

HUMAN RESOURCES AND DIVERSITY

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

WEDNESDAY, 6TH AUGUST, 2008

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

Councillor Kay	Executive Member for Human Resources and Diversity
Councillor Shaw	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Mr. F. O'Malley	Head of Employee Relations and HR Services
Mr. M. Kelly	Chief Economic Strategy Officer
Ms. A. Edwards	HR Manager
Mr. A. Hulme	Deputy HR Manager
Mr. A. Gardner	Chief Accountant
Mr. J. Kerambrum	Democratic Services Officer

26. 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.

27. SERVICE RESTUCTURE – HR FOR CHILDREN'S SERVICES

The Assistant Chief Executive submitted a report that detailed proposals to restructure the HR delivery in the Children's Services Department to meet current and future need.

The report indicated that there were a number of local and national drivers that were impacting on and influencing the need for a review of the provision of HR Services in Children's Services;

- HR/OD review;
- Building Schools for the Future (BSF);
- Departmental projects and restructures;
- Pay and Grading Review;
- Equal Pay;
- Legislation;
- Attendance Management; and
- Work force census.

These drivers combined with the ongoing OD/HR Review had created an opportunity to realign the HR service provision within Children's Services to better meet service requirements and business needs.

It was proposed that the provision of HR in Children's Services be realigned and that a discrete specialist Schools HR team and a Units team for Children's Services be created. It was envisaged that inter- team and cross department working would continue to be a model of delivery to support the HR/OD review.

Funding for the increases and re-alignment would be provided via BSF funds to support the delivery of the BSF by providing monies for both direct posts and backfill funding; Departmental funding for additional posts for the department; Corporate funding to backfill for equal pay resources and realignment of departmental budgets and school SLA income so that the roles were better defined.

All posts had been evaluated and were subject to the Pay and grading review outcomes.

The report had been considered and approved by the Executive Member for Corporate Resources at her meeting on

5th August, 2008.

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

**(i) The proposed restructuring of the Children's Services
HR Team with an implementation date of 1st 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.**

28. THE WORK SHOP – ADDITIONAL POSTS

The Director of Development and Regeneration submitted a report which sought the Executive Member's approval for the recruitment of three new posts which would increase the capacity and scope of the services that were currently delivered from The Work Shop employment support project.

The Executive Member was advised that the Work Shop opened in June, 2007 and it provided a simple link between job opportunities and the individuals who wished to access them.

The report advised that given the strategic priority given to maximising the local benefits of economic growth and the track record for delivery which had already been established by the Work Shop, the allocation of Area Based Grant (ABG) offered the opportunity to consolidate and strengthen partner services in terms of provision for workless residents. Furthermore, new Local Area Agreement targets were geographically focussed rather than being determined by benefit type and, operationally, the level of activity required to deliver against new employment targets required investment to properly consolidate the staffing structure at The Work Shop and to enhance the amount of activity taking place in target areas.

In view of the above, a new structure had been produced and it was intended to use the Area Based Grant to create two additional Project Officer posts at Scale 5/SO2 to complete the complement of frontline staff whose duties combine frontline engagement and assessment of new clients. In addition, to the Project Officer roles, it was also intended to use the grant resources to provide a Senior Project Officer (PO1/2) to have direct responsibility and oversight of the frontline.

It was stated that a bid for area based grant to finance this core staffing requirement and further employability interventions had now been agreed with pre contract negotiations concluded on 28th July, 2008.

A copy of the job descriptions and person specifications were appended to the report and the appointments would be made on a fixed term basis which would be determined by the availability and duration of ABG funding.

The report had been considered and approved by the Executive Member for Housing and Regeneration at his meeting on 4th August, 2008.

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

The establishment of the three new posts as now detailed.

29. APPRENTICESHIPS

The Assistant Chief Executive submitted a report that updated the Executive Member on the position of establishing new apprenticeship positions and requested agreement to move ahead in principle and for the extension of the increments for four year apprenticeships.

By way of background information, the report stated that at the Executive Member's meeting on 9th April 2008, it was agreed that in order to raise the number of apprenticeships across the

Council a number of changes needed to be made. These changes were a new apprenticeship grade, a generic job description and person specification and a targeted recruitment process.

The report stated that these changes also enabled more vulnerable young people with less qualifications and experience to apply for apprenticeship opportunities.

The Executive Member was informed that considerable work had been done to identify opportunities. There were 25 actual and potential opportunities identified, of which 13 would be new positions. To prevent a series of reports identifying the same background, grade and job description, the report requested the Executive Member to agree to the establishment of new posts at this level in principle with an update report to be presented at each Executive Member meeting confirming the numbers of posts established.

This would also speed up the matching process of available young people in current work placement schemes into apprenticeship positions.

A copy of the breakdown of the current proposed positions was appended at Appendix 1 to the report.

The report stated that the apprenticeship grade was established at the last Executive Member meeting for two year apprenticeships. Further consideration had been given to four year apprenticeships. A proposed incremental grade was attached at Appendix 2 to the report. This was exactly the same as the two years previously agreed, however after 2 years, there were 10% increments. This was to reflect the higher starting salary of qualified people in this area and to prevent the Council losing trainees in the final year of their apprenticeship.

**The Executive Member for Human Resources and Diversity
APPROVED –**

- (i) The establishment of new apprenticeship posts in principle with specific details coming back to the Executive Members next meeting; and**
- (ii) The grade and pay for four year apprenticeships.**