

HUMAN RESOURCES AND DIVERSITY

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

WEDNESDAY, 1ST JULY, 2009

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

Councillor Kay	Executive Member for Human Resources and Diversity
Councillor Shaw (as deputy for Councillor Greenhalgh)	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Ms. C. Hyams	Assistant Director, Human Resources and Organisational Development
Mr. S. Young	Assistant Director, Policy and Performance
Mr. T. Birch	Assistant Director, School Effectiveness
Ms. K. Johnston	Consultation and Research Manager
Mr. J. Addison	Scrutiny Support Manager
Ms. J. Maddock	Deputy HR Manager
Ms. J. Hampson	Business and Development Manager
Ms. K. Kidd	Workforce
Ms. L. Clarkson	Principal Employee Relations Advisor
Ms. C. Aykol	Principal Employee Relations Advisor
Ms. B. Newman	Policy Accountant
Mr. J. Kerambrum	Democratic Services Officer

7. 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 and Diversity NOTED progress on the decisions previously taken, as detailed in the Appendix to these minutes.

8. PROPOSED NEW STRUCTURE FOR A JOINT FINANCE UNIT

The Director of Corporate Resources submitted a report which requested the Executive Member's approval for a new structure for a Joint Finance Structure to support Development and Regeneration and Environmental Services.

By way of background information the report stated that under the current senior management arrangements the Policy and Performance Assistant Director post was a shared resource for both Environmental Services and Development and Regeneration. Under the remit of this post was the responsibility for shared resources around Business Support, Executive Support and Administration, Policy and Performance and Finance. At present the majority of the resources used to deliver this joint service was done so through single teams and functions, providing a more joined up and strategic business solution.

One exception to this approach was around the resource used to deliver financial support for the two departments which was done so through two separate teams.

The report proposed a restructure towards a single joint finance function for the two departments, an approach which would deliver the following business benefits: -

- a more joined up co-located finance function;

- greater strategic and operational support for service managers to better support business need;
- more joined up strategic approach around capital and revenue commitments; and
- £30,000 of organisational efficiency.

The report detailed the current structures for the two departmental Finance teams as well as outlining the proposed joint finance structure.

The key changes to the structure included:-

- to reduce the number of Policy Accountants to one who would provide the strategic financial management to the two departments; and
- introduce an operational management post at Senior Group Accountant to provide operational support and guidance to the two departments.

In terms of the financial implications, the report stated that the cost of the proposed new structure would be met within the existing budget and would provide a saving of £29,783 towards current redirection targets for 2009/2010.

The posts of Policy Accountant and Senior Group Accountant would be subject to a new job evaluation as they represent clear and substantial changes to their existing roles. The rest of the structure had already been subject to the pay and grading evaluation process.

Throughout the restructure both staff and the relevant Trades Unions had been fully consulted both on the new structure and the new roles and responsibilities. The consultation had been carried out in a variety of formats.

The report had been considered and approved by the Executive Members for Development, Regeneration and Skills and Environmental Services at their meetings on 29th June, 2009 and by the Executive Member for Corporate Resources and Health at her meeting on 30th June, 2009.

The Executive Member for Human Resources, Organisational Development and Diversity APPROVED –

The proposed structure for the Joint Finance Unit, as detailed in the report, subject to the successful job evaluation process.

9. PROPOSED NEW STRUCTURE FOR WITHIN NEIGHBOURHOOD SERVICES SENIOR MANAGEMENT TEAM

The Director of Environmental Services submitted a report that sought the Executive Member's approval to formalise the interim management structure within Neighbourhood Services.

It was proposed to formalise the current interim structure and to create two permanent and interchangeable Heads of Service for Greenspace and Streetscene which would remove the current uncertainty for the existing post holders and enable a wider restructure within the Division .

In order to formalise the interim structure it would be necessary to delete the following substantive posts:-

Greenspace – the post of Greenspace Manager; and

Streetscene - the post of Business Performance and Planning Manager.

The two post holders would then permanently slot into the following interim roles which had been evaluated via the pay and grading Job Evaluation scheme:

Neighbourhood Services - two new posts of Head of Service (Greenspace/Streetscene)

It was proposed that the new divisional arrangements would be effective from 1st July, 2009.

The report had been considered and approved by the Executive Member for Cleaner, Greener, Safer at her meeting on 29th June, 2009.

The Executive Member for Human Resources, Organisational Development and Diversity APPROVED –

The proposed structure for Neighbourhood Services, as detailed in the report.

10. NEW STRUCTURE WITHIN MEDIATION SERVICES

The Executive Member AGREED, that the matter be deferred to a future meeting of the Executive Member for Human Resources, Organisational Development and Diversity.

11. TRANSFER OF SCHOOL MEALS CATERING STAFF AT THORNLEIGH SALESIAN COLLEGE

The Director of Environmental Services submitted a report which requested the Executive Member to note the action taken under emergency powers on 1st April, 2009, to enable the completion of the necessary legal documentation by the Director of the Chief Executive's Department, for the TUPE transfer and indemnity agreement and also the Pension Agreement.

The Executive Member was informed that the contract for the provision of the school meals service at Thornleigh Salesian College was put out to tender to commence April, 2009 and Mellor's Catering Services were appointed to provide the service from 4th April 2009. The service had previously been

provided by Bolton Council. Due to the timing of the commencement date of the contract it was not possible to obtain formal consent so approval had to be obtained under emergency powers on 1st April, 2009, to allow the completion of the necessary legal documentation by the Director of the Chief Executive's Department for the indemnity agreement and the Pension agreement in order for the TUPE transfer to take place.

The Executive Member for Human Resources, Organisational Development and Diversity NOTED –

The action taken under emergency powers on 1st April, 2009, as detailed in the report.

12. MERGER OF YOUTH CHALLENGE AND PREMIER TRAINING PUPIL REFERRAL UNITS

The Executive Member AGREED, that the matter be deferred to a future meeting of the Executive Member for Human Resources and Organisational Development and Diversity.

13. ONE TO ONE TUITION – HEAD TUTOR POST

The Director of Children's Services submitted a report which requested the Executive Member's agreement to establish a Head Tutor Post for one to one tuition in Bolton schools.

By way of background information the report advised that the Department for Children Schools Families National Strategy had funded all authorities in the country to deliver one to one tuition to 7% of all children who were falling behind the expected attainment level.

The report advised that a successful pilot had been rolled out to Bolton schools this Summer term. It was expected that all Schools with Key Stage 2 and Key Stage 3 children would deliver tuition in September, 2009.

The report advised that the Head Tutor post would be 0.6fte in term times only.

**The Executive Member for Human Resources,
Organisational Development and Diversity APPROVED –**

The establishment of a Head Tutor Post for One to One Tuition as detailed in the report, subject to the pay and grading review.

14. COMMUNICATIONS AND MARKETING AGENCY: FIXED TERM POST APPROVAL

The Director of the Chief Executive's Department submitted a report which outlined proposals to recruit a fixed term contract post in the Communications and Marketing Agency.

The Consultation and Research Team currently comprised of 6.04 FTE posts including a manager, two principal officers, two and a half officers and a part time assistant. However, due to flexible working arrangements agreed to account for individuals' personal circumstances, there had been a reduction in hours for two staff, totalling 20 hours per week.

These changes in working patterns and increased demand for work meant that the team was now unable to deliver an adequate service and had difficulties in responding to new work requests quickly or adequately update and progress work for a client.

Therefore, it was proposed that another principal consultation and research officer was recruited on a 12 month fixed term contract.

It was explained that the consultation and research team were currently saving £16,151 per annum through flexible working arrangements which would account for at least 50% of the salary costs. The post holder would be responsible for generating £40,000 external income during the course of the 12

month contract which would be monitored by the Director of the Chief Executive's Department. This would cover the remainder of the salary costs and provide a surplus income of around £24,000.

The report had been considered and approved by the Executive Member for Corporate Resources and Health at her meeting on 30th June, 2009.

A copy of the relevant job description and person specification were attached to the report.

**The Executive Member for Human Resources,
Organisational Development and Diversity APPROVED –**

A 12 month fixed term contract for a Principal Consultation and Research Officer, as detailed in the report.

15. REVISED AND NEW FAMILY FRIENDLY POLICIES

The Director of Chief Executive's Department submitted a report which sought the Executive Member's agreement for Bolton Council's updated and new family friendly policies.

The Executive Member was informed that Employment legislation had changed since Bolton Council's family friendly policies were last updated in April, 2008. The original single policy document that was available to managers and staff covered the following:-

- maternity and maternity support leave;
- adoption; and
- paternity.

These policies had now been separated out and expanded. In addition two new policy documents had been written to complete Bolton Council's portfolio of family friendly policies. The report submitted the following revised / new documents for approval:-

- maternity & maternity support leave;
- adoption and adoption support leave;
- paternity;
- parental leave (new policy); and
- emergency, carer and compassionate leave (new policy).

The report stated that virtually identical management guidance documents had been written for use by managers and HR to cover operational and employment rights questions that frequently arise on maternity and adoption matters. This guidance would be updated as required.

In schools, these documents (with appropriate amendments) would be subject to agreement by each governing body. Amended versions of the maternity and adoption policies would be written for those on teacher terms and conditions.

In standardising the policies & practices, the following non statutory changes had been incorporated into the non teacher maternity / adoption policies. These changes favour employee rights:-

1. that 1 week's adoption support leave at full pay had been added. This week could not be taken in addition to paternity leave; and
2. the repayment of occupational adoption / maternity pay was pro rated depending on the length of time that an employee returns to work after maternity / adoption leave and did not have to be repaid in full.

The policies and management guidance were discussed at the Human Resources and Diversity Policy Development Group on 29th April, 2009. It was proposed that the revised and new policies were posted on the intranet as soon as approval was granted.

The relevant Trades Unions had been consulted about the changes to the original policies, the management guidance and

the introduction of the 2 new policies.

**The Executive Member for Human Resources,
Occupational Development and Diversity APPROVED –**

(i) The revised policies covering maternity and maternity support leave, adoption and adoption support leave and paternity; and

(ii) The new policies covering parental leave and emergency, carer and compassionate leave.

**16. SICKNESS ABSENCE MONITORING 1st APRIL 2008
TO 31ST MARCH 2009**

The Director of Chief Executive's Department submitted a report which informed the Executive Member of the sickness absence statistics for 2008/2009 as well as outlining the reasons for and cost of sickness absence.

The report stated that overall sickness absence levels, including Teachers had reduced in 2008/2009 to 4.51% (9.93 days per FTE) from 4.71% (10.37 days per FTE) in 2007/2008.

Long term absence accounted for 52.42% of all absences which was a marginal decrease on the 2007/2008 figure of 52.51%. Correspondingly, short term absence accounted for 47.58% which was a marginal increase on the previous year's figure of 47.49%.

The Executive Member was informed that absence due to stress and depression and back/musculo skeletal disorders remained the principal causes of absence at 23.28% and 21.62% respectively although these remain consistent with the available figures for larger local authorities generally.

The majority of employees had very few absences with approximately 76.81% having two or less absences in the year and 25.97% who had none. However the figures represented a

worse position than those reported in 2007/2008.

The total amount paid to employees due to sickness, calculated on the basis of average employee costs, including on costs, increased from £11.2m to £11.3m which was around 4.06% of the pay bill.

**The Executive Member for Human Resources,
Organisational Development and Diversity NOTED –**

The contents of the Sickness Absence Monitoring Report 1st April, 2008 to 31st March, 2009, as detailed.

**17. UPDATE ON NEWLY ESTABLISHED
APPRENTICESHIP POSTS**

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

The Director of Chief Executive's submitted a report which requested the Executive Member's approval for the establishment of new apprenticeship posts.

By way of background information, the report stated that at the Executive Member's meeting on 6th August 2008, the establishment of new posts at the apprenticeship grade level was agreed in principle. It was also agreed that an update report was to be presented at each Executive Member meeting confirming the numbers of apprentice posts established in the period since the last Executive Member meeting convened.

The Executive Member was informed that two new apprentice post had been established on the apprentice grade between 3rd June, 2009 and 1st July, 2009.

A breakdown of the newly established apprentice position was shown at Appendix 1.

The report stated that since first reporting on 9th June, 2008 twenty four new apprentice posts had been established and had or were currently being recruited to. Of these posts eleven had been filled by vulnerable young people. A summary of these new posts was shown at Appendix 2.

A further eight potential apprentice opportunities had been identified by departments but recruitment but were yet to be confirmed. Details of these opportunities were included in Appendix 4.

**The Executive Member for Human Resources,
Organisational Development and Diversity APPROVED –**

The establishment of the new apprentice posts, as detailed in Appendix 1 to the report.

CONFIDENTIAL ITEM

The background papers and reports in relation to the following items were considered confidential as defined in paragraphs 1 and 4 of Schedule 12 A to the Local Government Act 1972 and that it deemed that, in all the circumstances of each case, the public interest in their exemptions outweighs the public interest.

**18. DELIVERY OF YOUTH SKILLS CONTRACTS FROM
AUGUST 2009**

The Director of Development and Regeneration submitted a report which sought the Executive Member's approval to proceed with the transfer of Bolton Council's Learning and Skills contracts for Apprenticeship Delivery and Entry to Employment provision to Bolton Community College.

The report had been considered and noted by the Executive Member for Development, Regeneration and Skills at his meeting on 29th June, 2009.

**The Executive Member for Human Resources,
Organisational Development and Diversity NOTED –**

(i) That the report as detailed would be used as a basis for further consultation with the Trades Unions; and AGREED –

(ii) That following the necessary consultation a further report would come back to the Executive Member's next meeting for formal approval.

19. CORONER – SUPERANNUATION PAYMENT

The Director of Chief Executive's Department submitted a report which sought approval to increase the amount of superannuation contributions paid on behalf of the Coroner.

The report stated that Coroners, either whole-time or part-time were allowed to join the local government pension scheme. Coroners' Circular No.14 dated 16th April, 1980, introduced a supplement of 5.5% on Coroners' salaries paid by local authorities, to cover contributions to superannuation funds, in effect making membership of the fund non-contributory.

The report informed the Executive Member of recent changes to pension fund regulations relating to the rate of employee contributions.

The Director, Chief Executives Department had been approached by the Coroner with a request that the supplement be increased in line with regulations.

**The Executive Member for Human Resources,
Organisational Development and Diversity APPROVED –**

The increase to the amount of superannuation contributions paid on behalf of the Coroner, as detailed in the report.