

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

<b>DATE OF MEETING</b>	<b>ITEM AND DECISION</b>	<b>ACTION/ PROGRESS</b>
<b>11<sup>th</sup> June, 2008</b>	<p><u>Services for Children and their Families</u>  <u>(Children's Services)</u></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>Currently using Consultants to undertake work. Working on further development of Commissioning function in Children's Services.</p> <p>Working with national commissioning programme on a proposal to establish a new commissioning team within division. Will put detailed proposal before Exec members for approval as soon as completed.</p>
<b>15<sup>th</sup> July, 2008</b>	<p><u>EMS/ONE – Support officer</u>  <u>(Children's Services)</u></p> <p>APPROVED – The creation of the post of Information Systems Analyst, as detailed in the report.</p>	<p>Post advertised in Bolton News and MEN 4<sup>th</sup> September closed 19<sup>th</sup> Sept Short listed. Interviews to be held 28<sup>th</sup> Oct. Shortlisted but unable to appoint – none of the candidates</p>

		<p>sufficiently met the criteria at interview. Re-advertised post December, no suitable candidates.</p> <p>Post advertised twice but unable to appoint. Looking to develop current staff to move up into the role in near future. Work currently being covered by support contract with software supplier.</p> <p>It is hoped the post will be filled by the end of August.</p>
<b>6<sup>th</sup> October, 2008</b>	<p><u>Increase of Staffing to Support Delivery of 18 Children's Centres (Children's Services)</u></p> <p>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.</p>	<p>Job evaluation complete. Adverts placed in line with current recruitment procedures. Closing dates at various dates middle to end of May. Application forms received shortlisted and interviews undertaken earlier in June Offers in the process of being made.</p>

<p><b>29<sup>th</sup> October, 2008</b></p>	<p><u>Reconfiguration of BEMAS Service Management (Children's Services)</u></p> <p>APPROVED – (i) The deletion of the existing posts of Strategic Manager of Ethnic Minority Support and Race Equality and the Assistant Manager;</p> <p>(ii) The creation of an English as a Second Language consultant post to work in partnership with other Inclusion and Engagement staff and with the Teaching and Learning Consultants in school improvement;</p> <p>(iii) The change in the designation of the post of Assistant Manager (Head of Starting Point) to Teacher in Charge (Starting Point);</p> <p>(iv) The relocation of Race Equality and Community Cohesion responsibilities to Assistant Manager (Traveller Education Service and EHE) and redesignation of that post to Senior Manager;</p> <p>(v) The move of BEMAS outreach support to Starting Point with the appointment of an additional Deputy post to Starting Point;</p> <p>(vi) The deletion of 1.2 Team Leader posts in the BEMAS structure, as detailed in the report; and AGREED -</p> <p>(vii) That this would be subject to successful job evaluation and the</p>	<p>Structural changes 1;3;4;5&amp;6 enacted.</p> <p>Consultant post appointed to. Employee to commence 1/9/09 in line with Teacher resignation dates.</p> <p>Consultations progressing All parties have now met, proposals under consideration Completed. Traveller Education now sepearted from BEMAS with re-design of Managers post complete.</p> <p>Completed.</p> <p>Job re-design underway in line with PAG procedures.</p> <p>Re- designed posts have been submitted</p>
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	pay and grading review.	for re-evaluation
<b>21<sup>st</sup> January, 2009</b>	<p><u>Re-investment of Funding to Create Two Part Time Social Worker Posts within the Adoption Team (Children's Services)</u></p> <p>APPROVED- (i) The termination of a contract with After Adoption on 31<sup>st</sup> March, 2009; and</p> <p>(ii) The establishment of two part-time social workers within the Adoption Team, as detailed in the report, subject to the Pay and Grading Review.</p>	<p>Discussion taken place within team, &amp; minor re-configuration arranged. The two part time posts being filled by 1 person and her 4 day post is to be advertised. Interviews to be held 10<sup>th</sup> June 09.</p> <p>Post advertised internally 16/3/09. Externally 16/4/09 No suitable applicants Being re-advertised 26/6/09 closing date 9/7/09 weekend.</p>

<b>21<sup>st</sup> January, 2009</b>	<u>CAF Support Officer (Children's Services)</u>  APPROVED – The establishment of the post of a CAF Support Worker, as detailed in the report, subject to the successful job evaluation process and the Pay and Grading Review.	Interviews to be held on 28 <sup>th</sup> May. Internal applicant appointed Start date 29/6/09.
<b>25<sup>th</sup> February, 2009</b>	<u>Principal Strategy Officers (Development and Regeneration)</u>  APPROVED - The establishment of two Principal Strategy Officer posts within Strategic Housing Services, as detailed in the report subject to the Pay and Grading Review.	Posts currently on hold no plans to advertise in immediate future. May have funding implications.
<b>25<sup>th</sup> February, 2009</b>	<u>Establishment of a New Post – HR Coordinator, Practice Learning (Adult and Community Services)</u>  APPROVED – The post of Workforce Development Advisor, as detailed in the report, subject to the Pay and Grading Review and the approval of the Executive Member for Health and Adult Social Care.	Successful candidate appointed.

<b>25<sup>th</sup> February, 2009</b>	<u>Neighbourhood Renewal Delivery (Development and Regeneration)</u>  APPROVED - The establishment of four Support Officer posts within the Development and Regeneration Department, as detailed in the report.	2 posts have been filled via internal recruitment. 2 posts interviews 22 <sup>nd</sup> June 2009.
<b>25<sup>th</sup> February, 2009</b>	<u>Delivery of Integrated Early Intervention and Prevention Services Through a Network of Children's Centres to 19,000 Under Fives and their Families (Children's Services)</u>  APPROVED – The Early Start staffing establishment be increased, to meet the Children's Centres delivery requirements, as detailed in the report, subject to the Pay and Grading Review.	Advertised internally: <u>New posts</u> 12 Family workers 3 Community workers 7.5 Centre Assistants 5.5 Information Assistants <u>Exsting posts</u> 2.5 Family workers 2 Community workers 2 Centre Assistants 1 Information Assistant 1.5 Family Worker (Team Leader) 1 senior Admin Assistant. 0.5 Nursery Admin. Assistant A number of Early Year workers to be confirmed.  All posts have now been advertised internally.

		Any remaining unfilled posts are to go to external advert next week.
<b>25<sup>th</sup> February, 2009</b>	<p><u>Funding for Community Cohesion Activity</u> (Chief Executive's Department)</p> <p>AGREED – (i) The broad outline of the new communication strategy, as detailed in the report;</p> <p>(i) The proposed allocations, as detailed in the report; and</p> <p>(ii) That the detailed planning be referred to Bolton Harmony Fund's Marketing Sub-group to work with Bolton Council's Marketing and Communications Agency in designing and producing the campaign.</p>	<p>Planning for event ongoing event launches 20<sup>th</sup> June 2009 with finale weekend August 9<sup>th</sup> 2009.</p>
<b>1<sup>st</sup> April, 2009</b>	<p><u>Bolton Community Cohesion Project – Further Developments</u> (Chief Executive's Department)</p> <p>NOTED – (i) The report as detailed; and APPROVED -</p> <p>(ii) The proposed staffing increases as detailed in the report;</p>	<p>The BCCP has successfully rolled over its initial</p>

	(iii) The creation of the new post of Mentoring Project Co-ordinator to be seconded to Bolton Council of Mosques, subject to a review of the job description and person specification and successful job evaluation and the Pay and Grading review.	Pathfinder Year into a further 3 year programme and recruitment is now underway to staff the project.
<b>3<sup>rd</sup> June, 2009</b>	<p><u>Teachers in Children's Centres (Children's Services)</u></p> <p>APPROVED – (i) that 4.5 full time children's centre teacher posts be added to the establishment on Soulbury 5-8;</p> <p>(ii) that the existing part-time children's centre teacher posts were moved onto the new job description, re-graded in line with the new posts and changed to 1 full time equivalent, subject to Trades Unions consultation and the pay and grading review.</p>	<p>Discussions with Trade Unions progressing.</p> <p>Posts not subject to Pay and Grading as Soulbury post.</p>
<b>3<sup>rd</sup> June, 2009</b>	<p><u>Restructuring of Joint Finance Unit (Children's Services)</u></p> <p>APPROVED – The proposals to restructure the Children's Services Department's Joint Finance Unit, as detailed in the report.</p>	<p>Childrens Services - Schools Finance officer post JFU - Senior Accountancy Assistant and two Accountancy Assistant</p> <p>Adverts on the internal bulletin week commencing 22nd</p>



		June 2009 with a closing date 2 weeks after.
<b>3<sup>rd</sup> June, 2009</b>	<u>Restructure of Employee Relations Team</u> <u>(Chief Executive's Department)</u>  APPROVED – The revised staffing structure for the Employee Relations Team within the Chief Executive's Department, as detailed in the report submitted.	At risk staff identified. Post at level 4 filled via ringfenced recruitment. Displaced employee redeployed to Children's Services HR. Manager's post out to advert closing date 26 <sup>th</sup> June 2009.
<b>3<sup>rd</sup> June, 2009</b>	<u>Design for Life: Proposal to Extend a Museum Post Using External Funding</u> <u>(Adult and Community Services)</u>  AGREED – That Bolton Museum and Archive Service, as part of the Design for Life project, extend the working hours of an existing staff member by two days per week for the duration of the project, this would be an additional fixed term contract as detailed in the report.	Paperwork sent week commencing 8 June 2009 – Completed.