a professionally qualified member of staff, the necessary duties cannot be fulfilled by a lower grade post.

Community impact/links with Community Strategy

This post will directly and proactively support delivery of the Healthy People element of the Bury 2030 strategy.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<p>The post would have a positive impact on equality and diversity as key part of the role is around identifying and understanding health inequalities experienced by different populations within Bury and working with partners to put measures in place to address them.</p> <p>The post will be recruited to in accordance with Council HR policies and Procedures.</p>	

**Please note: Approval of a cabinet report is paused when the ‘Equality/Diversity implications’ section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
<p>The Covid-19 pandemic response is currently substantially supported by Final Year Public Health Trainee Consultant whose placement with us ends in August 2021. There is a risk he will leave sooner as he is eligible to apply for full-time qualified roles from February 2021. This would leave the Council very vulnerable in it’s Covid response.</p> <p>The Public Health Team is small and very stretched with no spare capacity to cover gaps in provision.</p> <p>Greater responsibilities for Health protection are likely to be devolved to the Director of Public Health</p> <p>The role of the health and care system in contributing to population health and tackling inequalities is becoming</p>	<p>.</p>

<p>increasingly recognised and prominent. There are risks that without sufficient advice, guidance and support from public health, opportunities will be missed and not fully realised.</p> <p>Heath protection and provision of public health advice to the NHS are two statutory duties which could not be adequately fulfilled without this post.</p>	
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Consultation:

HR and Union advice is that the establishment of this post does not require formal staff consultation as it is a professional post which no member of staff within the organisation is eligible to apply for, it does not have consequential impact on any other member of staff and that it addresses a gap in the structure created by the corporate restructure which requires leadership by an appropriately qualified professional.

Engagement with Public Health team members has taken place and all staff support and welcome the proposal.

Legal Implications:

The reasons for recruitment to this post are set out in the report and are in line with the Council's response to the pandemic and its statutory duties. Recruitment must be in line with the Council's HR policies particularly on recruitment and selection and regard must be had to the Council's public sector equality duty.

Financial Implications:

The cost can be met from the existing budget.

**Report Author and Contact Details:
Lesley Jones, Director of Public Health**

l.jones@bury.gov.uk

Background papers:

Job description and Person Specification



Consultant in
Public Health (Health)

Organisational chart



Structure feb
21.odp

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning



**BURY COUNCIL
JOB DESCRIPTION**

Post Title: Consultant in Public Health (Healthcare Public Health & Health Protection)	
Department: One Commissioning Organisation	Establishment/Post Number:
Division/Section: Public Health	Post Grade: JNC for Chief Officers of Local Authorities, (Local Scale) Band B, with market supplement equivalent to NHS Consultant / NHS Agenda for Change 8d
Location: Bury Town Hall/3 Knowsley Place	Post Hours: 37
Special Conditions of Service:	
<p>Job summary</p> <p>The Consultant in Public Health (Healthcare Public Health & Health Protection) has a pivotal role in working across a wide range of statutory and non-statutory agencies, community groups and organisations to create a shared vision for the health of the local population and to continue the development of strong and effective partnerships to improve and protect health, life expectancy and reduce health inequalities across Bury.</p> <p>In particular the post-holder will:</p> <p>Provide a strong public health leadership and expert advice to shape and develop place based integrated service delivery arrangements that put people and communities at the heart of health & care to realise improved population health outcomes, reduced inequalities and support demand and cost reduction through a focus on prevention and early intervention.</p> <p>Ensure assurance around all aspects of Health Protection on behalf of the Director of Public Health including Screening Programmes, Immunisation and Vaccination Programmes, Infection Prevention and Outbreak Management.</p> <p>The Consultant in Public Health (Healthcare Public Health & Health Protection) will provide strategic and operational support to the Director of Public Health in the discharge of their public health and corporate duties. This includes deputising on all aspects of public health and corporate work as required.</p>	

<p>Accountable to: Director of Public Health</p>
<p>Immediately Responsible to: Director of Public Health</p>
<p>Immediately Responsible for:</p> <ul style="list-style-type: none"> - Public Health Programme Lead (Healthcare Public Health & Sexual Health) - NHS Health Check Project Lead - Senior Infection Prevention Control Nurse - Infection Prevention Control Nurse
<p>Relationships:</p> <p>Internal: Senior managers and officers across Council & OCO Cabinet CCG Governing Body Clinical Directors Deputy Cabinet Member for Public Health Health Scrutiny Panel Health & wellbeing Board Strategic Commissioning Board</p> <p>External: Public Health England/ New PH bodies Greater Manchester Public Health Network Local NHS bodies including all those within the Local Care Organisation Housing Associations Local Businesses Third Sector agencies Faith Sector Police & Probation Services Greater Manchester Fire and Rescue Service Job Centre and Department of Work and Pensions Schools, Colleges & Universities</p>
<p>Control of Resources</p> <ul style="list-style-type: none"> • Support the Director of Public Health in the overall management of human and financial resources within Public Health. • A delegated budget holder for specific teams and projects including Infection Prevention Control, Sexual Health Commissioning and NHS Health Checks.
<p>Duties/Responsibilities</p> <p>General</p> <p>Surveillance, assessment of population health (analysing, interpreting information, knowledge and statistics).</p> <ul style="list-style-type: none"> • On behalf of the Health & Wellbeing Board to provide strategic public health leadership for the development of Bury's Joint Strategic Needs Assessment and ensure its co-production with a wide range of stakeholders including local people in the community. • Lead on the assessment of population health needs, health inequalities, health impact assessment and identification of areas for action within the local population in support of the strategic and operational decision making within Bury's Health &

Care System

- Provide public health leadership and advice for the development and use of 'Population Health Management' approaches and tools within the Bury health and care system.
- Support and inform an evidence-based approach within ethical frameworks for designing and developing high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations.

Promoting and protecting the population's health and well-being

- Lead on provision of assurance on behalf of the Director of Public Health for Health Protection including Screening Programmes, Immunisation and Vaccination Programmes, Infection Prevention and Outbreak Management.
- Provide operational leadership for the Public Health response to cases, clusters and outbreaks of infectious disease and the public health elements of civil contingency responses when necessary. This includes activation of local plans, liaison with Public Health England and other stakeholders.
- Participate in appropriate public health and organisational on-call arrangements as required.

Developing quality and risk management within an evaluative culture

- Working alongside other senior managers within the One Commissioning Organisation and partner agencies to support quality improvement programmes within health and care with particular emphasis on:
 - Evaluation of effectiveness of health and social care provision in terms of population health outcomes and value for money.
 - The development and monitoring of health and social care outcome measures.
 - Integration of evidence of effectiveness, evaluation and outcome measures into service redesign.
 - Continually strive to ensure that prevention and addressing health inequalities remains a priority focus for health and care services

Collaborative working for health

- Assist the Director of Public Health and provide system leadership to ensure achievement of public health and other related outcomes in the context of diminished public sector resources. In particular driving a relentless focus on prevention and early intervention in health & care as a means of improving health, reducing

inequalities and creating a financially sustainable health & care system.

- Work collaboratively with external agencies across the public, private and voluntary and community sectors to influence their policy decisions and enhance their contribution to the health agenda.
- Work collaboratively within the Greater Manchester Public Health Network to maximise opportunities to influence regional and national policy and the achievement of public health outcomes.

Policy and Strategy Development and Implementation

- Lead the development and implementation of public health strategy based on identification of areas of potential health improvement, the diversity of local needs, and reduction of health inequalities, evidence and good practice, local circumstances with the involvement of stakeholders.
- Working with senior managers within the Council and partners, ensure that the implementation of the Health & Wellbeing Strategy addresses the needs of those with affected by social exclusion and members of equality target groups.
- Provide expert public health advice and leadership to inform and shape the development of new integrated delivery arrangements as a cornerstone of place based reform and transformation at scale to achieve improved health outcomes, reduced inequalities and support demand reduction.

Research and Development

- Identify the research evidence across the range of public health issues which make up the post holders portfolio including undertaking literature searches and reviews and critically appraising research papers.
- Undertake formal research, evaluation and monitoring of practice, projects and programmes to contribute to the public health evidence base.
- Develop, utilise and interpret information and intelligence to underpin public health actions across disciplines and organisations. Lead collation and interpretation of relevant data, ensuring appropriate public health input into performance management.
- Lead on commissioning/conducting public health research in support of the public health agenda.
- Disseminate evidence and good practice by presenting findings and lessons at conferences and networking events and by publishing findings locally and nationally.

Professional Obligations

- Participate in Bury Council's staff employee review scheme and review staff for whom responsible.
- Keep abreast of the latest evidence in the specific public health areas for which the post holder is responsible.
- Pursue a programme of CPD/CME, in accordance with Faculty of Public Health

requirements, or other recognized body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Voluntary Register for Public Health Specialists or other specialist register as appropriate.

- Be responsible for the teaching/delivery of education and training on a range of public health subjects as required.
- Design and deliver part of the training programme as a major part of the job i.e. training specialist registrars in public health, public health practitioners and Apprentices.
- Practice in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice.

Health and Safety responsibilities

- Carry out work in a manner that does not place the health and safety of the post holder or others at unnecessary and/or inappropriate levels of risk.
- Fully co-operate with the Department's and the Council's managers in all matters relating to occupational health and safety.
- In relation to the postholder's area of responsibility ensure that the Department's and the Council's health and safety arrangements are complied with.
- Ensure that appropriate management or organisational representatives are informed of; any apparent cases of serious or imminent danger, situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements.

The job description will be subject to review in consultation with the job holder in the light of the needs of the employing organisation and the development of the specialty of public health. Where an employee is asked to undertake duties other than those specified directly in his/her Job Description, such duties shall be discussed with the employee concerned who may have his/her Trade Union representative present if so desired.

Job Description prepared by: Lesley Jones	Sign: 	Date: 14.01.21
Agreed correct by Post Holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:



One Commissioning Organisation

Person Specification

JOB TITLE : Public Health Consultant

SHORT LISTING CRITERIA	<i>Essential</i>	<i>Desirable</i>
Education/Qualifications		
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists	X	
If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice	X	
Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers	X	
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Personal qualities		
Transformational and visionary leader	x	
Commitment to adding Public Health values to corporate agendas	x	
Strong commitment to public health principles	X	
Able to prioritise work, and work well against a background of change and uncertainty	X	
Adaptable to situations, able to handle people of all capabilities and attitudes	X	
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active, and innovative	X	
High standards of professional probity	X	

They will be able to cope with multiple and changing demands, and to meet tight deadlines.	X	
A high level of intellectual rigour, negotiation and motivation skills and flexibility are required to deal with complex community health and protection issues, to advise and make recommendations regarding services and patient and customer care.	X	
A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority.)	X	
Experience		
Previous experience of public health practice at a senior level and a proven track record of strategic leadership		x
Proven track record of staff and corporate management and development	X	
Practical experience in facilitating change responding to unplanned and unforeseen circumstances	X	
Budget and resource management experience	X	
Training and mentoring experience		X
Experience of achieving results through effective negotiation		X
Evidence of scientific publications, presentation of papers at conferences, seminars etc		X
Experience of dealing effectively with the media	x	
Experience of effective design, development, interpretation and implementation of policies	x	
Skills		
Strategic thinker with proven leadership skills	X	
Excellent oral and written communication skills (including dealing with the media)	X	
Effective interpersonal, motivational and influencing skills	X	
Ability to respond appropriately in unplanned and unforeseen circumstances	X	
Good presentational skills (oral and written)	X	
Sensible negotiator with practical expectation of what can be achieved	X	
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	X	
Computer literate	X	
Ability to design, develop, interpret and implement policies	X	
Ability to concentrate for long periods (e.g. analyses, media presentations)	X	
Resource management skills	X	
Knowledge		
High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	X	
Understanding of and commitment to addressing relationships and cultures of organisations that impact on health	X	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based	X	

clinical and/or public health practice		
Understanding of social and political environment	X	
Understanding of interfaces between health and social care	X	
Working Knowledge of Microsoft Office applications	x	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

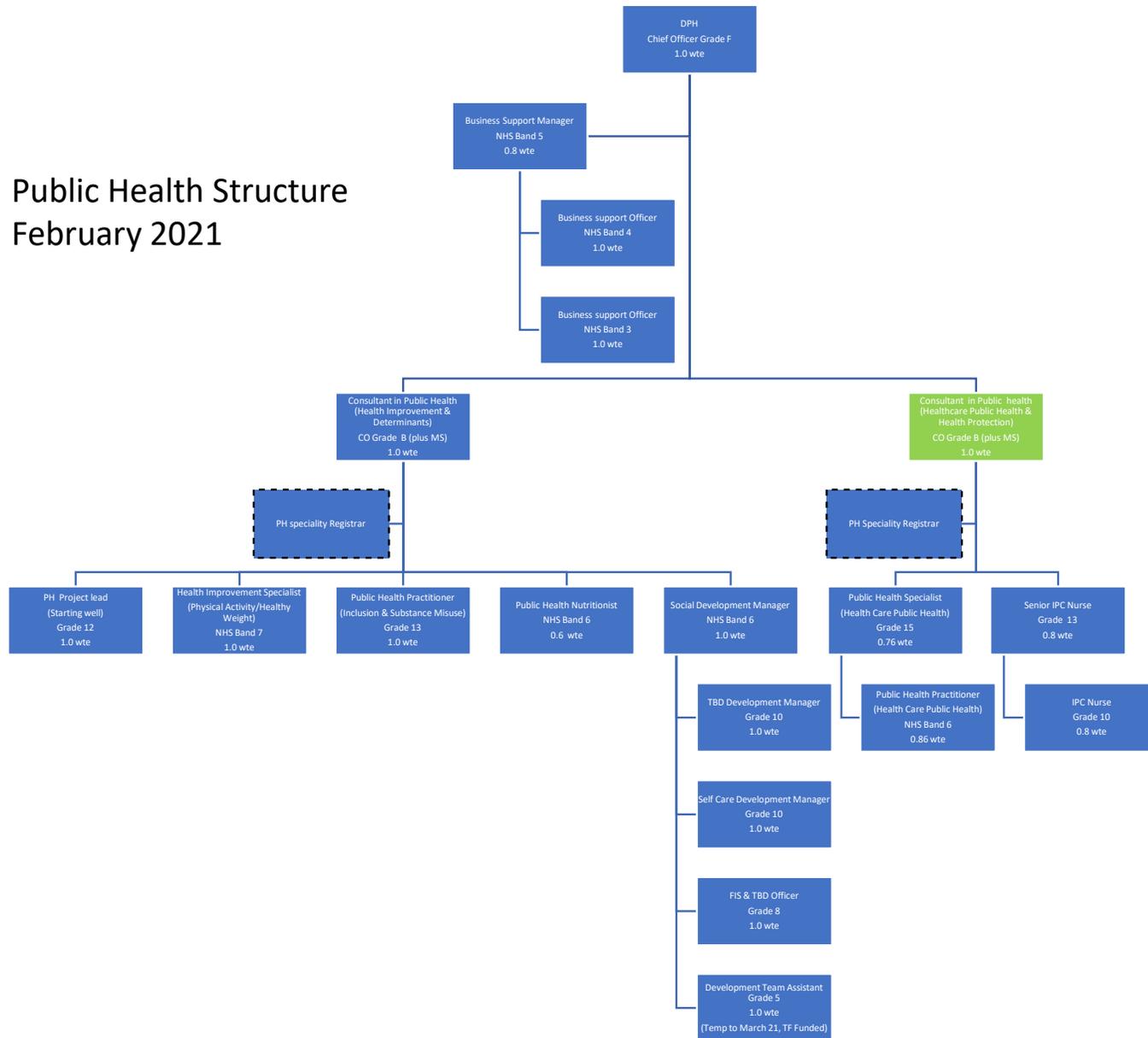
The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Interview Assessment Centre	Commitment to adding Public Health values to corporate agendas and strong commitment to public health
Interview Assessment Centre	Ability to prioritise work, and work well against a background of change and uncertainty
Interview Assessment Centre	Adaptable to situations and able to handle people of all capabilities and attitudes
Interview Assessment Centre	Commitment to team-working, and respect and consideration for the skills of others
Interview Assessment Centre	Self-motivated, pro-active, and innovative
Interview Assessment Centre	High standards of professional probity
Interview Assessment Centre	Ability to cope with multiple and changing demands, and to meet tight deadlines.
Interview Assessment Centre	A high level of intellectual rigour, negotiation and motivation skills and flexibility are required to deal with complex community health and protection issues, to advise and make recommendations regarding services and patient and customer care.
Interview Assessment Centre	A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority.)
Interview Assessment Centre	Strategic thinker with proven leadership skills

Interview Assessment Centre	Excellent oral and written communication skills (including dealing with the media and effective presentation skills)
Interview Assessment Centre	Effective interpersonal, motivational and influencing skills
Interview Assessment Centre	Ability to respond appropriately in unplanned and unforeseen circumstances
Interview Assessment Centre	Sensible negotiator with practical expectation of what can be achieved
Interview Assessment Centre	Substantially numerate, with highly developed analytical skills using qualitative and quantitative data
Interview Assessment Centre	Ability to concentrate for long periods (e.g. analyses, media presentations)

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Public Health Structure February 2021



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Classification	Item No.
Open	

Meeting:	Human Resources and Appeals Committee
Meeting date:	25 February 2021
Title of report:	Bury Employment Support and Training (Bury EST) Change to establishment
Report by:	Helen Whittle
Decision Type:	Council
Ward(s) to which report relates	N/A

Executive Summary: Bury EST have a vacant part time (18.5 hrs) Placement Officer post and a vacant part time (24 hrs) Senior Support Worker post. The proposal is to disestablish the Senior Support Worker position and use released funds to increase the hours of the Placement Officer position to full time hours (37 hrs).

Recommendation(s)

That: The Senior Support Worker position is disestablished and the funds used to increase the hours of the Placement Officer position to full time hours.

Key considerations

Background

The rationale behind this proposal is:-

The Senior Support Worker post (Grade 7, 24 hrs) has been vacant for 10 months.

We have not recruited to this post during the last 10 months because there has been no requirement for this extra post.

We have two existing full time Senior Support Workers who currently fulfil the demands of the service, and therefore the service has adequate capacity within these roles.

Bury EST support young people and adults to secure employment and currently we have customers who are not allocated to a member of staff to support them on this journey. This role is fulfilled by Placement Officers (Grade 8) and we therefore require extra resources in this area to ensure that customer's needs are being met, and achieving job outcomes.

The proposal

Posts being deleted

Part time (24 hrs) Senior Support Worker

Post being increased

To increase from a 0.5 (18.5 hrs) Placement Officer to a Full time (37 hrs) Placement Officer

Recruitment proposal

Recruitment will follow the Recruitment and Selection procedures

Finance

Cost of current establishment

The role of Senior Support Worker is a Grade 7, and the role of Placement Officer a Grade 8.

Vacant posts £33,885 (based on the top of scale and including provision for NI and Pension). This is broken down into £15,790 Placement Officer and £18,095 Senior Support Worker.

Cost of new establishment

To recruit into a full time Placement Officer role (again based on the top of the scale and including provision for NI and Pension)

£31,581 therefore meaning a saving of **£2,304**

Other alternative options considered

Leave things as they are – Due to customers not currently being allocated and the need to secure job outcomes for our customers, this is not a viable option.

Disestablish the SSW role and keep the saving - Customers are not allocated and therefore needs are not being met. The demands of the service means that extra resources are required. This would also not be a viable option.

Community impact/links with Community Strategy - Raised aspirations for local residents, increased job outcomes for young people and adults with disabilities in the local area. Increasing diversity within local employers.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
By increasing the resources to secure job outcomes for disabled young people and adults, this proposal will help to improve equality and diversity within local employers. By increasing the number of adults and young people securing employment, it will assist in raising awareness of disability, and help with developing the personal skills and qualities of work colleagues who act as support 'mentors' in the workplace.	

**Please note: Approval of a cabinet report is paused when the 'Equality/Diversity implications' section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
There is a demand once again for another Senior Support Worker	This position has not been required for 10 months and there is no proposed changes to the team which would suggest extra resources would be required in this area.

Consultation:

This proposal has been discussed with the Trade Union and has been agreed in principal. We have also had soft consultation with the team. It will not have any impact on any staff member, it will only lead to savings for the Council and enhance the efficiency of Bury EST.

Legal Implications:

The proposals must be carried out in accordance with the Council’s HR policies and in accordance with its equalities duties.

Financial Implications:

No financial implications.

Report Author and Contact Details:

Helen Whittle, H.Whittle@bury.gov.uk

Background papers:

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning



Classification	Item No.
Open	

Meeting:	CORPORATE CORE MANAGEMENT TEAM JOINT EXECUTIVE TEAM HR PORTFOLIO CORPORATE JCC HUMAN RESOURCES AND APPEALS PANEL COUNCIL
Meeting date:	28th January 2021 1st February 2021 1st February 2021 11th February 2021 25th February 2021 17th March 2021
Title of report:	PAY POLICY STATEMENT
Report by:	Councillor Rafiq – Human Resources
Decision Type:	Council
Ward(s) to which report relates	

Executive Summary:

Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for each financial year since 2012/13.

The purpose of the Pay Policy Statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff; and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

Recommendation(s)

That:

The Localism Act requires that pay policy statements and any amendments to them are considered by a meeting of full Council.

The attached Pay Policy Statement [2021-2022], at Appendix A, has been drafted to ensure compliance with the Act and it is put before the Council for approval.

Key considerations

1. Background

- 1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for 2012/13 and for each financial year after that.
- 1.2 Guidance issued by the Department for Communities and Local Government states that the purpose of the Pay Policy Statement is to address the Government's issues with "top end pay" and some of the recommendations set out in the "Hutton review of Fair Pay in the Public Sector Report".
- 1.3 The Act requires Councils to prepare Pay Policy Statements which detail their policy on a range of issues relating to the pay of its employees; in particular, its senior staff ("Chief Officers") and its lowest paid employees.
- 1.4 The provisions do not apply to local authority school employees and neither do they change any existing responsibilities or duties under relevant Employment Legislation. However, all employees are included within the pay ratio calculations.
- 1.5 The Pay Policy Statement must be prepared for each financial year starting with 2012-2013. The Statement must be approved by full Council and then be published, at least, on the Council's web-site. This is to ensure transparency, so that local tax payers can take an informed view of whether local decisions and all aspects of remuneration are fair.
- 1.6 The Council's existing Pay Policy Statement (2020-21) was approved at the meeting of Council held on 18TH March 2020.

1.7 The matters that must be included in the statutory pay policy statement are:

- The local authority's policy on the level and elements of remuneration for each chief officer;
- The local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
- The local authority's policy on the relationship between the remuneration of its chief officers and other officers;
- The local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

1.8 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

1.9 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying;

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. 'Chief Officers', as defined by the relevant legislation;
- the Committee(s) responsible for ensuring the provisions set out in the Pay Policy Statement are applied consistently throughout the Council and recommending any amendments to the full Council.

1.10 The reduction (improvement) from 7.55% last year to 3.73% this year in the Council's mean gender pay gap figure 20/21 shows significant improvement and data will be analysed in detail. This could be as a result of:

- A raise in the overall average earnings for females due to the bottom loading of the local government pay award wef 010420.
- A general trend of an increase in females towards the higher pay per hour brackets resulting in more females occupying higher hourly rated jobs.

- 1.11 The median (mid-point) pay multiple result has worsened slightly this year and an analysis of the data will be carried out. This could be due to a decrease in the number of women in the middle two quartiles of the pay spine and the increase in men.
- 1.12 Generally females in the middle of the pay spine have earned more overall which is resulting in an equalization of the pay gap where the majority of employees are.

2. The proposal

- 2.1 The updated Pay Policy Statement: 2021-2022, which is attached, has been drafted to ensure compliance with the Localism Act and it is put before the Council for approval.

Community impact/links with Community Strategy

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

<p>Equality Analysis</p>	<div style="text-align: center;">  EA Pay Policy Statement 2021.docx </div> <p><i>Please see attached</i></p>
<p>This is a report of fact – we carry out equality monitoring across all equality characteristics and produce an annual gender pay gap report.</p>	

**Please note: Approval of a cabinet report is paused when the ‘Equality/Diversity implications’ section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation

Consultation:

Legal Implications:

To be completed by the Council’s Monitoring Officer

Section 38 of the Localism Act 2011 sets out that the Council must prepare and approve a pay policy statement for each financial year before 31 March each year. This must then be published as soon as is reasonably practicable following approval.

Financial Implications:

To be completed by the Council’s Section 151 Officer

This report outlines the Council’s Pay Policy as required by the Localism Act.

The report is a statement of fact.
All pay costs are provided for and fully funded within the Council's approved budget.

Report Author and Contact Details:

CAROLINE SCHOFIELD - STRATEGIC LEAD – HUMAN RESOURCES

c.j.schofield@bury.gov.uk

Background papers:



Pay Policy
Statement 2021-2022.

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning

EQUALITY ANALYSIS

This Equality Analysis considers the effect of Bury Council/ Bury CCG activity on different groups protected from discrimination under the Equality Act 2010. This is to consider if there are any unintended consequences for some groups from key changes made by a public body and their contractor partners organisations and to consider if the activity will be fully effective for all protected groups. It involves using equality information and the results of engagement with protected groups and others, to manage risk and to understand the actual or potential effect of activity, including any adverse impacts on those affected by the change under consideration.

For support with completing this Equality Analysis please contact corporate.core@bury.gov.uk / 0161 253 6592

SECTION 1 – RESPONSIBILITY AND ACCOUNTABILITY	
<i>Refer to Equality Analysis guidance page 4</i>	
1.1 Name of policy/ project/ decision	Pay Policy Statement 2021
1.2 Lead for policy/ project/ decision	Caroline Schofield, Strategic HR Lead
1.3 Committee/Board signing off policy/ project/ decision	<ul style="list-style-type: none"> • CCMT • JET • HR Portfolio • JCC • HRA • Council
1.4 Author of Equality Analysis	<i>Name:</i> Caroline Schofield <i>Role:</i> Strategic HR Lead <i>Contact details:</i> 01612535157 c.j.schofield@bury.gov.uk
1.5 Date EA completed	25 January 2021
1.6 Quality Assurance	<i>Name:</i> Chris Woodhouse <i>Role:</i> Strategic Partnerships Manager <i>Contact details:</i> c.woodhouse@bury.gov.uk <i>Comments:</i> The Pay Policy Statement is a statutory requirement. This EA should be kept live to show the impact of activity to mitigate any issues this highlights as requiring improvement.
1.7 Date QA completed	26/01/2021
1.8 Departmental recording	<i>Reference:</i> <i>Date:</i>
1.9 Next review date	Pay Policy Statement is an annual report – review therefore will be Dec 2021

SECTION 2 – AIMS AND OUTCOMES OF POLICY / PROJECT	
<i>Refer to Equality Analysis guidance page 5</i>	
2.1 Detail of policy/ decision being sought	In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable

	<p>terms and conditions as the authority thinks fit". This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.</p> <p>This policy statement will be subject to review on an annual basis. This year's Pay Policy Statement (2020-21) will be taken to Corporate Core Management Team on the 28th January 2021, Joint Executive Team on 1st February 2021, HR Portfolio on the 1st February 2021; JCC on 11th February 2021 and be agreed at Human Resources and Appeals Panel on 25th February 2021 and full Council on the 17th March 2021.</p>
<p>2.2 What are the intended outcomes of this?</p>	<p>The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:</p> <ul style="list-style-type: none"> • the methods by which salaries of all employees are determined; • the detail and level of remuneration of its most senior staff i.e. 'Chief Officers', as defined by the relevant legislation; • the constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

SECTION 3 – ESTABLISHING RELEVANCE TO EQUALITY & HUMAN RIGHTS		
<i>Refer to Equality Analysis guidance pages 5-8 and 11</i>		
Please outline the relevance of the activity/ policy to the Public Sector Equality Duty		
General Public Sector Equality Duties	Relevance (Yes/No)	Rationale behind relevance decision
3.1 To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by Equality Act 2010	Yes	Pay Policy Statement reports on processes for ensuring that all employees are paid in a fair and transparent manner.
3.2 To advance equality of opportunity between people who share a protected characteristic and those who do not.	Yes	Pay Policy Statement reports on processes for ensuring that all employees are paid in a fair and transparent manner.
3.3 To foster good relations between people who share a protected characteristic and those who do not	No	
3.4 Please outline the considerations taken, including any mitigations, to ensure activity is not detrimental to the Human Rights of any individual affected by the decision being sought.		

N/A

SECTION 4 – EQUALITIES DATA			
<i>Refer to Equality Analysis guidance page 8</i>			
Protected characteristic	Outcome sought	Base data	Data gaps (to include in Section 8 log)
4.1 Age	Fair and equal pay for all employees		Data not currently reported upon in relation to pay
4.2 Disability		From 2021 we will be completing a Disability Pay Gap Report, and have run backdated data to 2018 for comparison purposes	
4.3 Gender		We have produced a Gender Pay Gap Report annually for many years	
4.4 Pregnancy or Maternity		Pay arrangements are in accordance with pregnancy/maternity leave guidance	N/A
4.5 Race		From 2021 we will be completing a Race Pay Gap Report, and have run backdated data to 2018 for comparison purposes	
4.6 Religion and belief			Too high a proportion of unknown data to make analysis effective – Trent data cleanse planned
4.7 Sexual Orientation			
4.8 Marriage or Civil Partnership			
4.9 Gender Reassignment			
4.10 Carers			
4.11 Looked After Children and Care Leavers			Data not collected
4.12 Armed Forces personnel including veterans			Data not collected – categories due to be added to Trent
4.13 Socio-economically vulnerable			Data not collected

SECTION 5 – STAKEHOLDERS AND ENGAGEMENT		
<i>Refer to Equality Analysis guidance page 8 and 9</i>		
	Internal Stakeholders	External Stakeholders
5.1 Identify stakeholders	Staff	Potential Employees

5.2 Engagement undertaken	Trade Unions Employees (and in future the Inclusion Group)	
5.3 Outcomes of engagement	Pay spine agreed nationally, and local pay arrangements in place.	
5.4 Outstanding actions following engagement (include in Section 8 log)	Potential review of Council's position re Foundation Living Wage. Gender pay gap data will be reported on and shared with stakeholders in the future to develop an action plan to address any discrepancies/inequalities identified.	

SECTION 6 – CONCLUSION OF IMPACT

Refer to Equality Analysis guidance page 9

Please outline whether the activity/ policy has a positive or negative effect on any groups of people with protected inclusion characteristics

Protected Characteristic	Positive/ Neutral Negative/	Impact (include reference to data/ engagement)
6.1 Age		
6.2 Disability	Neutral (some positive and some negative data)	<p>2018: Disabled employees are paid 4.9% more than the median and 1.60% less than mean salary for the Council as a whole</p> <p>2019: Disabled employees are paid 3.96% more than the median and 3.11% less than mean salary for the Council as a whole</p> <p>2020: Disabled employees are paid 1.98% more than the median and 3.66% less than mean salary for the Council as a whole</p> <p>Disability median is converging with that of the workforce as a whole, but the disability mean is diverging away which is a concern. One factor of note, is that disability declaration rates are higher for more senior staff, and are small in number, so a senior level appointment or resignation can have a significant impact on the figures. Gender pay gap data will be reported on and shared with stakeholders in the future to develop an action plan to address any discrepancies/inequalities identified.</p>
6.3 Gender	Negative	<p>2018: Female employees are paid 0.16% less than the median and 1.75% less than mean salary for the Council as a whole</p> <p>2019: Females are paid 2.41% less than the median and 1.50% less than mean salary for the Council as a whole</p> <p>2020: Females are paid 4.30% less than the median and 1.52% less than mean salary for the Council as a whole</p> <p>Bottom loading of the pay award accounts for the reduction in the mean figures, however further investigation is needed in respect of the increase in the median difference, especially as</p>

		many catering/cleaning staff are TUPE transfers away. Gender pay gap data will be reported on and shared with stakeholders in the future to develop an action plan to address any discrepancies/inequalities identified.
6.4 Pregnancy or Maternity	Neutral	Pay as per policy – employees included in gender pay gap figures
6.5 Race	Negative	<p>2018: BAME employees are paid 4.49% less than the median and 6.23% less than mean salary for the Council as a whole</p> <p>2019: BAME employees are paid 3.71% less than the median and 6.85% less than mean salary for the Council as a whole</p> <p>2020: BAME employees are paid 5.50% less than the median and 5.32% less than mean salary for the Council as a whole</p> <p>These figures consistently show that BAME staff are on average paid less than White British staff, although the figure has improved since 2019. However the fluctuations exist due to the relatively small number of BAME staff. Gender pay gap data will be reported on and shared with stakeholders in the future to develop an action plan to address any discrepancies/inequalities identified.</p>
6.6 Religion and belief	Neutral	
6.7 Sexual Orientation	Neutral	
6.8 Marriage or Civil Partnership	Neutral	
6.9 Gender Reassignment	Neutral	
6.10 Carers	Neutral	
6.11 Looked After Children and Care Leavers	Neutral	
6.12 Armed Forces personnel including veterans	Neutral	
6.13 Socio-economically vulnerable	Neutral	
6.14 Overall impact - What will the likely overall effect of your activity be on equality, including consideration on intersectionality?		Using data to develop action plans to improve equality across all protected characteristics, particularly race, disability and gender

SECTION 7 – ACTION LOG

Refer to Equality Analysis guidance page 10

Action Identified	Lead	Due Date	Comments and Sign off (when complete)
7.1 Actions to address gaps identified in section 4			
Complete Race, Disability and Gender Pay Gap Reports annually.	CS		

Take steps to reduce the amount of unknown data held on Trent across all protected characteristics	CS		
7.2 Actions to address gaps identified in section 5			
7.3 Mitigations to address negative impacts identified in section 6			
WRES action plan			
Adopting the WDES and develop an action plan			
Investigating discrepancies in areas with negative impact; Consult with stakeholders; Develop actions/plan			
7.4 Opportunities to further inclusion (equality, diversity and human rights) including to advance opportunities and engagements across protected characteristics			

SECTION 8 - REVIEW			
<i>Refer to Equality Analysis guidance page 10</i>			
Review Milestone	Lead	Due Date	Comments (and sign off when complete)
12 months	CS	April 2021	

Please make sure that every section of the Equality Analysis has been fully completed. The author of the EA should then seek Quality Assurance sign off and departmental recording.

SECTION 9 – QUALITY ASSURANCE		
<i>Refer to Equality Analysis guidance page 10</i>		
Consideration	Yes/ No	Rationale and details of further actions required
Have all section been completed fully?	No	<p>Section 4 – data to be included where available. If gaps that require addressing timescales for these to be identified.</p> <p>Section 5 – detail to be included on timescales and approach of engagement undertaken to date and that still to take place. Potential to engage with Inclusion Working Group</p> <p>Section 6 6.1 Not completed 6.3 Clear action in terms of median difference to be</p>

		<p>outlined and detailed in section 7</p> <p>6.5 Mitigations to address negative impact to be identified.</p> <p>Section 7</p> <p>Leads and timescales required for each action</p>
Has the duty to eliminate unlawful discrimination, harassment, victimization and other conducted prohibited by the PSED and Equalities Act been considered and acted upon?	Partial	Reporting of Pay Policy Statement is in adherence with statutory regulation and provides data with which to inform future activity. EA to evolve to detail how this data will inform policies, procedures and decisions to act upon statement.
Has the duty to advance equality of opportunity between people who share a protected characteristic and those who do not been considered and acted upon	Partial	Reporting of Pay Policy Statement is in adherence with statutory regulation and provides data with which to inform future activity. EA to evolve to detail how this data will inform policies, procedures and decisions to act upon statement.
Has the duty to foster good relations between people who share a protected characteristic and those who do not, been consider and acted upon	Yes	Adherence with statutory requirement across protected characteristics.
Has the action log fully detailed any required activity to address gaps in data, insight and/or engagement in relation to inclusion impact?	Partial	Some gaps in identifying leads, timescales and actions as a result of data findings.
Have clear and robust reviewing arrangements been set out?	Partial	Review in 12 months scheduled but interim update on mitigations would be beneficial.
Are there any further comments to be made in relation to this EA	No further comment	

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Pay Policy Statement

Pay Policy Statement 2021 – 2022

The purpose of the statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

1.0 INTRODUCTION AND PURPOSE

1.1 In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

1.2 The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘Chief Officers’, as defined by the relevant legislation;
- the constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

1.3 This policy statement will be subject to review on an annual basis.

1.4 This year’s Pay Policy Statement (2020-21) was taken to Corporate Core Management Team on the 28th January 2021, Joint Executive Team on 1st February 2021, HR Portfolio on the 1st February 2021; JCC on 11th February 2021 and was agreed at Human Resources and Appeals Panel on 25th February 2021 and full Council on the 17th March 2021.

2.0 CONTEXT: LEGISLATION RELEVANT TO PAY AND REMUNERATION

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

2.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3.0 PAY STRUCTURE

3.1 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure. These pay spines are used to determine the salaries of the large majority of the Council’s non-teaching workforce. Our pay structure is attached.



Copy of HR Salary
Chart April 2020.xls

3.2 The pay and terms and conditions of employment of the Council's workforce are largely determined by the following negotiating bodies in accordance with the agreed collective bargaining machinery:

- National Joint Council (NJC) for Local Government Services;
- The Soulbury Committee, (*educational advisers/inspectors, other school improvement professionals, educational psychologists*)
- Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees;
- Joint Negotiating Committee for Youth and Community Workers;
- Joint Negotiating Committee (JNC) for Chief Officers
- Joint Negotiating Committee (JNC) for Chief Executives

3.3 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spines.

3.4 The pay of those employees whose terms and conditions fall within the purview of the Joint Negotiating Committee for Chief Executive's and the Joint Negotiating Committee for Chief Officers are also determined by reference to Joint Secretarial advice issued by the JNC for Chief Officers of Local Authorities in 2002. The Joint Secretarial advice recommended the establishment of local salary structures as a result of a move from benchmark to median salaries, identified through the annual salary and numbers survey conducted by the Local Government Employers' Organisation.

3.5 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

3.6 In determining its grading structure and setting remuneration levels for any posts which fall outside its scope, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

3.7 The Council is committed to the principles of equal pay for all its employees, and to ensuring that there is consistency and fairness in the approach to starting salaries and has guidance for managers in this area.

All new appointments (whether new recruits to the Council or an internal candidate) will commence at the minimum spinal column point (SCP) of the relevant grade. Appointments will not be made higher up the grade in order to preserve salary, although pay protection arrangements are available in relevant situations.

Only in exceptional circumstances and following the completion and documentation by the senior recruiting manager of an equal pay risk assessment comparing the skills, qualifications and experience of the appointee, other generic post holders and the rest of the team, will appointments be made with a starting salary higher than the minimum point.

In these exceptional circumstances where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with the [Council's Constitution](#).

3.8 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.

3.9 The Council has three salary sacrifice schemes in place. These are the cycle to work scheme, the childcare voucher scheme and the car lease scheme. These schemes and their operation are regulated by Her Majesty's Customs and Excise and there are strict rules around the management of the schemes. The schemes permit employees to "sacrifice" part of their salary in exchange for a benefit; this means that Tax and National Insurance are not paid on the amount sacrificed effectively reducing the cost of the benefit to the employee. These schemes are open to all employees at the Council with the proviso that their salary exceeds the National Minimum Wage after the deduction. In addition to these schemes the Council has a number of other employee benefits.

4.0 CHIEF OFFICER REMUNERATION

4.1 For the purposes of this statement, chief officers are as defined within the Localism Act; i.e.

- i. The head of the paid service designated under section 4(1) of the [Local Government and Housing Act 1989](#);
- ii. The monitoring officer designated under section 5(1) of that Act;
- iii. A statutory chief officer mentioned in section 2(6) of that Act;
- iv. A non-statutory chief officer mentioned in section 2(7) of that Act;
- v. A deputy chief officer mentioned in section 2(8) of that Act.

4.2 The posts falling within the statutory definition are set out below, with details of their salary. Salaries quoted below are applicable as at January 2021. Also detailed are other officers paid in accordance with the chief officer pay scales. The pay scales are attached.



CHIEF OFFICER
SALARIES 1.4.19 1.4.21

- **Chief Executive:**

The current Chief Executive was also appointed as Accountable Officer for the CCG with effect from 1st October 2018.

The salary falls within a range of 3 incremental points between £180,069 rising to a maximum of £187,077. The Chief Executive (Head of Paid Service), also carries out the duties of the Returning Officer in accordance with the Representation of The People Act 1983. The duties of the Returning Officer are separate from the duties undertaken as a local government officer; the office of Returning Officer is totally distinct from the office of Chief Executive and Head of Paid Service. Payments due to the post holder in respect of the conduct of local municipal elections are consolidated within the salary. Payments in respect of the conduct of National Government Elections, European Elections and any National Referenda are paid in addition to salary. These payments are pensionable and subject to deductions for tax and National Insurance.

- **Deputy Chief Executive**

The salary falls within a range of 5 incremental points between £136,343 and £148,854.

- **Executive Director of Finance**

This post is the joint Chief Finance Officer for the Council and CCG, acting as the Council's S151 Officer and employed by both the Council and CCG concurrently. This position falls within 5 salary bands from £119,355-£130,482 and the Council pay 50% of the salary.

- **Executive Directors:**

The current salaries of the post holders designated as Executive Director fall within a range of 5 incremental points between £119,355 and £130,482.

- **Directors, Assistant Directors, Heads of Service and Strategic Leads:**

The grades of these positions fall within a range of 5 incremental points and span across 30 incremental points between £56,611 rising to a maximum of £105,322.

4.3 When establishing or reviewing the senior management salary structure the Council complies with advice issued by the Joint Negotiating Committees for Chief Executives and Chief Officers, on the establishment of a local salary structure based on median salary levels as identified through the annual salary survey. This advice states that when deciding at what level these posts should be remunerated the following factors are to be considered:

- a. The Authority's policy in respect of the pay of its JNC officers and any relationship to the median salary levels for similar Authorities;
- b. the chief executive's salary;
- c. the relationship of current salary to the appropriate illustrative national median salary (salaries may be above, around, or below the median);
- d. any special market considerations;
- e. any substantial local factors not common to authorities of similar type and size, e.g. London weighting;

- f. comparative information to be supplied on request by the Joint Secretaries on salaries in other similar authorities;
- g. top management structures and the size of the management team compared to those of other authorities of similar type and size, and;
- h. the relative job size of each post, as objectively assessed through job evaluation or otherwise.

4.4 Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals, who fall outside of the IR35 Regulations and might be considered as self employed by the HMRC.

5.0 RECRUITMENT OF CHIEF OFFICERS

5.1 The Council's policy and procedures with regard to recruitment of Chief Officers have recently been reviewed and agreed and are set out as Guidance for the Recruitment of Chief Officers, which is within the overall framework of the existing recruitment and selection policy.

5.2 In accordance with the Localism Act (2011), where the proposed annual salary package is £100,000 or more the decision must be voted on by Council before the appointment is confirmed. The requirement to approve salary packages above £100,000 only applies to new positions established and does not apply to existing or new post holders. Council are asked to approve these annually and, for this purpose, a structure is attached (current chief officers forming our Joint Executive Team, together with their direct reports).



Executive Team and
Chief Officer direct r

5.3 Accordingly the recruitment of Chief Officers is delegated to the Human Resources and Appeals Panel whose functions include:

- The shortlisting and appointment of Chief Officers and Deputy Chief Officers. The confirmation of appointment of all Chief Officers (with the exception of the Chief Executive/Head of Paid Service) is carried out in accordance with the [Council Constitution](#) – Officer Employment Procedure Rules and [The Local Authorities \(Standing Order\) \(England\) Regulations 2001](#)
- The shortlisting and appointment of the Chief Executive / Head of Paid Service is carried out in accordance with the [Council Constitution](#) for submission to the Council.

5.4 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Selection and Redeployment Policies.

5.5 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

6.0 ADDITIONS TO SALARY OF CHIEF OFFICERS

6.1 The level of chief officer remuneration is not variable dependent upon the achievement of defined targets.

6.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council’s arrangements for authorising any additional remuneration [e.g. honoraria, ex gratia, ‘acting up payments] relating to temporary additional duties are set out in the [Council’s Constitution](#) and supplementary conditions of service.

6.3 In addition to basic salary, the Chief Executive receives additional pay in respect of Returning Officer duties in accordance with the Representation of The People Act 1983 (see 4.2).

6.4 Set out in table 1 below are details of other elements of ‘additional pay’ which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of their duties;

Payment details	Paid to
Fees paid for returning officer duties where identified and paid separately	Chief Executive
Salary supplements payable for fulfilling statutory officer duties (e.g. S151 / Monitoring Officer) where identified and paid separately	None payable
Salary supplements payable for statutory duties carried out by The Director of Public Health where identified and paid separately	None payable
Market forces supplements in addition to basic salary where identified and paid separately	One payable
Priority Car User Allowance Lump Sums	None payable
Salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately	None payable

Any arrangements for payment of untaken annual leave falling outside the requirements of relevant legislation	None payable
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7.0 PENSION CONTRIBUTIONS

7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.

7.2 The Employer's rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The triennial valuation covers the period 1 April 2020 to 31 March 2023 following which the rate will be set for a further 3 years. The employer's contribution rate is 20.50% and this rate is not expected to change.

7.3 Pension contributions are based on actual [pensionable pay and](#) there are 9 different contribution banding rates between 5.5% and 12.5%. The bandings as at 1st January 2021 are:-

Member Contribution Table

Band	Yearly pay	Main Scheme	50/50 option
1	Up to £14,600	5.5%	2.75%
2	£14,601 to £22,800	5.8%	2.9%
3	£22,801 to £37,100	6.5%	3.25%
4	£37,101 to £46,900	6.8%	3.4%
5	£46,901 to £65,600	8.5%	4.25%
6	£65,601 to £93,000	9.9%	4.95%
7	£93,001 to £109,500	10.5%	5.25%
8	£109,501 to £164,200	11.4%	5.7%
9	£164,201 or more	12.5%	6.25%

8.0 PAYMENTS ON TERMINATION

8.1 The Councils approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is in accordance with [The Local Government Pension Scheme Regulations 2013](#) and Regulations 5 and 6 of the [Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006](#).

8.2 Any payments falling outside these provisions or the relevant periods of notice within the contract of employment shall be subject to a formal decision made by The Human Resources and Appeals Panel.

8.3 In accordance with supplementary guidance issued by DCLG on 20th February 2013, Local authorities are required to present details of any severance package paid to an officer where the value of the package exceeds £100,000. Approval of the severance package is subject to a vote by full Council.

9.0 LOWEST PAID EMPLOYEES

9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours per week] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure.

9.2 As at January 2021, this is £17,842 per annum. The Council employs Apprentices who are not considered within the definition of 'lowest paid employees'.

9.3 The National Living Wage for people 25 and over is currently £8.72 per hour and will rise to £8.91 per hour with effect from 1st April 2021. The current pay spine has a minimum hourly rate of £9.25 per hour which is in excess of the National Living Wage. The Foundation Living Wage rose to £9.50 per hour in November 2020.

9.4 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

10.0 PAY MULTIPLE

10.1 The current pay levels within the Council define the multiple between:

- the median (the half way point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) as 1:8.09
- the lowest paid earner full time equivalent (FTE) and the Chief Executive (top of pay spine) as 1:18.61

10.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2020 – 31st December 2020.

10.3 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the

Council will also monitor any changes in the relevant 'pay multiple' and benchmark against other comparable local Authorities.

11.0 GENDER PAY GAP

11.1 The Government have brought into force a provision of the Equality Act 2010 on gender pay gap reporting. Although the provision originally only covered the private and voluntary sectors, this was extended to the public sector under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

11.2 The Council is required to take a 'snapshot of data' as at the 31 March 2020 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31st March 2021 at the latest. The Gender Pay Gap will be published annually.

11.3 The gender pay gap reporting measures are:

- Mean gender pay gap - The difference between the mean (average) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Median gender pay gap - The difference between the median (mid-point) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Mean bonus gap - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
- Median bonus gap - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
- Bonus proportions - The proportions of male and female relevant employees who were paid bonus pay during the relevant period
- Quartile pay bands - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

11.4 The Council's Gender Pay Gap to be published by March 2021 relating to data for 2019-2020 compared with 2018-2019 is shown below:

2018-2019

Women's Hourly Rate:

Mean	7.55% lower
Median	3.89% lower

2019-2020

Women's Hourly Rate:

Mean	3.73% lower
Median	4.98% lower

This comparison shows a significant reduction in the mean percentage and an increase in the median percentage for 2019 - 2020.

% of Men and Women in each quarter of the payroll:

2018-2019

	% of Men	% of Women
Top	34.53%	65.47%
Upper Middle	29.10%	70.90%
Lower Middle	40.45%	59.55%
Lower	18.18%	81.82%

2019-2020

	% of Men	% of Women
Top	32.70%	67.30%
Upper Middle	31.37%	68.63%
Lower Middle	41.72%	58.28%
Lower	16.88%	83.12%

11.5 This represents an improvement in our Mean Gender Pay Gap, however we have a slightly worse figure than last year for our Median Gender Pay Gap. The data will be analysed in more detail and an action plan will be developed.

12.0 ACCOUNTABILITY AND DECISION MAKING

12.1 In accordance with the Constitution of the Council, the Human Resources and Appeals Panel is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. The Human Resources and Appeals Panel is also responsible for the recruitment selection and appointment of Chief Officers; (see Section 5.0 above).

13.0 RE-EMPLOYMENT / RE-ENGAGEMENT OF FORMER CHIEF OFFICERS

13.1 The Council’s policy with regard to the re-employment /re-engagement of former employees (including Chief Officers) was approved by the Executive Committee on 20th October 1999.

As a general principle the Council is opposed to re-employing retired employees. However in exceptional circumstances, where it is considered necessary to re-employ or re-engage a former employee who is in receipt of a pension from the Local Government Pension Scheme:-

- (a) There should be clear evidence that the work cannot be undertaken by someone else, either internal, external or through agency staff;

- (b) If the individual is engaged under the terms of a contract for services and claims to be self-employed or a consultant the Assistant Director (Finance and Efficiency) must be satisfied that they meet the criteria laid down by HMRC;
- (c) A former employee should not be re-engaged unless agreement has been given by the Cabinet Member for Resources and/or the spokesperson for Human Resources.

13.2 The Council will need to prepare for forthcoming Regulations around the recovery of exit payments for higher paid employees who leave the public sector employment and re-join within a year, once the implementation date is known.

14.0 PUBLICATION

This statement will be published on the Council's Website under our Local Government Transparency Section.

Bury Pay Structure

SCP Values as at 1 April 2020

SCP	Value	Hourly Rate	Grade	Points
1	£17,842	£9.25	Grade 1/2	<309
2	£18,198	£9.43	Grade 3	310 - 329
3	£18,562	£9.62	Grade 4	330 - 349
4	£18,933	£9.81	Grade 5	350 - 379
5	£19,312	£10.01		
6	£19,698	£10.21	Grade 6	380 - 409
7	£20,092	£10.41	Grade 7	410 - 439
8	£20,493	£10.62		
9	£20,903	£10.83		
NOT IN USE				
11	£21,748	£11.27		
12	£22,183	£11.50	Grade 8	440 - 469
NOT IN USE				
14	£23,080	£11.96		
15	£23,541	£12.20		
NOT IN USE				
17	£24,491	£12.69	Grade 9	470 - 499
18	£24,982	£12.95		
19	£25,481	£13.21		
20	£25,991	£13.47		
NOT IN USE				
22	£27,041	£14.02	Grade 10	500 - 529
23	£27,741	£14.38		
24	£28,672	£14.86		
25	£29,577	£15.33		
26	£30,451	£15.78		
27	£31,346	£16.25	Grade 11	530 - 559
28	£32,234	£16.71		
29	£32,910	£17.06		
30	£33,782	£17.51		
31	£34,728	£18.00	Grade 12	560 - 589
32	£35,745	£18.53		
33	£36,922	£19.14		
34	£37,890	£19.64	Grade 13	590 - 619
35	£38,890	£20.16		
36	£39,880	£20.67		
37	£40,876	£21.19	Grade 14	620 - 649
38	£41,881	£21.71	Grade 15	650 - 679
39	£42,821	£22.20		
40	£43,857	£22.73	Grade 16	680 - 709
41	£44,863	£23.25		
42	£45,859	£23.77	Grade 17	710 - 739
43	£46,845	£24.28		
44	£47,838	£24.80		
45	£48,841	£25.32	SM1	740-769
46	£49,867	£25.85		
47	£50,773	£26.32		
48	£51,755	£26.83	SM2	770+
49	£52,740	£27.34		
50	£54,675	£28.34		

Bury Pay Structure

SCP Values as at 1 April 2020

SCP	Value	Hourly Rate	Grade	monthly deduction for 3 days unpaid leave	
1	£17,842	£9.25	Grade 1/2	£12.22	
2	£18,198	£9.43	Grade 3	£12.46	
3	£18,562	£9.62	Grade 4	£12.71	
4	£18,933	£9.81	Grade 5	£12.97	
5	£19,312	£10.01		£13.23	
6	£19,698	£10.21	Grade 6	£13.49	
7	£20,092	£10.41	Grade 7	£13.76	
8	£20,493	£10.62		£14.04	
9	£20,903	£10.83		£14.32	
NOT IN USE					
11	£21,748	£11.27	Grade 8	£14.90	
12	£22,183	£11.50		£15.19	
NOT IN USE					
14	£23,080	£11.96		£15.81	
15	£23,541	£12.20		£16.12	
NOT IN USE					
17	£24,491	£12.69	Grade 9	£16.77	
18	£24,982	£12.95		£17.11	
19	£25,481	£13.21		£17.45	
20	£25,991	£13.47		£17.80	
NOT IN USE					
22	£27,041	£14.02	Grade 10	£18.52	
23	£27,741	£14.38		£19.00	
24	£28,672	£14.86		£19.64	
25	£29,577	£15.33		£20.26	
26	£30,451	£15.78		£20.86	
27	£31,346	£16.25		£21.47	
28	£32,234	£16.71	Grade 11	£22.08	
29	£32,910	£17.06		£22.54	
30	£33,782	£17.51		£23.14	
31	£34,728	£18.00	Grade 12	£23.79	
32	£35,745	£18.53		£24.48	
33	£36,922	£19.14		£25.29	
34	£37,890	£19.64	Grade 13	£25.95	
35	£38,890	£20.16		£26.64	
36	£39,880	£20.67		£27.32	
37	£40,876	£21.19	Grade 14	£28.00	
38	£41,881	£21.71		£28.69	
39	£42,821	£22.20	Grade 15	£29.33	
40	£43,857	£22.73		£30.04	
41	£44,863	£23.25	Grade 16	£30.73	
42	£45,859	£23.77		£31.41	
43	£46,845	£24.28	Grade 17	£32.09	
44	£47,838	£24.80		£32.77	
45	£48,841	£25.32	SM1	£33.45	
46	£49,867	£25.85		£34.16	
47	£50,773	£26.32		£34.78	
48	£51,755	£26.83	SM2	£35.45	
49	£52,740	£27.34		£36.12	
50	£54,675	£28.34		£37.45	

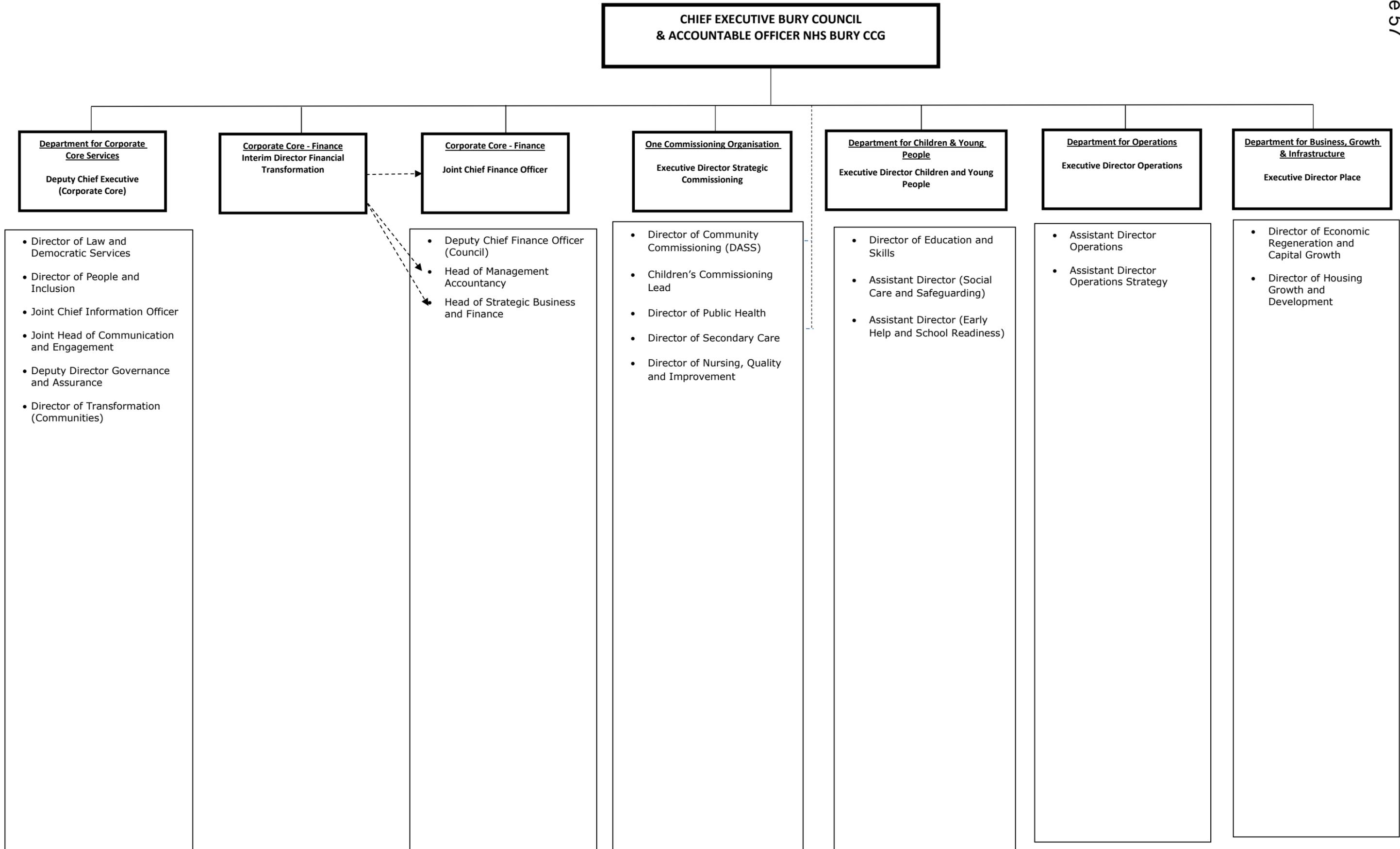
SCP RATES AS AT 1 APRIL 2020							
Grade	SCP	ANNUAL	MONTHLY	WEEKLY	PER HR (£)	WITH HOLDS*	
Grade 1/2	1	£17,842	£1,486.83	£342.18	£9.25	£10.36	
Grade 3	2	£18,198	£1,516.50	£349.00	£9.43	£10.57	
Grade 4	3	£18,562	£1,546.83	£355.98	£9.62	£10.78	
Grade 5	4	£18,933	£1,577.75	£363.10	£9.81	£10.99	
	5	£19,312	£1,609.33	£370.37	£10.01	£11.21	
Grade 6	6	£19,698	£1,641.50	£377.77	£10.21	£11.44	
Grade 7	7	£20,092	£1,674.33	£385.33	£10.41	£11.67	
	8	£20,493	£1,707.75	£393.02	£10.62	£11.90	
	9	£20,903	£1,741.92	£400.88	£10.83	£12.14	
	NOT IN USE						
Grade 8	11	£21,748	£1,812.33	£417.08	£11.27	£12.63	
	12	£22,183	£1,848.58	£425.43	£11.50	£12.88	
	NOT IN USE						
	14	£23,080	£1,923.33	£442.63	£11.96	£13.40	
	15	£23,541	£1,961.75	£451.47	£12.20	£13.67	
	NOT IN USE						
Grade 9	17	£24,491	£2,040.92	£469.69	£12.69	£14.22	
	18	£24,982	£2,081.83	£479.11	£12.95	£14.51	
	19	£25,481	£2,123.42	£488.68	£13.21	£14.80	
	20	£25,991	£2,165.92	£498.46	£13.47	£15.09	
	NOT IN USE						
Grade 10	22	£27,041	£2,253.42	£518.59	£14.02	£15.70	
	23	£27,741	£2,311.75	£532.02	£14.38	£16.11	
	24	£28,672	£2,389.33	£549.87	£14.86	£16.65	
Grade 11	25	£29,577	£2,464.75	£567.23	£15.33	£17.18	
	26	£30,451	£2,537.58	£583.99	£15.78	£17.68	
	27	£31,346	£2,612.17	£601.16	£16.25	£18.20	
Grade 12	28	£32,234	£2,686.17	£618.19	£16.71	£18.72	
	29	£32,910	£2,742.50	£631.15	£17.06	£19.11	
	30	£33,782	£2,815.17	£647.87	£17.51	£19.62	
Grade 13	31	£34,728	£2,894.00	£666.02	£18.00	£20.17	
	32	£35,745	£2,978.75	£685.52	£18.53	£20.76	
	33	£36,922	£3,076.83	£708.09	£19.14	£21.44	
Grade 14	34	£37,890	£3,157.50	£726.66	£19.64	£22.00	
	35	£38,890	£3,240.83	£745.84	£20.16	£22.58	
	36	£39,880	£3,323.33	£764.82	£20.67	£23.16	
Grade 15	37	£40,876	£3,406.33	£783.92	£21.19	£23.74	
	38	£41,881	£3,490.08	£803.20	£21.71	£24.32	
Grade 16	39	£42,821	£3,568.42	£821.22	£22.20	£24.87	
	40	£43,857	£3,654.75	£841.09	£22.73	£25.47	
Grade 17	41	£44,863	£3,738.58	£860.39	£23.25	£26.05	
	42	£45,859	£3,821.58	£879.49	£23.77	£26.63	
SM1	43	£46,845	£3,903.75	£898.40	£24.28	£27.20	
	44	£47,838	£3,986.50	£917.44	£24.80	£27.78	
SM2	45	£48,841	£4,070.08	£936.68	£25.32	£28.36	
	46	£49,867	£4,155.58	£956.35	£25.85	£28.96	
	47	£50,773	£4,231.08	£973.73	£26.32	£29.48	
SM2	48	£51,755	£4,312.92	£992.56	£26.83	£30.05	
	49	£52,740	£4,395.00	£1,011.45	£27.34	£30.63	
	50	£54,675	£4,556.25	£1,048.56	£28.34	£31.75	

*based on statutory minimum of 28 days per year

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	SCP	Salary 1/4/19	Salary 1/4/20	JNC For CEx & JNC Chief Officers
CEx	861 860 859	182,070 178,659 175,249	187,077 183,572 180,069	*Chief Executive
DCEx	854 853 852 851 850	144,870 141,898 138,939 134,909 132,694	148,854 145,800 142,760 138,619 136,343	Posts within this band *Deputy Chief Executive (Corporate Core)
Band H	846 845 844 843 842	126,989 123,742 121,205 118,280 116,161	130,482 127,145 124,538 121,533 119,355	Posts within this band: *Executive Director of Children and Young People *Executive Director of Operations *Joint Executive Director of Strategic Commissioning *Joint Chief Finance Officer *Director of Financial Transformation and Deputy Chief Finance Officer
Band G	840 839 838 837 836	112,661 110,454 108,237 106,026 103,815	115,759 113,491 111,213 108,942 106,670	
Band F	835 834 833 832 831	102,503 100,400 98,330 96,303 94,287	105,322 103,161 101,034 98,951 96,880	Posts within this band: *Director of Public Health (C&WB) *Director of Economic Regeneration and Capital Growth *Director of Housing Growth and Development *Director of Strategic Community Commissioning (DASS) *Chief Information Officer (Policy & Performance) – Corporate Core *Director of Education and Skills
Band E	830 829 828 827 826	92,276 90,254 88,304 86,352 84,407	94,813 92,736 90,732 88,727 86,728	Posts within this band: *Assistant Director for Social Care/Safeguarding (CYP) *Assistant Director Operations *Director of Law and Democratic Services *Assistant Director Adult Operations
Band D	825 824 823 822 821	82,452 80,503 78,722 77,282 75,849	84,719 82,717 80,887 79,408 77,935	Posts within this band: *Assistant Director Public Service Reform *Assistant Director Operations Strategy *Assistant Director (Early Help and School Readiness) CYP – vacant *Assistant Director Regeneration Delivery *Director of People and Inclusion
Band C	820 819 818 817 816	74,429 72,989 71,561 70,131 68,711	76,476 74,996 73,529 72,060 70,600	*Assistant Director Strategy, Planning and Regulation

	SCP	Salary 1/4/19	Salary 1/4/20	JNC For CEx & JNC Chief Officers
Band B	815	67,284	69,134	Posts within this band: Head of Strategic Business & Finance (CYP) Consultant in Public Health (Community, Health & Protection) (C&WB) (MPS) Head of Communication, Engagement & Marketing – Corporate Core Head of HR – Corporate Core Joint Chief Technology Officer Head of Legal Services (Corporate Core)
	814	65,844	67,655	
	813	64,510	66,284	
	812	63,159	64,895	
	811	61,812	63,512	
Band A	810	60,468	62,131	Posts within this band: Strategic Lead (Safeguarding) (CYP) Strategic Lead (Education) (CYP) Strategic Lead, Early Help (CYP) Strategic Lead – Inclusion (CYP) Strategic Lead (Quality Assurance) (CYP) Strategic Lead (Placement) (CYP) Senior Commissioning Manager (Childrens) (OCO) Head of Management Accountancy (Corporate Core) Strategic Lead – HR (Corporate Core) Principal Social Worker (CWB) Integrated Neighbourhood Team Lead (CWB) Intermediate Care Team Lead (CWB) Strategic Lead – Strategy & Development (C&WB)
	809	59,124	60,750	
	808	57,792	59,382	
	807	56,444	57,996	
	806	55,096	56,611	



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Classification	Item No.
Open	

Meeting:	Human Resources and Appeals Panel
Meeting date:	25 February 2021
Title of report:	The establishment of 1 new fixed term post to tackle the Climate Emergency.
Report by:	David Giblin (Head of Engineering)
Decision Type:	Non-Key Decision
Ward(s) to which report relates	All wards

Executive Summary:

The report outlines the need for 1 additional in-house officer (2 year fixed term) to ensure Bury Council delivers a suitable response to the declaration of a "Climate Emergency" and to make the necessary progress towards promoting Active Travel in the borough, thereby leading to improvements in air quality, reductions in congestion, reliance on personal motorised transport whilst delivering increased health outcomes and modal shift.

Recommendation(s)

That: Approval is granted for the employment to the following fixed term post to progress the delivery of actions to respond to the Climate Emergency and to make suitable progress towards the promotion of Active travel.: -

Cycling & Walking Officer, Grade 9 (£24,082 – £27,741 per annum), 24 month contract

Key considerations

Background

In July 2019, the Council approved a notice of motion to declare a 'Climate Emergency', Bury to be carbon neutral by 2030 (subsequently amended to 2038), and to make immediate policy changes to achieve the targets. The "Climate Emergency Declaration" has strong support from residents who are keen to see a suitable response from the Council. The Operations Department shall be the driver of this cross cutting council programme, and every departmental Head of Service will take a lead in their area to implement actions to reach carbon neutrality in council operations and also to facilitate and deliver carbon reduction programmes in the community.

Via the Council's budget announcement (20/2/20), over £11 million was allocated to the Department of Operations in order to tackle the climate emergency, with wide ranging programmes being approved, including; -

- Greening in the fleet - replacement of the Waste Management transport fleet
- Establishing Green Township Forums to enable local communities to bid for funding for schemes that will improve the environment and contribute to the climate agenda
- Large scale tree planting schemes across the Borough
- The establishment of a climate change resilience fund to improve and protect flooded areas
- The development of programmes to enhance the walking and cycling offer across the Borough
- Emphasis on additional transport planning across the town.

The proposal

In order to develop and implement a full climate action plan for Bury, and to implement suitable schemes and programmes, a number of essential posts are required to drive this agenda forward. Some posts have been introduced in Environmental Services to complement the works undertaken by that service. As part of the Manifesto Budget Announcement (February 2020), £80,000 (revenue) was allocated over a two year period (£40,000 per annum) to fund the Cycling and Walking Officer post.

In order to identify the needs and to address the infrastructure changes required to service those needs, it is proposed to appoint the following post:

Cycling & Walking Officer (fixed term for 24 months)

The post holder will be expected to develop, promote, co-ordinate and deliver a programme of works that supports the existing and future walking and cycling network across the borough.

They will have responsibilities for the delivery of active travel duties and to making an active contribution to transportation and green infrastructure through the promotion of sustainable modes of travel.

The post holder will work within the Traffic and Road Safety Service and with support from colleagues will be responsible for promoting alternative forms of active travel and improving the public access network. The role will be expected to build active travel into the daily lives of our

communities to replace car journeys and to develop and deliver active travel actions to support the Council's activities to meet carbon neutral targets.



Cycling and walking officer JD &

Salary, Grade 9 - £24,082 – £27,741 per annum. (£31,547 - £36,340 per annum inclusive of on-costs).

Total for 24 months £72,681.42.

Other alternative options considered:-

To continue with existing resource – we have no dedicated resource to Climate Change and therefore progress would be limited and wouldn't demonstrate the Council's ambition and commitment to this agenda.

To employ consultants – the Council is already employing consultants to assist in the delivery of the Greater Manchester Mayor's Cycling and Walking Challenge Fund (MCF) in bringing about improvements to highway infrastructure. However, the commitment to the climate emergency will be a priority for the Council into the foreseeable future and it is felt important that we develop in-house expertise and strong relationships with our communities in relation to pursuing the active travel agenda. This is best achieved by investing in our own workforce. Whilst the posts are initially for a limited time we will be aiming to demonstrate the value of these roles and the need for a more long term commitment to this officer resource.

To employ agency staff - commitment to the climate emergency will be a priority for the Council into the foreseeable future and it is felt important that we develop in-house expertise and strong relationships with our communities in relation to this agenda. This is best achieved by investing in our own workforce. External recruitment will be financially more effective than utilising an agency where a management fee is payable in addition to basic salary.

Community impact / Contribution to the Bury 2030 Strategy

It is proposed that the new roles will work with our neighbourhoods to develop and deliver effective active travel projects and also contribute to carbon reduction. This approach is consistent with the Bury Strategy 2030 and will contribute to the council priority to deliver carbon neutrality.

Equality Impact and considerations:

24. Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

25. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying ‘due regard’ in our decision making in the design of policies and in the delivery of services.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Not employing this officer presents the risk of failing to deliver on the climate change agenda and disappointing our communities and not playing our part in protecting our climate and the health and wellbeing of our residents	Approve these new posts and aim to fill the roles as soon as possible
The posts fail to deliver community action	Budget has been made available so that the new roles can be developed to deliver actions working with our residents and businesses. The roles will be carefully managed to ensure that suitable projects are delivered within appropriate timescales.

Consultation:

Legal Implications:

The Council's recruitment and selection policies and procedures must be followed.

Financial Implications:

The cost of the proposal can be met from funding approved when the 2020/21 budget was set and will be met from reserves.

Report Author and Contact Details:

*David Giblin, Head of Engineering
d.r.giblin@bury.gov.uk*

Background papers:

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning

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JOB DESCRIPTION

Post Title: Cycling and Walking Officer	
Department: Operations	Post No:
Division/Section: Traffic and Road Safety Services	Post Grade: TBC
Location: 3 Knowsley Place, Bury	Post Hours: 37 hours per week in accordance with Bury Council flexible working
Special Conditions of Service: Attendance at evening meetings. Driving license. Car User Allowance subject to review (travel across the Borough).	
Purpose and Objectives of Post: <p>To develop, promote, co-ordinate and deliver a programme of works that supports the existing and future walking and cycling network across the borough.</p> <p>Responsibility for the delivery of active travel duties and to make an active contribution to transportation and green infrastructure through the promotion of sustainable modes of travel.</p> <p>The post holder will work within the Traffic and Road Safety Service and with support from colleagues will be responsible for promoting alternative forms of active travel and improving the public access network.</p> <p>The role will be expected to build active travel into the daily lives of our communities to replace car journeys and to develop and deliver active travel actions to support the Council's activities to meet carbon neutral targets.</p>	
Accountable to: Group leader – Traffic and Road Safety	
Immediately Responsible to: Principal Engineer – Traffic and Road Safety	
Immediately Responsible for: None	

Relationships: (Internal and External)

Internal:

Traffic Management Team
Public Rights of Way
Planning (Green Space officer)
CCG
Live Well service
All Department of Communities and Wellbeing employees and employees of any other relevant departments
Council Members

External :

TfGM
GMP
GMCA
Funding bodies
Government departments
LCO and OCO officers
Local businesses
Members of the public
Local Community groups
Officers in like positions in other authorities

Control of Resources:

Personnel:
Cycling and Active Travel budgets
Grant awards
Financial:
Equipment/Materials:
Health & Safety:

Duties/Responsibilities:

- To design, implement and evaluate sustainable transport projects to promote walking and cycling.
- To project manage the implementation of active travel schemes and undertake monitoring of projects outputs. Seeking out opportunities for innovation wherever possible.
- To maximise the opportunities to improve cycling and walking by implementing the 'Bee Network' infrastructure across the borough, utilising the GM Mayor's cycling and Walking Challenge Fund.
- Produce necessary Traffic Regulation Orders to support the introduction of any cycling and walking schemes and prepare all associated documentation for approval.
- To consult and engage with stakeholders on all cycling and walking schemes and liaise with agencies, voluntary organisations and participants as part of the process. Developing good working relationships and developing community links.
- Engaging and liaising with the Council's own cycling and walking forums.
- Attending evening meetings.

- To represent the Council in relation to the responsibilities of the role at internal and external meetings as required. In particular represent the Council at TfGM coordinated meetings.
- Support Bury's Climate Action Township forums and community groups to generate and deliver community active travel schemes.
- Liaise and work with our business community to help them to deliver active travel projects for their workforce.
- To develop and deliver significant behaviour change campaigns to encourage active travel amongst our communities.
- Contribute to the development of the Local Cycling and Walking Infrastructure Plan (LCWIP) for Bury and build towards the GM Moving Vision of becoming the first walking region. To also work alongside the councils Move More Officer and Active Travel Partnership and to liaise with the Public Rights of Way Officer.
- Develop and deliver cycling and walking elements of Bury's Climate Change Action Plans and the GM Clean Air Plan
- Provide advice and guidance to colleagues, customers and stakeholders. Manage incoming complaints and requests.
- Seek out and apply for relevant funding opportunities and manage any funding /grant allocations and make appropriate returns to funding providers as required.
- Produce comprehensive reports for Senior Officers, Elected Members, Cabinet Meetings, and TMU. Present reports at meetings of various levels.
- Deal with all cycling and walking related correspondence and provide information for FOI requests as required.
- Information and intelligence building through gathering and analysing cycle/walking data from counters and other sources to enable performance to be monitored. Gaining a better understanding of barriers and enablers to increase cycling and walking across the borough.
- Managing the Council's changing room and locker keys.
- Manage and develop the council's pool bike scheme and other projects to encourage council employees to walk and cycle.
- Ensure appropriate allocation and management of resources, including finance for which the post holder is responsible.
- Design and arrange the installation and maintenance of cycle parking.
- Contribute to learning locally, regionally and nationally.
- To deputise as deemed necessary in the absence of the Road Safety Principal Engineer
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your

colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR COMMUNITIES AND WELLBEING
JOB TITLE

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Degree or equivalent in an engineering or transportation field	✓	
Relevant experience in designing Cycling and Walking schemes	✓	
Relevant experience of creating TROs and associated documentation	✓	
Good knowledge of the impacts of road transport on climate change and air quality and the positive role active travel can play in relation to these agendas	✓	
Good working knowledge of relevant design legislation and guidance associated with active travel schemes	✓	
Experience of developing schemes from feasibility through to implementation	✓	
Experience of working with multi-agency partnerships and stakeholders	✓	
Knowledge and experience of behaviour change methodology		✓
Experience of recording and monitoring budget expenditure	✓	
Engaging hard to reach communities and target groups		✓
Working knowledge and ability to use ICT	✓	

Ability to plan effectively, organise resources and meet deadlines	✓	
Experience of monitoring and evaluating projects against key performance indicators	✓	
Good working knowledge of the GM Mayors Challenge Fund, the GM Beelines and LCWIP		✓
Understanding of equality and diversity.	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Application	Degree or equivalent in an engineering or transportation field
Application	Relevant experience in designing Cycling and Walking schemes
Application/ Interview	Relevant experience of creating TROs and associated documentation
Application/Interview	Good knowledge of the impacts of road transport on climate change and air quality and the positive role active travel can play in relation to these agendas
Application/Interview	Good working knowledge of relevant design legislation and guidance associated with active travel schemes
Application / Interview	Experience of developing schemes from feasibility through to implementation
Application / Interview	Experience of working with multi-agency partnerships and stakeholders
Application / Interview	Knowledge and experience of behaviour change methodology
Application / Interview	Experience of recording and monitoring budget expenditure
Application / Interview	Engaging hard to reach communities and target groups
Application	Working knowledge and ability to use ICT
Application / Interview	Ability to plan effectively, organise resources and meet deadlines
Application / interview	Experience of monitoring and evaluating projects against key performance indicators

Application / Interview	Good working knowledge of the GM Mayors Challenge Fund, the GM Beelines and LCWIP
Application / Interview	Understanding of equality and diversity.



Classification	Item No.
Open	

Meeting:	HR appeals committee
Meeting date:	25 th February
Title of report:	Establishment of permanent post – Social Development Assistant
Report by:	Cllr Andrea Simpson, Health and Wellbeing
Decision Type:	Non key decision
Ward(s) to which report relates	All

Executive Summary:

Recommendation(s)

That: In the Social Development Team, Public Health, the Social Development Assistant fixed term, full time post currently funded through transformation money is continued and becomes a permanent post within the establishment.

Key considerations

Background

A key function of the council is to provide strategic leadership and to commission and develop appropriate services to assist in improving and protecting the health of Bury residents.

The Assistant role is an essential role to service delivery especially with all the work that is happening with digital transformation and the enhancements with The Bury Directory (TBD) which is an innovative solution to a legislative requirement set out by three statutory services. These services are the Care Act 2014, Children and Families Act 2014 and The Childcare act 2006 (*all governed by Ofsted and CQC*).

Since 1st January 2019, the current post was established and recruited to on a grade 5, which was fully funded through the transformation fund until March 21, with the

intention as part of the transformation exit plan to become part of the core team, pending a review of funding. Capacity is required with the team, to provide the day to day work to ensure we continue to have a positive impact on the statutory duties that the Bury Directory covers and also the self-care agenda area of work.

The current post holder was successful in acquiring the post following an open and fair recruitment process within the Social Development Team as an apprenticeship on the Bury Council scheme, which has given an apprentice a position within the Authority, which is very positive.

This is a vital post within the team to support the delivery of a quality, effective and efficient service that the professionals and public want, particularly around understanding the data store of TBD system and on social media content and interaction. The post ensures that they fully understands what support the team require, the benefits of the work we do and functionality of the TBD system, ensuring everything works effectively and efficiently contributing to the delivery of a high quality service, which we need to .

The post is part of the Social Development Team, within Public Health, who work in collaboration with the community and Primary Care teams, Integrated Neighbourhood teams, Community Hubs, VCFA, police and fire service and local businesses.

The proposal

Proposal to create a permanent full time, Social Development Assistant post at grade 5, in the Social Development Team Structure, Public Health Service (replacing the SDA funded post that has been fully funded through transformation money for the last two years). The post is required permanent to enable the continuation of a positive impact on the statutory duties that TBD covers, the health promotion and self-care agenda area of work and developing, delivering and maintenance of the Directory.

Up to March 21, the post has been funded by transformation funds, with the exit plan that this post would be then funded by core budget. The post is graded at Council grade 5, SCP 5, and the total costs for this post with on cost is £24,723.82 which can be met from within the service budget.

The Development Team was originally within the Social Development Team, which with the restructure changed to become part of the Public Health Service. As the Head of Service post was disestablished and the team split up across different specialisms, according budgets transferred with the resource. A Virement was completed to transfer an amount of money from the wider budget into the Development budget, enabling finances to be available for the continuation of a full time, permanent post into the establishment.

The case for the post to become permanent with the establishment is supported by the Director of Public Health, Lesley Jones.

The post is essential to the service and the post is required in the team structure following transformation to enable the day to day work required for the three

statutory duties and TBD to continue to be developed in line with the present and future needs of Bury Council, our partners and the public.

Other alternative options considered

- It's a statutory duty to deliver this service, therefore we have a legal obligation. Repercussions of not having the capacity with the team to deliver the statutory duties would far outweigh the cost of this post.
- Considered temporary role, but the workload isn't temporary with the statutory duties and a further cost would incur to keep training post up with skills that are required for the system being used.
- There is no capacity with the team to pick up extra work nor the skillset for some of the work required.
- No capacity or skillset within the wider team Public Health Team

Community impact/links with Community Strategy

The social development has many community impacts and is a vital tool that links and supports many of the current and future strategies and priorities.

1. Impact of Covid-19 has shown an increase in professionals and the public accessing the Bury directory for information. Having the capacity within the team has enabled a specific area on the directory to be developed and updated regularly for Covid information and a Covid-19 pathway for professionals and public. Covid has really highlighted the community need and want the digital information to support them.
2. TBD has a role in the Covid recovery and transformation plan, building back better.
3. TBD is a vital online tool for information, signposting and advice that is part of the Local Authority/Public Health preventative agendas especially around the 5 ways to wellbeing and self-care agenda.
The directory
 - supports individuals to access local groups and services, helping people to help themselves and to become less reliant on services
 - connects to/with social community groups
 - provides training to both individuals and groups which enables them to access local support within their community and helps with the digital inclusion agenda
 - has all the NHS information in one place to access
4. TBD has a carers channel that promotes a wider range of local community activities and support specifically for both young and adult carers
5. Links and supports the health and care recovery plan – resilience rather than reliance.
6. Links community with the loneliness agenda
7. TBD has a part of the valuable work of the communities' arm of the Bury 2030 vision and strategy passing power back to the individual and communities.

- 8 With having a business channel, TBD is a great resource for local community businesses, helping their staff to look after their wellbeing.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<p>The Social Development Assistant post originally went through a fair and thorough recruitment process, in line with Bury Councils recruitment policies and procedures. The post has been moderated/evaluated (Aug 2018) ensuring that the salary is fair in line with the duties of the post.</p> <p>This position contributes towards essential maintenance and upkeep of The Bury Directory, ensuring that the offer remains fully inclusive to all, enabling public and professionals, including diverse audiences and those with a disability to access information, advice and services from anywhere, at any time.</p>	

**Please note: Approval of a cabinet report is paused when the 'Equality/Diversity implications' section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
<ul style="list-style-type: none"> • Loss of investment that the Council has put into the position already • Without this post it significantly impacts on the teams ability to undertake the three statutory requirements/ duties of the Care Act, Children and families Act and SEND Local Offer (all governed by Ofsted and CQC). • Loss of ability to carry out development of duties required to deliver a quality, effective and efficient service for professionals and public • In danger of seeing a reduction in users and people not using the directory or the tools it has to its full capacity if duties not picked up to deliver an efficient service. 	<p>To ensure the delivery of statutory requirements and ability to carry of require duties will need a post put into the establishment.</p>

Consultation:

- The team have been consulted with regarding the needs and skills required
- Through wider team and public engagement there is the drive to develop the service further
- Trade Union have been briefed with regard to the fixed post becoming a permanent post within the establishment

Legal Implications:

This can proceed with the usual caveats around following the correct HR policies and ensuring equality.

Financial Implications:

No implications, the costs can be met from within the service budget

Report Author and Contact Details:

Joanne Smith, Social Development Manager, Public Health

j.smith@bury.gov.uk

0161 253 6878

Background papers:



social development
Assistant - JD and p

Job Description



THE BURY
DIRECTORY STAFFING

Structure chart

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
TBC	The Bury Directory

JOB DESCRIPTION



Post Title: Social Development Assistant	
Department: Communities and Wellbeing	Establishment/Post Number:
Division/Section: Social Development Section	Post Grade: 5 (1 year fixed term) £17,173 - £17,681
Location: Town Hall, Bury or any other base within the Borough as required	Post Hours: 37 hours per week in accordance with flexi-scheme
Special Conditions of Service: <ul style="list-style-type: none"> • Flexi time scheme in operation • To support the work of the Development Team by providing an effective and efficient administrative service in a range of areas and work in accordance with the Authorities policies and procedures in these areas. • The nature of this post will require the postholder to work flexibly dependent on the needs of the job. This can mean outside normal working hours (e.g. to attend meetings/events) • To make a substantial and significant team contribution in order to ensure the quality is maintained and improved to meet the needs. • Ability to travel in and outside Bury 	
Purpose and Objectives of Post: <ul style="list-style-type: none"> • To co-ordinate, collate and update systems as required to deliver an effective and efficient service • To provide dedicated administrative support to the Development Team and its associated groups, including task and finish groups • To actively support the Development Team in the collation of relevant performance monitoring data and information • To provide minute taking support to the Development Team • To provide a professional first point of contact service for the Development Team. This will include taking initial telephone calls, customer queries as well as liaising with other teams and department. 	
Accountable to: Strategic Planning and Development Manager Social Development and Engagement Lead	
Immediately Responsible to: Development Manager	
Immediately Responsible for: None	

Relationships: (Internal and External)

- All employees within the department including management
- Employees in other departments
- Elected Members
- Members of the public
- Team Bury partners and other external organisations including local authorities, partners, voluntary groups and public agencies

Control of Resources

- Effective use of ICT equipment and systems
- Ensure that all matters relating to Health and Safety are adhered to.
- Petty cash float (£100)

Duties/Responsibilities:

- To perform duties including, filing, photocopying, receiving and making telephone messages, word processing and processing all types of enquiries received by the team.
- To co-ordinate administration and preparation for meetings, courses, training and other events; including booking venues, refreshments, speakers and equipment and publicising events
- To coordinate, collate and update information as directed for use by colleagues, management or the public
- To develop, update and maintain manual and electronic files and databases for the Team.
- To maintain accurate leave/sickness/flexi records for the team
- To provide support to The Bury Directory including the inbox, scrolling banner and tagging.
- To provide support to TBD project leads
- To analyse information/data and manage and provide monthly analysis
- To maintain confidentiality of records and circulations lists and distribute information as advised
- To undertake research as required to support the functioning of the Development Team
- To produce high quality documents using Microsoft Office and other suitable packages.
- Design and create forms, slides and presentations using Microsoft Office Packages to a high standard for the Team.
- To maintain a stock of teams resources and undertake stock audits.

- Assist with the process of orders and issue and balance petty cash in accordance with agreed council policy and procedures.
- To attend training courses to facilitate continued professional development and to use this knowledge to contribute to improving service delivery.
- To attend team and section meetings and to contribute ideas, suggestions and feedback to improve the work of the Social Development Section.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Health and Wellbeing -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her Job Description, such duties shall be discussed with the employee concerned who may have his/her Trade Union representative present if so desired. (see paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR COMMUNITIES AND WELLBEING
JOB TITLE: Social Development Assistant

CORE BEHAVIOURS FOR THE POST (Please tick those relevant)			
Commercial Thinking & Analysis	√	Planning	√
Customer Service	√	Developing Self & Others	√
Delivering Results		Teams, Networking & Partnerships	√
Values, Ethics & Diversity	√	Adapting to Change	√
Delivering a Quality Service(Continuous Improvement)	√		

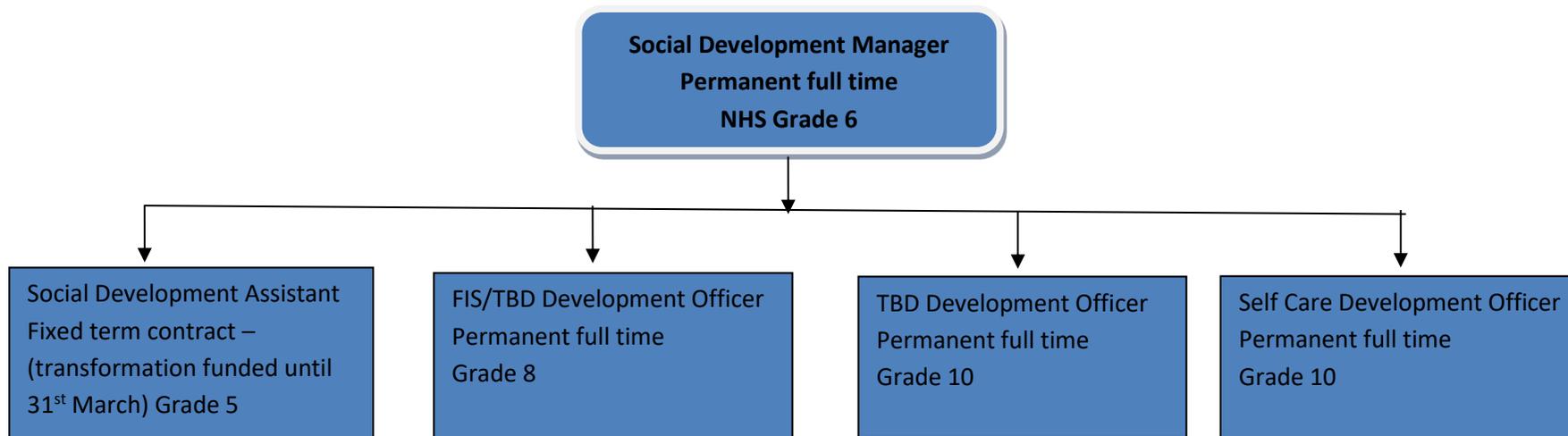
SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Recent and relevant administrative experience	√	
Sound knowledge of office routines and operating office equipment	√	
Highly developed IT skills with the ability to use all Microsoft packages including Word, Excel, Power Point, Outlook and internet.	√	
Experience of organising events and meetings	√	
Good interpersonal skills including dealing with enquiries on the telephone, face to face and in writing	√	
Willingness to work flexibly to improve services to customers	√	
Experience of organising and prioritising own workload to ensure deadlines are met	√	
Evidence of using own initiative as well as working as part of a team	√	
Understanding the importance of working with confidential information in a discrete and sensitive manner	√	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**The short-listing criteria listed plus the following:**

ASSESSMENT METHOD	CRITERIA
Test	Computer literate, possessing good keyboard skills and competence in the use of IT systems
Test	Accuracy, particularly in terms of the input and retrieval of data
Test/ Interview	Ability to complete administrative tasks in a confident manner
Interview	Ability to organise and prioritise workloads effectively
Interview	Good written and verbal communication skills
Interview	To work on own initiative and as part of a team

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Public Health
Social Development Team
STAFFING STRUCTURE



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Classification	Item No.
Open	

Meeting:	HUMAN RESOURCES AND APPEALS PANEL
Meeting date:	25/02/21
Title of report:	Relocation of Pest Control to Bradley Fold Depot
Report by:	Pete Stokes, Head of Streetscene
Decision Type:	HRA Decision
Ward(s) to which report relates	N/A

Executive Summary:

It is proposed to relocate Pest Control to Bradley Fold in order to promote closer working with the wider Streetscene service and potentially increase external income for the Council generated from the private lease of Hurst Street.

A dedicated secure room will be constructed within the Stores at Bradley Fold to accommodate pest control poisons and equipment and a storage area will be allocated to Public Protection. Initial estimates indicate that this work will cost in the region of £30,000 to £40,000, which will either be funded from capital or will be carried out as an invest to save with costs recovered by the service through reduced lease and running costs.

Recommendation(s)

That:

The Pest Control service is relocated from Hurst Street, Bury to Bradley Fold Depot, Radcliffe.

Key considerations

Background

The restructure of the Department of Operations (Top Management Tier) implemented on 19/08/20 transferred the Pest Control Service to Streetscene.

Streetscene's Highways and Street Lighting teams are based at, and operate from Bradley Fold Depot, Radcliffe, whilst the Pest Control Service operates from a small council owned industrial unit in Hurst Street, Pimhole, Bury. The Public Protection team has the use of a secure room within the Hurst Street building for the storage of seized goods.

The proposal

The current working arrangements with Streetscene teams disjointed across multiple sites makes it challenging to realise the full potential of bringing services together.

To ensure closer alignment of the team, it is proposed to relocate the Pest Control service to Bradley Fold Depot. The planned co-location of Pest Control with Streetscene's Highways and Street Lighting services will assist with improved performance, communication, closer working relationships, increase efficiency and service delivery.

The existing office and storage space at Bradley Fold Depot is not currently fully occupied, with sufficient space available to accommodate the Pest Control service and meet Trading Standards storage needs.

The proposal is to relocate 5 FTE employees.

Team / Post	Employees Impacted	Impact
Pest Control Operations Manager	1	Base will transfer from Hurst Street to Bradley fold Depot.
Environmental Protection Business Officer	1	Base will transfer from Hurst Street to Bradley fold Depot.
Pest Control Officers (all employees)	3	Base will transfer from Hurst Street to Bradley fold Depot.

All employees being relocated will be automatically be assessed for entitlement to relocation / excess travel payments.

There are no proposed changes to contractual duties or responsibilities proposed.

Staff parking is available at Bradley Fold Depot.

This proposal will not negatively impact on staff who are already occupying Bradley Fold as there is sufficient capacity to accommodate the additional staff. At present there is enough capacity to not result in fewer desks than staff.

Cost of the proposal

Improvement work to Bradley Fold to accommodate the Pest Control service and Public Protection storage is required in advance of the move, comprising of:

- The construction of a dedicated secure room within the Stores area at Bradley Fold, equipped with air extraction, washing and cold storage facilities;
- The construction of a dedicated secure area for use of Public Protection; &
- Improvements to the layout of the Streetscene office environment.

Quotations are being sought for these works, however initial estimates are in the order of £30,000-£40,000.

There are two options to fund this work, which are as follows:

- Capital allocation – a funding bid has been submitted for £40,000; &
- Invest to Save – funded by the service from savings in lease and running costs of Hurst Street, which are circa £15,000 to £20,000 per annum.

From consultation with colleagues in Property Services the Hurst Street building is considered to be a desirable property, which is marketable to the private sector. This proposal has the potential to achieve increased external income to the Council once Hurst Street is leased privately.

A mezzanine was installed at Hurst Street when Pest Control moved into the building. The terms of the lease agreement for Hurst Street stipulate that the building should be vacated in the same condition as when the lease was signed. After consulting with Property Services it is thought that the mezzanine is an enhancement to the building which is likely to improve marketability. It has therefore been agreed that the mezzanine left in-situ and will only be removed should the next occupier formally request its removal. The estimated cost to remove the mezzanine is £5,000. This cost will also be met from savings in the lease and running costs for the Hurst Street building.

Other alternative options considered

The Pest Control service could remain at Hurst Street, Bury, however this will make it challenging to incorporate the service within Streetscene, will not support the policy of rationalising property assets and will maintain the high service on costs.

Community impact / Contribution to the Bury 2030 Strategy

Equality Impact and considerations:

24. *Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:*

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

25. *The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying ‘due regard’ in our decision making in the design of policies and in the delivery of services.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
N/A	.

Consultation:

Section 188 – 30 day consultation with all Pest Control Staff

Legal Implications:

The proposals must be carried out in accordance with the Council’s HR policies and in accordance with its equalities duties.

Financial Implications:

There is potential to fund the alterations from existing capital allocations for Bradley Fold Depot should existing projects be delivered within budget.

Report Author and Contact Details:

Pete Stokes ext 5791

Email: p.stokes@bury.gov.uk

Background papers: N/A

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
FTE	Full Time Equivalent

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Classification	Item No.
Open	

Meeting:	HR & Appeals
Meeting date:	25 February 2021
Title of report:	Establishment and Extension – Review Team
Report by:	Amanda Symes – Head of Adult Safeguarding
Decision Type:	Non Key Decision
Ward(s) to which report relates	All wards in Bury

Executive Summary:

Following the introduction of the Care Act (2014) the process of preparing and reviewing care and support plans for eligible adults was clarified. Statutory Care Act guidance also introduced an expectation that local authorities would ensure the review of these support plans “no later than every 12 months¹”. In 2017 in order to alleviate some of this demand, meet legislative compliance and address a backlog of a specific cohort of overdue reviews the Review Team were established as a pilot project.

It is now proposed that the existing Review Team is permanently established and expanded through the creation of six additional posts. Permanent establishment of the Review Team will allow Bury Council to retain and build on the expertise of the current interim team. Expansion will consolidate the completion of the majority of

¹ Department and Health and Social Care, Care and support Statutory Guidance, section 10.42

local authority reviews by bringing them under one dedicated team ; releasing needed capacity within social care teams and reducing the financial impact created by unnecessary/inefficient support provision. In addition development of the Team will improve the offer to customers by enabling concentration on the development of links with key stakeholders in order to identify opportunities around innovative assistive technology and non-statutory community based services/resources.

The objectives of the Team are to:

- Ensure that reviews are completed in line with Care Act statutory guidance expectation;
- Improve the quality of existing Adult Care Assessments and Support Plans in line with the Care Act;
- Further develop social prescribing, universal and community services when looking at meeting an individual's need, thus developing community assets whilst reducing the cost of commissioned and direct payment packages;
- Drive forward best practice in relation to support plan design;
- Reduce demand on social care teams;
- Reduce customer reliance on commissioned service for an unidentified need as outlined within GM Transformation proposals;
- Reduce spend appropriately by redirecting to more cost effective services.

The Team is predicated on a proven invest to save model with staffing costs being off-set by the savings made by the completion of strength-based, timely support plan reviews. More detail with regard to staffing costs and realised and projected savings is available in the appended consultation proposal document.

Recommendation(s)

The Committee is asked to support the proposed establishment and expansion of the Team in order to enable Bury Council to complete its support plan review duty in a more efficient and effective manner.

Key considerations

Background

The Care Act 2014 and the Care and Support Statutory Guidance set out local authority obligations in relation to ensuring the wellbeing of adults with care and support needs. It also aims to bring about the personalisation of an offer of care by putting the adult at the centre of the process. Local authorities are required to undertake a needs assessment for anyone who they believe might have need of care and support. Where an adult is in receipt of a support plan there is a statutory expectation that the local authority will complete a review of the support plan within 12 months of its creation.

In April 2017 in order to meet this demand the Review Team was initially established as a six month pilot and was funded through the Improved Better Care Fund. Prior to start of the pilot, social care teams struggled to carry out this work within the expected time frame due to case volume and competing priorities creating a significant backlog of overdue reviews. The purpose of the Review Team at this time was to undertake a proportion of these reviews including:

- Annual Support Plan Reviews of commissioned and Direct Payment Domiciliary Care Packages
- 6-8 week hospital discharge reviews
- 6-8 week reablement input reviews.

Unhindered by the complexities of case management faced by the social care teams the Review Team were able to complete thorough, asset and strength based customer support plans. The Team also significantly reduced the backlog and the financial impact on Bury Council by the timely removal or reduction unnecessary provision. This equated to an overall cost reduction circa £620k in years 2 and 3². These savings when calculated against the cost of the Team equated to an approximate clear saving to the Council of £465k. Due to the continued success of the pilot, the need to retain the knowledge and experience of the staff, and the need to reduce unnecessary cost to the Council in order to meet budget reduction targets

² Refers table 2 of Consultation Proposal Document, years 2018-2019 and 2019/2020

it was agreed by adult social care senior management that the proposal to permanently establish and expand the project should be pursued.

The proposal

It is proposed that a permanent extended Review Team is established.

It is proposed that the existing Team slot into the established posts under revised job descriptions.

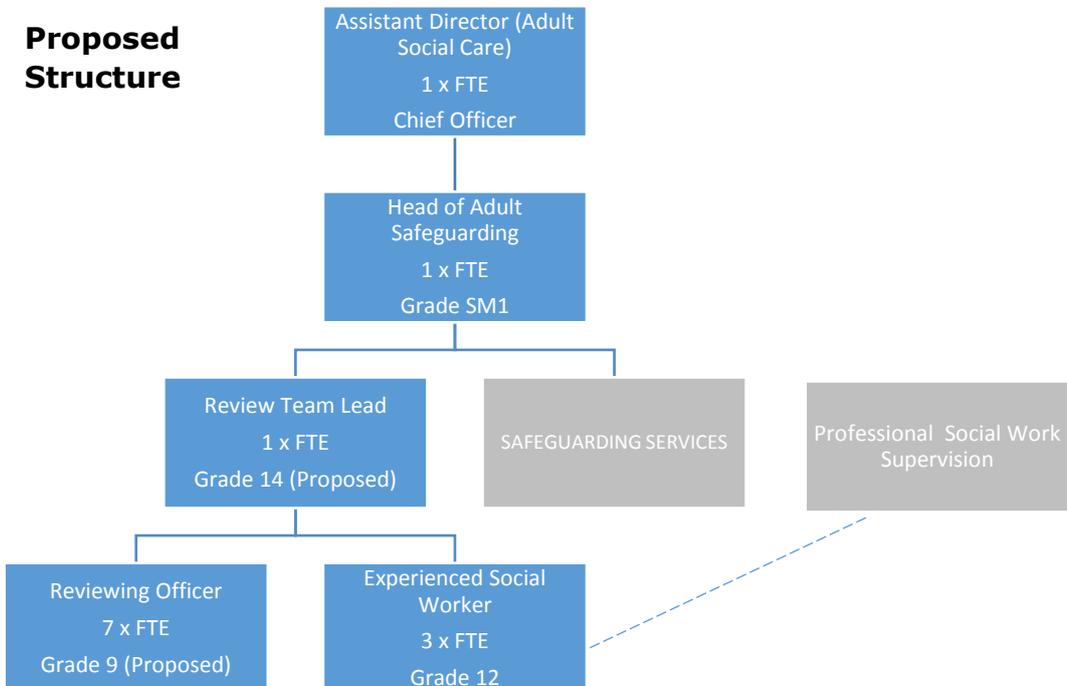
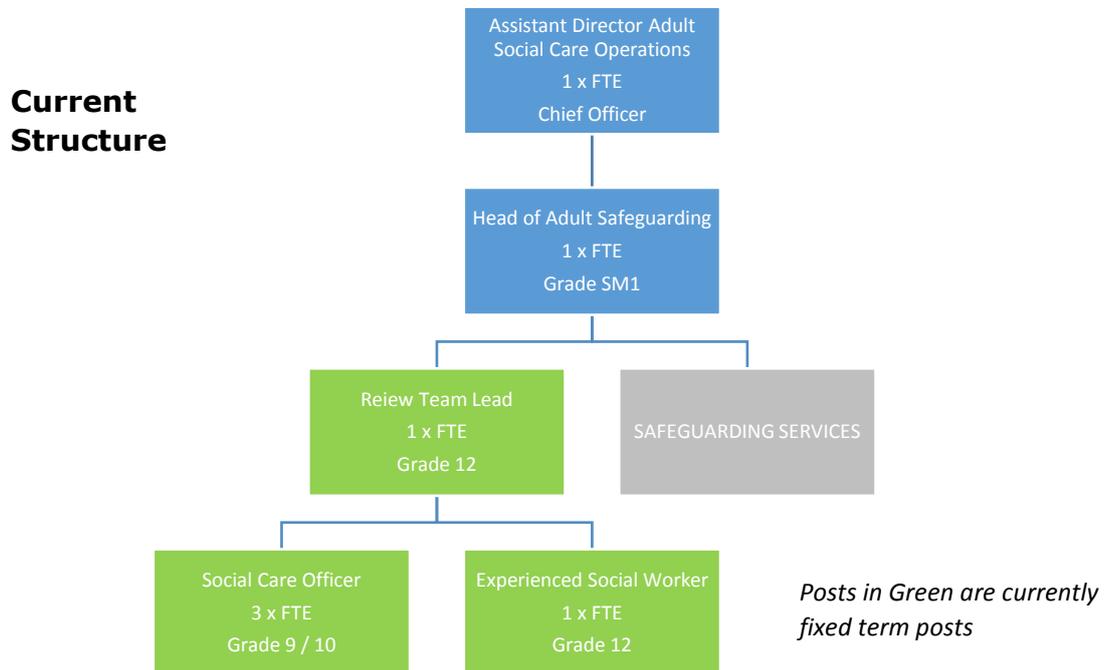
The current Team Manager is proposed to slot in to the Review Team manager to post, paid at the revised higher salary scale which reflects the increased responsibility brought about by the proposed Team expansion. The current Manager is currently assessed as performing over 60% of the revised role and has been in the temporary post for over 4 years on a fixed term contract.

The three current Reviewing Officers to also proposed to slot into the revised proposed Review Officer posts. The officers are all currently assessed as performing over 60% over the revised role and have either been in post for over 4 years on a fixed term contract or appointed to post via open recruitment.

The current vacant Social Worker post will be filled through an open recruitment process.

It is proposed the Team will be increased by 4 x FTE Reviewing Officer posts and 2 x FTE Experience Social Worker posts appointed through an open recruitment process. This will create additional efficiencies within the department and, based on invest to save predictive modelling, will realise a saving of circa £280 to £300k after staffing cost deduction.

The current and proposed Team structure are as illustrated below:



It is proposed that the Team will continue to be funded via an invest to save model with staffing costs being met by the savings made as a result of timely reviews. More detail with regard to staffing costs and realised and projected savings is available in the appended consultation proposal document. The below table illustrates in summary how the expected projected savings off-set staffing costs and also contribute towards the overall departmental savings programme.

Financial Year	Projected Full Year Cost Reduction on packages of care	Staffing Costs ³	Projected Savings (cost reduction – Staffing cost)
2020/2021	£566,812	£258,223	£308,589
2021/2022	£552,644	£258,223	£294,421
2022/2023	£538,830	£258,223	£280,607

Other alternative options considered

Three alternative options which have been considered:

1 No change to the current arrangements

This is not a preferred option. The pilot scheme has proven to be successful and financially sustainable. Not changing the arrangements will mean that the current in-post officers will not be afforded job security in turn creating a risk of expertise loss to the Council. This Team are also closely involved in supporting the planned departmental savings programme and without their input it is unlikely that these targets will be met. There remains a notable case backlog for cohorts of customers who are not covered by the interim Team which goes against statutory guidance – extending the service will allow for the majority of reviews to be brought under one dedicated team; service modelling indicates that an expanded team can meet the current and predicted demand.

³ Figures are inclusive on on-costs and are reflective of the top scale point on the current corporate salary scale; the figures shown here are the additional costs regarding new posts; existing posts are funded through the staffing budget of £196,900

2 Permanent establishment of the current Team footprint

Establishing the team without extending team numbers would be the second choice option. This option has not been chosen is for the reasons given above in that social work teams are struggling to cope with the number of required reviews and, due to the complexity of their existing workload are also struggling to build up the necessary specialist knowledge to step customers down from the initial more formal packages of care.

3 Move the review function back into the Integrated Neighbourhood Teams (adult social care)

This is not a preferred option. There have been two considered versions of this option:

a) Disbanding of the Team and progressing with redundancy arrangements for the affected officers. Whilst it will mean a financial saving to the Council in relation to the reduction in staffing costs the pilot has proven that statutory expectations cannot be met with current staffing levels. This option could also risk losing the expertise built during the course of the pilot.

b) Disbanding the Team but re-assigning them to sit within the Integrated Neighbourhood Teams. This will avoid staff redundancy and retain expertise but moves back to a historical model which has proved ineffective. Whilst it is acknowledged that capacity to complete the necessary reviews will be increased within the neighbourhood Teams, organisational experience has shown that due to the complex and demanding workload of the social care staff competing priorities can erode officer capacity to complete timely reviews.

Community impact/links with Community Strategy

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.</i>
<p>An Equality Impact assessment has been conducted and stability of setting the review function with an established and expanded team will impact positively on eliminating the potential for discrimination by ensuring that adults with care and support needs are able to access appropriate support in order to promote their wellbeing and access to universal services.</p> <p>Reviewing Officers will be able to explore and resolve inequality of provision for their customer cohort. Establishing a dedicated team will also ensure parity of customer provision and offer within the Council.</p>	

**Please note: Approval of a cabinet report is paused when the 'Equality/Diversity implications' section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Invest to Save failure – staffing costs are not covered by projected savings. (risk)	It is recognised that there is a potential risk with invest to save services. However, predictive financial modelling, based on experience taken from the pilot project, strongly indicates that this model is financially sustainable. Budgetary information and progression against budget spend is currently monitored via a weekly finance meeting therefore issues can be recognised early. The projected savings are also based on a salary model set at the top of each salary grade therefore it is likely that savings will be greater than predicted.
Unable to recruit to additional posts (risk)	This is an attractive role as it allows staff to work within a dynamic team who will have a clear and focussed direction and will be able to extend their existing knowledge by working within an area who will be testing new and innovative ways of supporting vulnerable customers.
Opportunity to improve the offer to vulnerable adults.	Staff within this service will be skilled in this type of case work, will be solution focussed and will have the expertise to provide a holistic support model
Opportunity to work within an area which is developing new ways of working.	This is a great opportunity to work in an area that is developing new ways of working with customers both from a customer-strength based view and from and IT and technology perspective. The Team will be leading the way on behalf of the local authority in designing person-centred packages of care.

Consultation:

The proposal has been discussed informally with staff and trade unions. Subject to approval by the Human Resource & Appeals committee, and in accordance with Council policy, it is proposed to enter a 30 day period of formal consultation prior to the implementation of any changes.

Legal Implications:

The proposals must be undertaken in accordance with the Council’s HR policies and its equality duties.

Financial Implications:

The cost of the proposals will be met from the savings achieved. Careful monitoring will be required to ensure that the savings are sufficient to cover the costs and in the event that this is not the case, the financial impact will need to be managed by the service. To support effective financial management, the budgets will be adjusted to increase the staffing budget to reflect the new staffing structure and reduce the service provision budget from which the savings are to be made.

Report Author and Contact Details:

Amanda Symes – Head of Adult Safeguarding

a.symes@bury.gov.uk or 07812 478636

Background papers:

None

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
None used	

CONSULTATION PROPOSAL DOCUMENT

Establishment of Permanent Independent Review Team

▪ **Rationale for the proposed change(s) and perceived benefits**

This consultation proposes that;

1. The Review Team become an established Team with permanent posts.
2. The current team is expanded. Creating a further 6 permanent posts;
 - 2x Social Worker Posts
 - 4x Social Care Officer Posts

This proposal is to enable the Review Team's current scope to expand and enable the completion of the following reviews

Team	Review Cohort
Integrated Neighborhood Teams (including social care)	<ul style="list-style-type: none"> • Commissioned Care at Home • Personal Budgets • 6-8 week reablement reviews • 6-8 week hospital discharge reviews • Associated Carers Reviews
Learning Disability Team	<ul style="list-style-type: none"> • Commissioned Care at Home • Personal Budgets • 6-8 week reablement reviews • 6-8 week hospital discharge reviews • Associated Carers Reviews
Older Peoples Mental Health Team	<ul style="list-style-type: none"> • Commissioned Care at Home • Personal Budgets • 6-8 week reablement reviews • 6-8 week hospital discharge reviews • Associated Carers Reviews

1. Background

The Review Team was initially established as a six month pilot in April 2017, funded through the Improved Better Care Fund. The development of the Independent Review Team Pilot coincided with the introduction of Statutory Care Act guidance; this places an expectation on councils to review Support Plans "no later than every 12 months". This guidance placed further demand on the current social care teams to complete overdue reviews. Prior to start of the pilot, social care teams struggled to carry out this work within the expected time frame due to case volume and competing priorities creating a significant backlog of overdue reviews resulting in noncompliance of Care Act regulation.

The purpose of the Independent Review Team was to complete Annual Support Plan Reviews of commissioned and Direct Payment Domiciliary Care Packages, as well as 6-8 week hospital discharge and 6-8 week reablement input reviews.

Unhindered by the complexities of case management faced by the social care teams the Review Team were able to complete thorough, asset and strength based assessments and reviews. The Team also reduced the backlog and reduced the financial impact on the council by removing or reducing unnecessary provision.

Employees currently working in the interim Review Team were appointed in 2017 following an internal expression of interest process, and transferred to the team on existing job descriptions. In September 2018, one of the Social Care Officers left to and was replaced by a new appointee on a fixed Term Contract in December 2018 following the formal recruitment process.

2. Objectives

The objective of the independent review team is:

- To ensure that reviews are completed in line with Care Act 2014 and statutory guidance expectation.
- Improve the quality of existing Adult Care Assessments and Support Plans in line with Care Act compliancy;
- To further utilise social prescribing, universal and community services when looking at meeting an individual's need, thus developing community assets whilst reducing the cost of commissioned and direct payment packages;
- Drive forward best practice in relation to support plan design;
- To reduce demand on social care teams;

- Reduce customer reliance on commissioned service for an unidentified need as outlined within GM Transformation proposals;
- Reduce spend appropriately by redirecting to more cost effective services.

3. Rationale

There is a sense that our social care teams can overprescribe care and support, and do not always have the time to consider the wider community offer before traditional and often more costly support is put in place. Therefore we need to work towards reducing the level of conversion from assessment into long term care and exploring alternative options.

Working practice should ensure exploration of all community, family and carer support and that any provision agreed meets only the outcomes the care assessment identifies that the individual is unable to achieve independently. Any support should focus on how we enable the person to achieve those outcomes rather than providing or doing it for or to them.

There is extensive research to show there are better outcomes for people when done 'with' the person rather than 'to' or 'for' the person. There is also criticism of social care systems being too paternalistic creating customer reliance and unnecessary dependency, this is something in Bury we aim to move away from.

Alongside the transformation and savings work the Principal Social Worker in Bury is leading a programme of workforce development that will bring about:

- Strength and asset based approach
- Ethnographic thinking
- Personalised conversations
- New quality assurance framework
- Providing social care with the tools and information to work differently
-

This workforce development will ultimately lead to behavioural change of the social care workforce that overtime will reduce the reliance on traditional care.

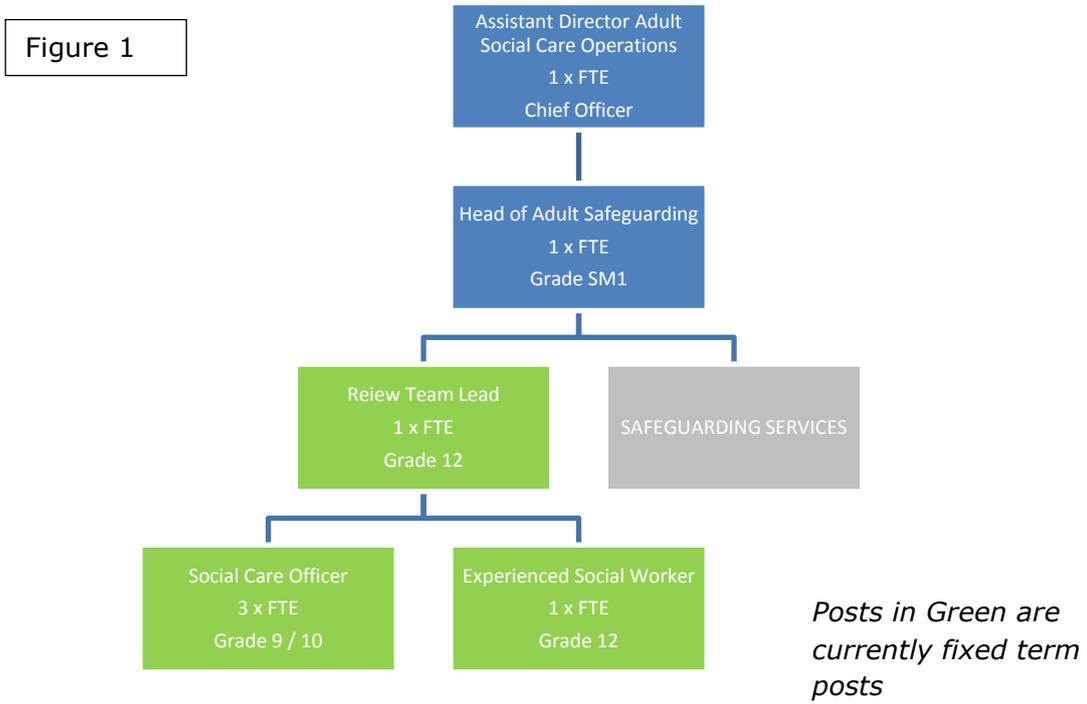
Permanent establishment of the Review Team would allow Bury Council to meet its statutory obligations whilst retaining and building on the expertise of the current interim team. Expansion of the Team will enable them to carry out the majority of the local authority review functions; releasing needed capacity within social care

teams and reduce the financial impact created by unnecessary/inefficient support provision.

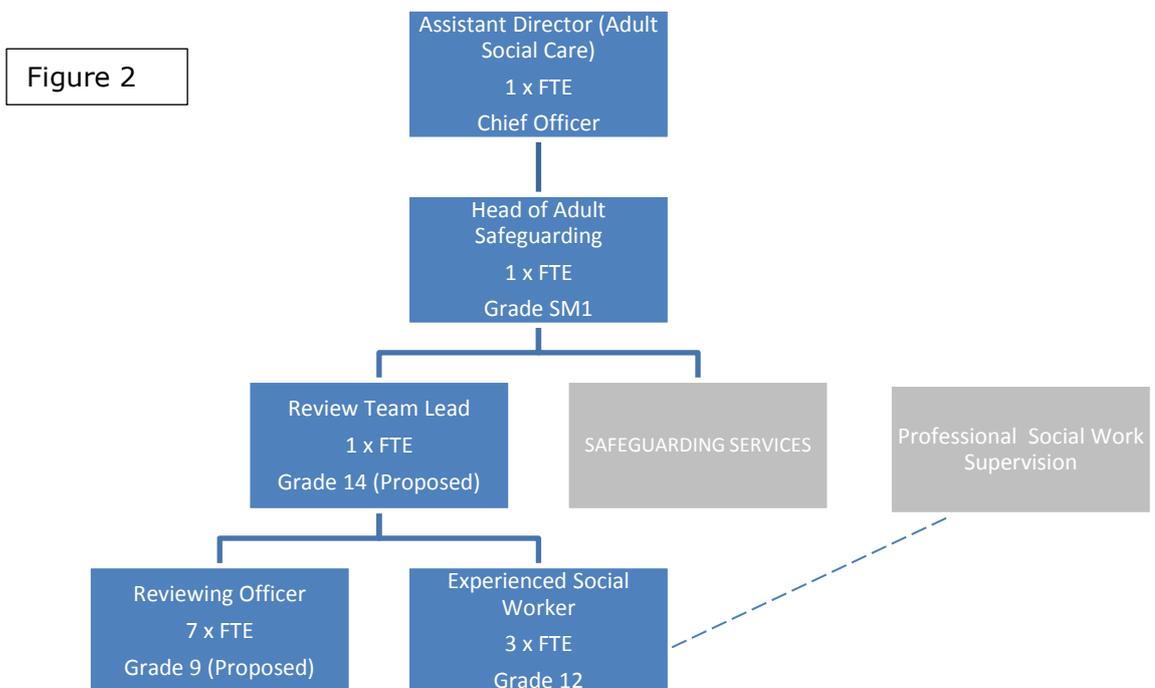
4. Benefits

- Consistent holistic reviews at the most appropriate time enabling the intervention to be outcome focussed as opposed to provision focused.
- The Team will have be able to actively work with internal and external providers to identify non-statutory community based services or resources which support the customer to achieve their outcomes whilst reducing reliance on commissioned care.
- A more consistent adherence to Personal Budget policy.

Structure prior to restructure



Proposed structure after restructure



▪ **Cost of structure before and after the proposals take effect**

The Review Team was previously funded by Improved Better Care Fund but a decision was made for 20/21 to move the majority of the government grants away from individual services and into a central funding pot.

The total cost of the proposed team is **£455,123.73**.

Table 1 Post	Grade	FTE Posts	TOTAL
Review Team Lead	14	1	£ 55,033.44
Experienced Social Worker	12	3	£ 145,120.51
Social Care Officer	9*	7	£ 254,969.78 ¹
			£ 455,123.73²

There is a current staffing budget of £196,900, which is core budget. This means the costs for the additional posts is £258,223.

The Review Team was originally established on an invest to save assumption. In the previous 3 years the cost saving percentage per review has covered the staff expenditure.

Table 2 Financial Year	% Saving Per Review	Reviews Completed	FYE Cost Reduction
2017/2018 (Part Year)	14.5%	135	£179,559
2018/2019	11%	700	£634,123
2019/2020	9%	833	£628,918

¹ This includes pay protection for 1 year for 1 SCO.

² Inclusive of on-costs and reflective of top SCP

Projected cost reduction figures are based on an initial 2% reduction as per 2017-2020. However, if the proposal is approved the review completion capacity will significantly increase.

The proposed review scope will also increase, so the cases reviewed will not be duplicated. The below figures are the minimum projected cost reduction based on previously achieved Review Team cost reduction.

Table 3 Financial Year	Projected % Saving Per Review	Reviews Completed	Proposed FYE Cost Reduction
2020/2021	7%	1,463	£566,812
2021/2022	5%	1,463	£552,644
2022/2023	3%	1,463	£538,830

▪ **Consultation timetable / Programme:**

Length of consultation:	Activities to take place during consultation period:
30 calendar days from 8 th March 2021 – 7 th April 2021	Whole staff briefing. One to one / small group meetings with staff as requested.

▪ **All jobs in the area of the restructure and the impact on each one**

Post	Grade & FTE	Notes
Review Team Manager	Grade 14, 1 x FTE	Duties of post undertaken by Project Lead post on a fixed term basis. Job description revised. Proposed to slot in existing post holder on permanent basis under 60% rule and as post

		holder has performed duties for over 4 years on fixed term basis
Social Care Officer 1 Grade 9	Grade 9, 7 x FTE	3 x FTE posts currently on establishment. Job description revised Proposed to slot in 3 existing 3 x FTE post holders under 60% rule on permanent basis as post holder have performed duties for over 4 years on fixed term basis or been appointed to post following open recruitment process. 1 x FTE post holder will be subject to pay protection due to proposed reduction in grade. Additional proposed 4 x FTE posts established and to be appointed to through open recruitment process.
Experienced Social Worker	Grade 12 x 3 FTE	1 x FTE post vacant Additional proposed 2 x FTE posts established and to be appointed to through open recruitment process.

- **Job descriptions & Person Specifications for all new or revised posts**



Review Team
Manager JD and PS



ESW jd and person
spec.docx



Reviewing Officer
JD and PS final draft

- **Implementation timescale and plan for the proposals**

Date	Activity
7 th April 2021	End of consultation period
9 th April 2021	Collation of feedback and comments from the formal consultation period and development of the final proposal
16 th April 2021	Confirmation of the final proposal & feedback
By 23 rd April 2021	Implementation of proposal including issuing of variation of contract letters and redundancy notifications.
By 23 rd April 2021	Advertisement for vacancies in structure
3 rd May 2021	Implementation of variation of contracts (contingent on acceptance of variations of contract etc)
3 rd May 2021	Full operational implementation of all elements of proposal.

- **Next steps**

This pack is part of the formal consultation with staff.

This consultation is in accordance with the Council's Employee Consultation Procedure and S188 of the Trade Union and Labour Relations Consolidation Act 1992. The length of the consultation is 30 days. Therefore the consultation period will be:

8th March 2021 – 7th April 2021

There is a range of support available that can be accessed via the intranet resource area:-

<http://intranet/index.aspx?articleid=12931>

CONSULTATION FEEDBACK FORM

Establishment of Permanent Independent Review Team

8th March 2021 – 7th April 2021

Please use this form to indicate any comments which you would like to be considered or require a response to as part of the consultation process.

During the consultation you should consider:

- whether you are in agreement with the proposal
- whether you are in agreement with how we suggest to implement the proposal
- any other issues you wish to raise in relation to the proposals

Name: _____

Signature: _____

Date: _____

SENIOR MANAGEMENT AND MEMBER SIGN-OFF

<i>Establishment of Permanent Independent Review Team</i>	
Name and designation of officer submitting proposal	Amanda Symes, Head of Adult Safeguarding
Date of submission	18 th February 2021
Outline of proposal:	
<i>Reason for change</i>	
<p>To establish the existing temporary Review Team on an permanent and expanded basis to complete necessary reviews of packages across the Integrated Neighbourhood Teams, Learning Disability Teams and Older Peoples Mental Health Teams. This ensures the Council discharges its duty under the Statutory Care Act guidance which places an expectation on councils to review Support Plans “no later than every 12 months”.</p>	
<i>Benefits</i>	
<ul style="list-style-type: none"> • Meet Care Act (2014) guidance expectations for adults with care and support needs whilst reducing pressure on locality social work teams. • Promote equity of support package provision to adults with care and support needs whilst identifying unmet needs or unnecessary service provision. • Dedicated service which will allow for timely introduction of new and innovative services. • Retention of the learning taken from the pilot service. • Key enabling service for the departmental savings programme. 	
<i>Risks</i>	
<ul style="list-style-type: none"> • Invest to Save failure – staffing costs are not covered by projected savings. It is recognised that there is a potential risk with invest to save services. However, predictive financial modelling, based on experience taken from the pilot project, strongly indicates that this model is financially sustainable. Budgetary information and progression against budget spend is currently monitored via a weekly finance meeting therefore issues can be recognised early. The projected savings are also based on a salary model set at the top of each salary grade therefore it is likely that savings will be greater than predicted. • Unable to recruit to additional posts. This risk is mitigated as this an attractive role as it allows staff to work within a dynamic team who will have a clear and focussed direction and will be able to extend their existing knowledge by working within an area who will be testing new and 	

<p>innovative ways of supporting vulnerable customers.</p>	
<p>Cost of proposal:</p> <p><i>Cost differential</i></p> <p>The proposed additional cost of the structure is £258,223 after taking into account the core budget of £196,900.</p> <p><i>Savings</i></p> <p>The structure is funded partly from core budget, and partly on an “invest to save” basis, and is projected to deliver total savings of £566,812 in 20/21, £552,644 in 21/22 and £538,830 in 22/23.</p> <p>Please note the above are total savings and do not include deduction of staffing costs.</p> <p><i>Additional costs</i></p> <p>All additional costs are anticipated to be met through savings generated through the review process.</p>	
<p>Employee impact:</p> <p><i>Number of affected employees</i></p> <p>There are currently 4 employees within the existing interim structure</p> <p><i>Number of displaced employees as a result of proposals</i></p> <p>No employees are anticipated as being displaced by these proposals.</p> <p><i>Number of new posts created as a result of proposals</i></p> <p>The proposal involves transferring 5 existing fixed term roles to the permanent establishment (1 post currently vacant) and establishing a further FTE 6 posts.</p>	
<p>Use of Agency Workers</p> <p>There are currently no agency workers engaged.</p>	
<p>Equality analysis</p> <p>(Will this proposal change policy, procedure or working practice or negatively impact on a group of people? If yes, complete EA, summarise issues identified and recommendations – forward</p>	<p>Equality analysis completed – this proposal will have a positive impact on adults with care and support needs and their</p>

EA to Corporate HR)	carers/relatives.	
Decision taken by:	Signature	Date
Director or Chief/Senior Officer		
Head of Finance		
Head of Human Resources		
Members consulted		
Executive Member/Chair		
HR and Appeals		
Cabinet Member (if applicable)		
JET		
Progress checklist	Planned date	Complete
Step 1 – Developing the proposal (including informal information sharing with the Trade Unions	By 29th January 2021	
Step 2 – Senior Management sign off	By 17th February 2021	
Step 3 – Briefing Trade Unions	By 17th February 2021	
Step 4 – Formal Consultation instigated	4th March 2021	
Step 5 – Formal Consultation period	8th March 2021 – 7th April 2021	
Step 6 – Finalising the proposal	By 9th April 2021	
Step 7 – Confirmation of proposal including delegated power	By 16th April 2021	
Step 8 – Selection of employees	N/A	
Step 9 – Implementation of proposal	3rd May 2021	
Step 10 – Variation to contracts	3rd May 2021	
Step 11 – Implementation of dismissals	N/A	



Classification	Item No.
Open	

Meeting:	Human Resources and Appeals Panel
Meeting date:	25 February 2021
Title of report:	Deputy Chief Financial Officer
Report by:	The Leader of the Council
Decision Type:	Non key
Ward(s) to which report relates	N/a

Executive Summary:

In a Cabinet report dated 16 December 2020 regarding the Strategic Financial Leadership of the Council and CCG, a Joint Executive Director of Finance was established and appointed to. The report advised that a review of the supporting staffing structures in finance would follow.

This paper proposes the establishment of a Deputy Chief Finance Officer with responsibility for the operational management of the Council's finance function

Recommendation(s)

That:

The post of Deputy Chief Financial Officer (Band E) is established.

Key considerations

In December 2020 strategic finance leadership arrangements were reviewed and a new post of Executive Director Finance was established, across Bury Council and CCG. The role will act as the officer appointed under s151 of the Local Government Act 1972, which requires the Council to appoint a suitably qualified officer to be responsible for the administration of its financial affairs. The Executive Director Finance will also fulfil the statutory financial responsibilities of the CCG.

The Executive Director Finance was appointed to in January 2021 and the appointee will take up their post during the spring of 2021. The accountabilities of the post were agreed to include:

- creating single leadership for development of an integrated strategic approach to the next three year financial plan and commissioning strategy.
- driving the creation of pooled and aligned budgets and single financial management systems across the CCG and the Council. This will be essential to the operation of the One Commissioning Organisation
- leading the professional development of finance staff and raise overall financial skill levels across the CCG and the Council. This will strengthen the resilience of the finance functions by increasing the flexibility of staff across the CCG and Council to respond to challenges and changing circumstances.

The HRA agreed that, once the leadership appointment was, supporting structures within both finance teams will be reviewed and a separate report will be brought back to complete the restructure of the finance function.

Proposal

It is proposed that a Deputy Chief Finance Officer (DCFO) post is established within the Council to provide operational leadership of the finance function. Equivalent arrangements will be made within the CCG and an interim Deputy CFO has recently been appointed for a six-month period.

The proposed job description for the post is appended and includes:

- deputy to the Executive Director who is the council's statutory Section 151 officer
- implementation, monitoring and reporting on the council's Medium Term Financial Strategy, production of which will be a core responsibility of the Executive Director
- day to day supervision of the teams for which the Executive Director is responsible including accountancy; audit; Revenues and Benefits and procurement
- providing technical financial leadership for the Council across such issues as treasury management, commercial, investments, the Housing Revenue Account, pay Services (Payroll, Pensions and Accounts Payable), Insurance and commercial and investment activity

- implementing and monitoring the Council's Long Term Finance Strategy and Plan including the financial strategy for schools and associated funding streams, as well as leading the finance input to the Council's Transformation Programme
- leading on the financial input to the efficiency agenda within the Council, including reviewing financial processes to optimise the efficiency and effectiveness of these processes and to ensure the finances and resources of the Council are used in the most effective and efficient manner.
- Overseeing the management of the Council's Capital Programme and the development, delivery and monitoring of the Council's Capital Strategy.

It is proposed that recruitment to this post commences immediately. It is acknowledged that the market for experienced, qualified finance staff in local government is highly competitive. As such an independent partner (Gatenby Sanderson) have been engaged to support with a national executive search campaign, pending approval of the post. Gatenby Sanderson completed the executive search for the successful Executive Director appointment and have therefore been retained because of their proven credentials and knowledge of the Bury system.

Other alternative options considered

This proposal is made on the basis of a number of options pursued with regards the strategic finance function over the last two years. Proposals are made on the basis of analysis of future organisation pressures and requirements and previous attempts to recruit and retain senior staff

Next Steps

Subject to approval, recruitment to this post will commence immediately. The wider restructure of the finance service will be progressed under the direction of the new Executive Director Finance as an early priority on their appointment.

Community impact/links with Community Strategy

The final structure within finance will be managed as a whole system, to have maximum impact on the Borough's economic recovery from Covid-19 and reducing the costs of demand caused by health inequalities and concentrations of deprivation.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis	<i>The change in structure does not present any equality impacts. The recruitment to this post is an opportunity to further the diversity of the workforce. External advertising should therefore take account of opportunities to target under represented community groups</i>

**Please note: Approval of a cabinet report is paused when the 'Equality/Diversity implications' section is left blank and approval will only be considered when this section is completed.*

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
The post is not filled	Comprehensive advertisement and use of an executive search campaign
Failure to recruit means the Council will not have the technical, sector-specific financial skill/knowledge required.	Interim resource will be secured

Consultation:

The changes in structure do not affect any substantive postholders and therefore are not subject to consultation.

The TU will be notified.

Legal Implications:

Recruitment must be in accordance with the Council's Constitution, which requires approval of the post based upon a recommendation from HRA, the new recruitment policy for Chief Officers (subject to approval of that policy) and comply with the requirements for equality and diversity.

Financial Implications:

The cost of the post is £127k and funding will be considered in the context of the wider finance restructure. In the event that sufficient funding cannot be identified, the cost will be built into the council's financial strategy from 2021/22 onwards.

Report Author and Contact Details:

Geoff Little, Bury Council Chief Executive/NHS Bury CCG Accountable Officer

Background papers:

HRA/Cabinet Reports June 2020 and December 2020

Please include a glossary of terms, abbreviations and acronyms used in this report.

Term	Meaning
CCG	Clinical Commissioning Group
DCFO	Deputy Chief Finance Officer

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**BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION**

Post Title: Deputy Chief Finance Officer	
Department Corporate Core Services	Establishment/Post No:
Division/Section: Finance	Post Grade: Chief Officer Band E
Location: The post holder will be based within the Bury Campus, however may be required to travel within the locality to deliver the requirements of the role	Post Hours: 37 hours per week
Special Conditions of Service: Will be required to work outside normal office hours as necessary.	

Purpose and Objectives of Post:

1. To act as Deputy Section 151 Officer
2. To implement, monitor and report on the council's Medium Term Financial Strategy
3. To implement and monitor the Council's Long Term Finance Strategy and Plan including the financial strategy for schools and associated funding streams, as well as leading the finance input to the Council's Transformation Programme
4. To provide technical financial leadership for the Council across such issues as treasury management, commercial, investments, the Housing Revenue Account, pay Services (Payroll, Pensions and Accounts Payable), Insurance and commercial and investment activity
5. To provide technical financial leadership for the Council, providing advice and developing long term deliverable financial plans that deliver a balanced budget in line with agreed outcomes and meet the needs of Bury.
6. To implement and monitor the Council's Long Term Finance Strategy and Plan and to lead the finance input to the Council's Transformation Programme
7. To lead on the financial input to the efficiency agenda within the Council, including reviewing financial processes to optimise the efficiency and effectiveness of these processes and to ensure the finances and resources of the Council are used in the most effective and efficient manner.
8. Oversee the Management of the Financial Management (including Audit) and Management Accountancy teams and to develop and maintain governance standards internally and as part of the Council's approach to partnership working.
9. Oversee the Corporate Procurement section and develop and maintain good procurement and project planning standards both within the Corporate Core and across departments..
10. Oversee all aspects of the Revenues Division including, Council Tax and Revenues and Benefits.
11. Oversee the management of the Council's Capital Programme and the development, delivery and monitoring of the Council's Capital Strategy
12. Oversee the monitoring of performance data relating to all financial services
13. Underake a variety of specific projects (on-going and task/finish) as directed by the Joint Executive Director of Finance.

Accountable to: Joint Executive Director Finance	
Immediately Responsible to: Joint Executive Director Finance	
Immediately Responsible for: Head of Financial Management; Head of Management Accountancy, Revenues Division, Head of Corporate Procurement	
Relationships: (Internal and External)	
<p>Council Members All Council/CCG Finance staff Executive Directors and Chief Officers Budget Holders Members of the Public Consultants</p>	<p>Members of Parliament Officers of other authorities and public bodies External Auditors Suppliers of financial and other services Central Government Officials External Partners</p>
Control of Resources:	
<p>Financial –Co-ordination & control of overall Council budget and responsible for divisional budget Personnel – Supervision of staff Equipment/Materials – Ensure proper use of equipment & technology within the Service</p>	

Duties/Responsibilities:

Management

- To deputise for the Joint Executive Director Finance with regard to own areas of responsibility.
- To oversee the management of Management Accountancy, Financial Management, Procurement and the Revenues Division.
- To oversee the management of the Corporate Procurement function , ensuring that all aspects of their responsibilities are linked to efficient strategies
- To assist the Joint Executive Director Finance in the preparation of the Financial Services Service Plan
- To oversee the development, negotiation, implementation and monitoring of Service Level Agreements for all of Financial Services.
- To provide leadership, support and direction to staff by encouraging, motivating and developing them and promoting/co-ordinating continued professional development
- To identify financial and efficiency training needs across the Council and to co-ordinate the provision of financial training in conjunction with the Organisational Development.
- To be responsible for the performance management/monitoring of all services within own areas of responsibility.
- To ensure adherence within the Division to the Council's personnel policies, including recruitment and selection, disciplinary and grievance procedures.

Strategic Financial Advice

- To develop, implement and monitor the Council's Long Term Financial Strategy and, as part of this process, to ensure consistent financial linkages are developed, maintained and evidenced between all the plans and strategies produced by the Council.
- To oversee the production of the Council's Capital Strategy and other financial strategies/plans as determined by the Joint Executive Director of Finance.
- To oversee the production and publication Council's Procurement Strategy and Delivery Plan
- To co-ordinate and lead the development of the Council's Priority-led Budget Review Process.
- To provide strategic financial advice across the CouncilPartners and other Stakeholders on new initiatives/legislation/service changes. To take a lead role in developing joint working across the Council, Partners and Stakeholders and develop soundly based productive working relationships, including the development of a Community Budgeting process.
- Ensure integration across the Council Service and Financial Planning to deliver the Council's Aims and Objectives.
- To oversee the preparation of the Annual Revenue Budget and Capital Programme.
- To conduct negotiations and represent the interests of the Council with external parties and stakeholders.
- To prepare reports to and for the Chief Executive, Deputy Chief Executive, Corporate Core Management Team, Joint Executive Team, the Cabinet, Scrutiny Panels etc.
- To represent the Joint Executive Director of Finance on Council/CCG/other relevant regional and national working groups.
- To lead and co-ordinate the professional finance input to the transformation agenda, reflecting the needs and priorities of the Council.

Risk Management

- To develop, implement, monitor and report on the development of the Council's approach to Risk Management including development of the Risk Management Strategy, risk assessments and risk mitigation plans
- To embed the Council's approach to risk management within the budget setting and monitoring processes
- To be responsible for the production and maintenance of the Council's Statement of Internal Control

Revenues Division

- Responsibility for managing and overseeing the Revenues Division, which includes the following core service areas including Council Tax; Benefits; Business Rates Corporate Fraud; Subsidy; Welfare Support; Aged Debt; Customer Accounts / Sundry Debts.

Corporate Procurement/Project Planning

- To oversee the development of best practice in project planning and procurement within the Council and across GMCA to achieve best value through smart procurement processes and systems.
- To support and promote procurement projects within the Council and across GMCA, Team Bury and agreed Alliances.

Other Duties

- To ensure that financial decision making and procurement within the Council are undertaken in accordance with financial regulations and standing orders and to provide interpretation and advice.
- To oversee the development of the Council’s corporate Financial Management System.
- To contribute as appropriate to Council wide corporate projects, activities, initiatives, strategies.
- To initiate/undertake/participate in strategic and cross-departmental financial reviews or appraisals.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.
- To contribute to and participate in the Authority’s Emergency Planning Arrangements

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee who may have his/her Trade Union Representative present if so desired (see paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

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DEPARTMENT FOR CORPORATE CORE – DEPUTY CHIEF FINANCE OFFICER

SHORT LISTING & INTERVIEWING CRITERIA	ESSENTIAL	DESIRABLE
CIPFA or equivalent qualification & 5 Years Post Qualification Experience and evidence of continued professional development	✓	
Previous substantial experience of working in a senior management position within a political and complex multi-disciplinary organisation	✓	
Detailed knowledge and experience of accounting practices and procedures, financial systems, governance and budgetary control in a public sector environment	✓	
Detailed Knowledge of Local Government Finance and the key Government Initiatives that impact on the Council's finances	✓	
Experience of integrating service and financial planning and the formulation of medium and long term financial planning strategies	✓	
Evidence of strategic, multi-disciplinary working involving the formulation, implementation and evaluation of policies/strategic initiatives within a large, complex, organisation	✓	
Ability to anticipate, keep track of and interpret national, political, financial and other developments as they impact on the finances of the Council, ensuring a proactive approach and advising/informing Members	✓	
Proven track record in managing and leading employees and projects, collaborative working, organisational change and development	✓	
Proven analytical capabilities and to think and plan strategically, corporately, with a creative approach to complex problem solving and delivery with	✓	

competing deadlines		
The ability to provide clear, concise and understandable advice and information regarding the interpretation of financial data and financial option appraisal to a wide range of individuals, organisations and agencies	✓	
Other Requirements		
Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events	✓	
A member of the Out of Hours emergency rota	✓	