

HUMAN RESOURCES, PERFORMANCE AND DIVERSITY

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

WEDNESDAY, 5TH SEPTEMBER, 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. D. Winstanley	Assistant Chief Executive
Mr. F. O'Malley	Head of Employee Relations and HR Services
Mr. M. Cox	Director of Environmental Services
Mr. A. Donaldson	Head of Policy and Improvement
Ms. S. Trotter	Principal Training and Development Officer
Ms. B. Newman	Policy Accountant
Mr. J. Kerambrum	Trainee Democratic Services Officer

30. 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.

31. ELECTED MEMBER DEVELOPMENT STRATEGY PROGRESS

The Assistant Director submitted a report that updated the Executive Member on the progress with the implementation of the Elected Member Development Strategy.

By way of background information the Executive Member was reminded that Bolton Council continued to implement and improve its Elected Member Development Strategy as planned, including refining the overall strategy itself and continuing to provide effective and efficient opportunities for development.

The report stated that all 60 Elected Members had now undergone Personal Development Planning interviews and a formal review of the process was underway via an e-mail questionnaire to all members and more detailed telephone surveys to a random sample of members.

The Executive Member was informed that a draft portfolio was being sent to North West Employers for an initial review at the end of August which would allow for feedback and detailed tailoring to the assessment criteria before the official Charter Assessment on 26th September, 2007.

A copy of the Draft Bolton Council Elected Member Development Strategy was attached at Appendix 1 of the report. The Executive Member was informed that the strategy would be circulated to all elected members.

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

(i) the progress made to date on Elected Member Development; ENDORSED -

(ii) the further planned actions recommended in the report and AGREED -

(iii) that the Draft Bolton Council Elected Member Development Strategy be circulated to all members of

Council.

32. ENVIRONMENTAL SERVICES PERFORMANCE OVERVIEW – QUARTER 1

The Director of Environmental Services submitted a report that outlined to the Executive Member the approach taken by Environmental Services in relation to performance management, including areas for future development. The report also gave an overview of the Environmental Services Quarter 1, 2007 performance and highlighted the areas for concern and the actions that were being taken to address these.

By way of background information Bolton Council had developed a consistent and rigorous approach to performance management that supported a culture of continuous improvement. The Council had an agreed Performance Management Framework including an identified Corporate Minimum Standards that all departments work within.

The Executive Member was informed that on a quarterly basis a range of short, but detailed analyses were produced for the Department's Management Team which detailed the Department's current performance in a number of areas. This information would then be summarised into the Department's quarterly Performance Dashboard.

The report explained that despite a comprehensive approach to performance management within Environmental Services, some minor improvements were planned for 2007/2008. This included plans to integrate all Diversity and Human Resources information around discipline, grievance and harrassment, employment targets and Diversity Action Plan targets into the Performance Dashboard.

The report stated that the performance of Environmental Services in quarter 1, 2007 was strong and this was detailed under the following headings:-

- Best Value Performance Indicators;

- Local Area Agreement and Local Public Service Agreements;
- Comprehensive Performance Assessment Environment Block;
- Service Improvement Action Plans;
- Risk Monitoring;
- Customer Complaints;
- Customer Intelligence;
- Sickness Absence Monitoring.

The Executive Member for Human Resources, Performance and Diversity NOTED –

(i) The contents of the report and its findings; AGREED -

(ii) The areas for future development; ENDORSED -

(iii) The improvement actions contained within the report; and AGREED -

(iv) That the outcome from this item be reported to the next meeting of the Executive Member for Corporate Strategy and Finance for consideration.

32. URGENT ITEM - SCHOOL MEALS MANAGEMENT RESTRUCTURE

In accordance with the Local Authority's Executive Arrangements and Access to Information Regulations 2000, the Chairman of the Corporate Issues Scrutiny Committee agreed that the following item was urgent and could not reasonably await consideration until the next meeting of the Executive Member for Human Resources, Performance and Diversity.

The Director of Environmental Services submitted a report which put forward proposals to restructure the School Meals Management Team in order to achieve financial savings whilst ensuring continued improvements in service delivery, in line with new Government legislation and the Our Change Programme.

The report provided details of the existing structure and current operational arrangements of the Schools Meals Service at Appendix A. Appendix B to the report outlined the proposed new structure for the service and outlined the benefits and savings that could be achieved.

The report went on to provide a summary of the main actions and changes involved in the restructure and identified the savings that could be achieved.

In addition to the changes, the report also proposed the creation of an office administrator post to support the new realigned structure.

The report concluded that the revised staffing structure would deliver on cost efficiencies, together with statutory nutrition, service management and corporate change.

A copy of the relevant job descriptions and person specifications were appended to the report.

The report had been considered and approved by the Executive Member for Environmental Services at his meeting on 7th August, 2007.

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

- (i) The proposed structure for catering management within Environmental Services; and**
- (ii) The establishment of a post of Administrator, to support the remodelled structure, to be advertised in Autumn, 2007, as detailed in the report.**