

## **HUMAN RESOURCES, PERFORMANCE AND DIVERSITY**

A record of decisions made by the Executive Member with responsibility for Human Resources, Performance and Diversity on:-

**TUESDAY, 18TH DECEMBER, 2007**

following consideration of the matters detailed below in the presence of:-

Councillor White	Executive Member for Human Resources, Performance and Diversity
Councillor. R. Allen	Major Opposition Spokesperson
Councillor. J. Silvester	Minor Opposition Spokesperson
Mr. F. O'Malley	Head of HR and Employee Relations
Ms. S. Curran	Deputy Director of Corporate Resources
Mr. J. Shannon	Area Working Manager
Ms. C. O'Malley	Employee Relations and Employment Services Management
Ms. C. Aykol	Senior Personnel Advisor
Mr. R. Guenther	Assistant Head of Policy and Improvement
Ms. B. Newman	Policy Accountant
Mr. J. Kerambrum	Democratic Services Officer

### **49. MONITORING OF EXECUTIVE MEMBER DECISIONS**

The Director of Legal and Democratic Services submitted a report which contained monitoring information related to decisions taken at the Executive Member's previous meetings.

**The Executive Member for Human Resources, Performance and Diversity NOTED progress on the**

**decisions previously taken, as detailed in the Appendix to these minutes.**

#### **50. UPDATE ON BOLTON COMMUNITY COHESION PROJECT, PREVENTING VIOLENT EXTREMISM**

The Chief Executive submitted a report which updated the Executive Member on the development of the Bolton Community Cohesion Project Preventing Violent Extremism (PVE) and sought approval for the creation of two Development Officer posts.

By way of background information, the report stated that the Department for Communities and Local Government had established the PVE Pathfinder Delivery Fund, totalling £6 million, in April 2007 to help tackle violent extremism. The Great Manchester area had been identified as an eligible area to receive monies as more than 5% of the population was made up of those with a Muslim background.

Following a bid to the Pathfinder Delivery Fund, Bolton had been awarded £100,000 in June this year for the current Financial Year and would be mainly used to support development workers who would engage with young people, women and leaders in the Muslim community.

In addition, the Executive Member was informed that on the 31<sup>st</sup> October 2007 the Secretary of State for Communities announced an increase in funding to £50 million over the next three years. This additional funding would ensure that the national 2010/2011 allocation to the PVE Pathfinder Fund would be £18 million. The projected allocations to Greater Manchester and Bolton had yet to be determined.

The report explained that the proposed action in Bolton for 2007/2008 would focus on women, young people and the development of leaders in the Muslim community. Most of the proposed activity would be delivered by three development officers who would be appointed within the governance framework.

The report detailed the remit for the following proposed posts:-

- Development Officer, Muslim Children and Young People;
- Development Officer, Muslim Women and Families; and
- Development Officer, Muslim Community Leadership.

The report stated that the Development Officer, Muslim Women and Families and the Development Officer, Muslim Community Leadership would be employed by Bolton Council in the Children's Services and Chief Executive's Departments and, through a Service Level Agreement, would be managed by the Bolton Council of Mosques. The Development Officer, Muslim Children and Young People would be employed by the Bolton Council of Mosques and had been put in place as part of a different initiative.

In terms of the financial implications, the report stated that the existing allocation of £100,000 covered the current Financial Year only, although it was hoped that additional funding would be made available to Bolton through the increased funding announced by the Secretary of State for Communities. In this context, the three Development Officers as detailed would be advertised as 12 month posts with possible extensions to three years.

The relevant job descriptions and person specifications were appended to the report.

**The Head of Paid Service, in consultation with the Executive Member for Human Resources, Performance and Diversity APPROVED –**

**(i) The overall project and supported it's implementation; NOTED -**

**(ii) The establishment of the Development Officer,**

**Children and Young People, as detailed in the report;  
APPROVED -**

**(iii) The creation of the fixed term posts of Development Officer, Muslim Women and Families and Development Officer, Muslim Community Leadership, as detailed in the report; and AGREED -**

**(v) That a further report be submitted to the next meeting of the Human Resources, Performance and Diversity Policy Development Group for further Elected Member consultation on the project.**

## **51. INTERNATIONAL RECRUITMENT OF SOCIAL CARE STAFF**

**The Executive Member for Human Resources, Performance and Diversity AGREED –**

**That the matter be deferred for consideration to a future meeting of the Executive Member for Human Resources, Performance and Diversity.**

## **52. REVISED CORPORATE REDEPLOYMENT PROCEDURE**

The Assistant Chief Executive submitted a report which sought the Executive Member's approval for a revised Corporate Redeployment Procedure.

By way of background information, the report stated that the Council had a Corporate Redeployment Procedure in place to assist employees who were unable to continue in their substantive post because the need for the post no longer existed following restructuring and/or reorganisation. The Corporate Ill Health Redeployment Procedure was subsequently developed to assist employees who, because of their health, were unable to continue to carry out the duties of their substantive post.

The report stated that the two Procedures had been in place for over ten years and needed to be reviewed in order to ensure compliance with the Disability Discrimination Act, the introduction of the Statutory Dispute Resolution Procedures and the need to ensure best practice.

The Executive Member was informed that one of the key changes being proposed was that there should be one Procedure which dealt with cases of both Redeployment and Health Related Redeployment. This would ensure consistency of treatment and enable appropriate support mechanisms to be put in place to meet individual employee needs and requirements. This proposal had been discussed at the Human Resources, Performance and Diversity Policy Development Group and had been recommended as the way forward.

A copy of the revised Corporate Redeployment Procedure was appended to the report.

The report stated that the revised procedure had been shared with the Trade Unions and would be submitted to the next meeting of the Single Local Joint Consultative.

**The Executive Member for Human Resources,  
Performance and Diversity APPROVED -**

**The revised Corporate Redeployment Procedure**

### **53. CORPORATE RESOURCES DEPARTMENT PERFORMANCE MANAGEMENT**

The Director of Corporate Resources submitted a report which requested the Executive Member to consider the performance management arrangements within the Corporate Resources Department and the actual performance information at Quarter 2, 2007/2008.

The report stated that Bolton Council had developed a strong approach to performance management which included a Management Framework and Corporate Minimum Standards. The Corporate Resources Department embraced the corporate

process and performance management was embedded throughout the Department.

The Executive Member was informed that the Departmental Management Team (DMT) received information on the performance of the Department in a number of areas every quarter. This information was reviewed and actions put in place to ensure that improvements were sustained and that any identified gaps were managed. This information was fed back to individual divisions and reported to the Executive Member for Corporate Strategy and Finance and the Corporate Issues Scrutiny Committee.

The report informed the Executive Member of the current performance of the Corporate Resources Department by outlining the Quarter 2, 2007/2008 performance under the following headings:-

- Performance Indicators;
- Budget Monitoring;
- Gershon Efficiency Savings;
- Departmental Management Team Key Tasks 2007/2008;
- Departmental Risks;
- Service Improvement Actions Plans;
- Sickness Absence;
- Corporate Customer Care Standards;
- Equality and Diversity Performance Dashboard 2007/2008;
- Departmental Employment Targets; and
- Member Queries and Questions.

In terms of future developments, the report stated that within the Corporate Resources Department, DMT and officers would continue to work to further develop performance management across the Department. Work was currently ongoing in the following areas to ensure that managers had the relevant information to ensure that key areas of performance were monitored and services continued to improve:-

- a review of performance indicators to ensure all critical business areas were covered;
- improved processes to ensure that all levels of management were included in the process;
- a revision to reporting arrangements to link all elements of performance and therefore present a fuller picture of Departmental activity; and
- to ensure all managers were fully aware of performance management and that they were putting actions in place to ensure performance continued to improve.

**The Executive Member for Human Resources, Performance and Diversity APPROVED -**

**The performance management arrangements within the Corporate Resources Department and the actual performance information at quarter 2 2007/2008.**