

**DECISION MONITORING**  
**EXECUTIVE MEMBER FOR HUMAN RESOURCES**  
**AND DIVERSITY**

<b>DATE OF MEETING</b>	<b>ITEM AND DECISION</b>	<b>ACTION/ PROGRESS</b>
9 <sup>th</sup> April, 2008	<p><u>Joint Commissioning Support Officer</u>  <u>(Children's Services)</u></p> <p>APPROVED – The establishment of a 3 year fixed term post of Joint Commissioning Support Officer and to the disestablishment of the post of Young People's substance Misuse Coordinator, as detailed in the report.</p>	<p>Joint commissioning arrangements with PCT being finalised Sept 08. Post to form part of AD Be Healthy Directorate in CS. Director of CS currently finalising details of AD post with PCT.</p> <p>Substantive substance misuse co-ordinator post will be held as vacant until joint commissioning have been finalised. Following this, all Governing Bodies of Community and Controlled Schools have a mandatory responsibility to confirm acceptance of the new pay structure for implementation in April 2009 have been finalised.</p>

	<p><u>Development of a Dementia Centre</u> (Adult and Community Services)</p> <p>APPROVED – (i) The development of Firwood Phase 2, as detailed in the report now submitted; and</p> <p>(ii) The appointment of additional staff, as detailed in the report now submitted.</p>	<p><b>Admin/Receptionist</b> – Interviews scheduled for 16<sup>th</sup> September 2008. Appointment made – awaiting pre employment checks</p> <p><b>Assistant Practitioner</b> – Shortlisting completed – no suitable applicants – to be discussed at next DMT as to next steps</p> <p><b>Care Supervisor (x 4)</b> – interviews have taken place - 3 posts offered 1 post to be re advertised. Currently out to advert</p>
<p><b>11<sup>th</sup> June, 2008</b></p>	<p><u>Services for Children and their Families</u> (Children's Services)</p> <p>APPROVED – The establishment of a Commissioning Manager post and 1.5 FTE Social Work posts within the Children's Department, as detailed in the report.</p>	<p>Job Description for the Commissioning Manager has been sent for evaluation August 08. Evaluation completed – query from Line Manager on proposed grade and awaiting outcome of re-evaluation from Central Personnel.</p>

<b>15<sup>th</sup> July, 2008</b>	<u>Neighbourhood Renewal Delivery (Development and Regeneration)</u>  APPROVED – The organisational and staffing proposals contained within the report.	Posts have now been evaluated. Bolton at Home has filled their jobs through internal reorganisation. The posts will be advertised following publication of the pay structure.
<b>15<sup>th</sup> July, 2008</b>	<u>EMS/ONE – Support officer (Children's Services)</u>  APPROVED – The creation of the post of Information Systems Analyst, as detailed in the report.	Post to be advertised in Bolton News and MEN w/c 1 September to generate best possible catchment of applicants.
<b>15<sup>th</sup> July, 2008</b>	<u>Services for Children and their Families (Children's Services)</u>  APPROVED – The establishment of a Team Manager post as detailed in the report.	Job evaluation requested August 2008, pending outcome from Central Personnel prior to advertising. Awaiting Job Evaluation.

<p><b>15<sup>th</sup> July, 2008</b></p>	<p><u>Re-alignment of Performance Team</u> (Adult and Community Services)</p> <p>APPROVED – The re-alignment of the structure and functions of the Performance Team in the Adult and Community Services, as detailed in the report.</p>	<p>Awaiting the outcome of the job evaluation process.</p> <p>All posts have now been evaluated. Interviews provisionally scheduled for the first week in october</p>
<p><b>15<sup>th</sup> July, 2008</b></p>	<p><u>Transforming Social Care</u> (Adult and Community Services)</p> <p>APPROVED – The posts as detailed in the report.</p>	<p>Heads of service posts have been appointed and have commenced in post on 13/09/08.</p> <p><b>Programme Manager</b> – Job Description currently being written and will then require evaluating</p> <p><b>Involvement and Engagement Officer</b> – Post currently advertised – closing date 1<sup>st</sup> September 2008. Applications currently being shortlisted</p> <p><b>Policy Officer</b> - Advert text with HRSSC - closing date to be confirmed – Closing date 16<sup>th</sup> September 2008 (AD8-378) applications in process of being shortlisted</p> <p><b>Senior Commissioning</b></p>

		<b>Officer</b> – Awaiting job evaluation result <b>Finance Officer</b> – Appointment Made
<b>15<sup>th</sup> July, 2008</b>	<u>Disability Adaptations Officer (Adult and Community Services)</u>  APPROVED – The establishment of an additional Disability Adaptations Officer, as detailed in the report.	Advert text with HRSSC - closing date to be confirmed. Closing date 5 <sup>th</sup> September (AD8-363) applications in process of being shortlisted.
<b>15<sup>th</sup> July, 2008</b>	<u>Restructure of Drug and Alcohol Strategy and Commissioning Team (Adult and Community Services)</u>  APPROVED – The revised structure of the Drug and Alcohol Strategy and Commissioning Team, as detailed in the report.	The revised structure was now in place.  All posts have been successfully evaluated  The internal candidates have been appointed and the external posts have gone out to advert.

<b>15<sup>th</sup> July, 2008</b>	<u>Recruitment of an Apprentice to the Albert Halls</u> <u>(Adult and Community Services)</u>  APPROVED – The appointment of a Catering Apprentice within the Albert Halls, as detailed in the report.	Adverts have gone out. Shortlisting now in progress.
<b>15<sup>th</sup> July, 2008</b>	<u>Proposed Market Pay Supplements for Two Senior Posts in the Corporate Property Services Division of the Corporate Resources Department</u> <u>(Corporate Resources)</u>  APPROVED – The introduction of market supplements for the post of Head of Operational Asset Management and Head of Estates and Asset Management, as detailed in the report, subject to the approval of the Executive Member for Corporate Resources.	Good response to adverts interviews and assessment centres to be held 25 <sup>th</sup> and 26 <sup>th</sup> September and 8 <sup>th</sup> October 2008.
<b>6<sup>th</sup> August, 2008</b>	<u>Service Restucture for HR</u> <u>(Children's Services)</u>  APPROVED – (i) The proposed restructuring of the Children's Services HR Team with an implementation date of 1 <sup>st</sup> April, 2008; and AGREED -  (ii) That an annual report that updated the Executive Member on the progress of the Children's Services HR Team restructure be submitted to future Executive Member meetings.	Appointments made.  PO/8-10 post in process of being advertised. Other vacancies re-circulated internally on 25 September prior to external advertisement.

<b>6<sup>th</sup> August, 2008</b>	<p><u>The Work Shop – Additional Posts (Development and Regeneration)</u></p> <p>APPROVED – The establishment of the three new posts as now detailed.</p>	<p>Posts currently out to advert closing dates 6<sup>th</sup> and 8th October 2008</p>
<b>6<sup>th</sup> August, 2008</b>	<p><u>Apprenticeships (Chief Executives)</u></p> <p>APPROVED – (i) The establishment of new apprenticeship posts in principle with specific details coming back to the Executive Members next meeting; and</p> <p>(ii) The grade and pay for four year apprenticeships.</p>	<p>Number of posts have been put forward and the matching process is currently taking place.</p> <p>An update report will come to the Executive Members meeting 6/10/08.</p>

<b>3<sup>rd</sup> September, 2008</b>	<u>Head of Service, Pathfinder (Children's Services)</u>  APPROVED – The establishment of a fixed term Head of Service for Service Innovation, as detailed in the report, subject to the successful job evaluation process.	
<b>6<sup>th</sup> October, 2008</b>	<u>Increase of Staffing to Support Delivery of 18 Children's Centres (Children's Services)</u>  APPROVED – The establishment of six new Deputy Heads of Children's Centres, two full time family workers, one full time Senior Early Years Worker, six Information Assistants, two Centre Assistants and one Administrative Assistants, as detailed in the report, subject to successful job evaluation and the pay and grading review.	
<b>6<sup>th</sup> October, 2008</b>	<u>Learning Disability Services – Health Act Flexibilities (Adult Services)</u>  AGREED – To the formalising of the long-term secondment of the learning disability staff in line with the attached Partnership Agreement, as detailed in the report.	



<b>6<sup>th</sup> October, 2008</b>	<u>Coroners Office Staffing</u> <u>(Legal and Democratic Services)</u>  APPROVED – The appointment of two Coroner’s Officers on Scale 5, as detailed in the report.	
<b>6<sup>th</sup> October, 2008</b>	<u>Update on Newly Established Apprenticeship Posts</u> <u>(Chief Executives)</u>  NOTED – (i) The newly established apprentice positions, as detailed in the report; and APPROVED -  (ii) The establishment of the new apprenticeship positions, as detailed in the report.	
<b>6<sup>th</sup> October, 2008</b>	<u>Proposals for Service Redesign of Bolton Children’s Services</u> <u>Residential Homes</u> <u>(Children’s Services)</u>  APPROVED – (i) The reduction of two Service Managers to one, as detailed in the report, subject to successful job evaluation and the pay and grading review;  (ii) The appointment of three Registered Managers and one more in the Adolescent Support Unit, three Deputy Managers, one Registered Manager and three Senior Residential Support Worker, as detailed in the report, subject to successful job	

	<p>evaluation and the pay and grading review; and</p> <p>(iii) The change of job description for the Residential Support Workers in the Adolescent Support Unit, as detailed in the report.</p>	
<b>6<sup>th</sup> October, 2008</b>	<p><u>Think Family Pathfinder (Children's Services)</u></p> <p>APPROVED – The recruitment of 1 Think Family Manager and 10 Think Family Support Workers, as detailed in the report, subject to successful job evaluation and the pay and grading review as well as approval from the Executive Member for Children's Services.</p>	