

## **LEADER**

A record of decisions made by the Executive Cabinet Member with responsibility for Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary Sectors at a Strategic Level, Corporate Support Services, Financial Services and Budget Development, Registration Services and the Coroner's Service:-

### **TUESDAY 10<sup>TH</sup> JANUARY, 2023**

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

Councillor Cox	- Executive Cabinet Member – Leader
Councillor Peel	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Grant	- Minor Opposition Spokesperson
Councillor Heslop	- Minor Opposition Spokesperson

#### **Officers**

Mr. L. Fallows	- Director of Corporate Resources
Ms. H. Gorman	- Borough Solicitor
Ms. J. King	- Head of HR/OD Transformation
Ms. P. Ashcroft	- Data Protection Officer
Mrs. V. Ridge	- Democratic Services Manager

**29. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS**

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

**The Executive Cabinet Member NOTED the report.**

**30. POLICY UPDATES – INFORMATION GOVERNANCE FRAMEWORK, RECORDS MANAGEMENT POLICY AND FOI/EIR POLICY**

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's approval of the revised Information Governance Framework, Records Management and Freedom of Information/Environmental Information Policies.

The Executive Cabinet Member was advised that, following the introduction of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, the Council introduced various measures to ensure compliance with the new legislation including the introduction of a suite of policies relating to information governance.

It was explained that the policies on Information Governance Framework, Records Management and Freedom of Information/Environmental Information had now been reviewed and updated to reflect legislative and administrative changes together with current practices and a copy of these were appended to the report.

**The Executive Cabinet Member APPROVED the revised Information Governance Framework, Records Management and Freedom of Information/Environmental Information Policies as detailed in the report.**

**31. HYBRID AND REMOTE WORKING POLICY**

The Director of Corporate Resources submitted a report which put forward a policy setting out the permanent arrangements for hybrid and remote working in the post-pandemic context, to ensure service delivery and provide managers and staff with support for safe working practices and workforce wellbeing.

The Executive Cabinet Member was advised that, following the necessary shift to home working within the pandemic, which was key to maintaining service delivery, there was now a variety of hybrid working practices across the organisation, in roles which allowed this. Following the return to the workplace guidance issued by the Chief Executive last year it was now timely that the arrangements were confirmed within an up-to-date policy document.

The policy aimed to set out the arrangements for hybrid working, reiterated the need for attendance in the workplace and supported managers who managed hybrid teams. It was also stated that, if agreed, the policy would outline the permanent arrangements for hybrid and remote working moving forward, the responsibilities and considerations for both staff and managers to ensure effective service delivery and responsibilities to residents were fulfilled. It also aimed to provide access to a range of support options to enhance workforce wellbeing.

A copy of the proposed Hybrid and Remote Working Policy was detailed in Appendix 2 to the report.

**The Executive Cabinet Member APPROVED the proposed Hybrid and Remote Working Policy, as detailed in the report, which had been developed in consultation with the joint trades unions.**

## **32. INTENTION TO RETENDER FOR eRECRUITMENT SYSTEM AS PART OF GM**

The Director of Corporate Resources submitted a report which sought the Executive Cabinet Member's permission to continue in the Greater Manchester (GM) eRecruitment collaboration

## CC4

whilst undertaking a tender exercise for a new recruitment advertising solution in 2023.

The Executive Cabinet Member was advised that in 2008 Bolton together with the other Greater Manchester Councils entered into a partnership to purchase an online Applicant Tracking System (ATS) which enabled all job adverts to be placed on one platform and for applications to be made online into the system and tracked through to completion. The collaboration retendered for a new system in 2016 and with this, developed a brand (greater.jobs) and a website that was wholly owned by the group. The latter was hosted under a separate contract.

The report stated that the current contracts for the ATS provider and website host were due to end in August, 2024 and due to the size and scale of the collaborative project, retender work and implementation of a new system would take approximately eighteen months. Indicative timescales for the project were for the tender to be issued in early Summer next year with a view to award towards the end of 2023 and implementation activity over the following six months.

In terms of the financial implications, the Executive Cabinet Member was informed that there would be cost implications involved with the procurement of a new system, however, the central greater.jobs GM management team were income generating so some of the costs would come from that shared balance. Bolton had also already made a down-payment from the 2021-2022 budget of £50,000 to offset the costs of replacing the system.

**The Executive Cabinet Member APPROVED the continued involvement in the GM eRecruitment collaboration and associated re-tender activity for a new recruitment advertising solution, as detailed in the report now submitted.**