

HUMAN RESOURCES POLICY DEVELOPMENT GROUP

MEETING, 3RD SEPTEMBER, 2008

Present – Councillors Kay (Chairman), Burrows, Iqbal, Rushton, Shaw, J. Silvester and Wild (as deputy for Councillor P. Barrow).

Also in attendance

Mr. D. Winstanley	-	Assistant Chief Executive
Ms. L. Ridsdale	-	Assistant Director, Human Resources and Organisational Development
Ms. C. Ashton	-	Head of Occupational Health and Safety
Mr. J. Kerambrum	-	Democratic Services Officer

Apologies for absence were submitted on behalf of Councillors P. Barrow and Zaman.

Councillor Kay in the Chair.

1. APPOINTMENT OF CHAIR

It was agreed that Councillor Kay be appointed Chairman of the Human Resources and Diversity Policy Development Group for the Municipal Year.

2. APPOINTMENT OF VICE CHAIR

It was agreed that Councillor Iqbal be appointed Vice-Chairman of the Human Resources and Diversity Policy Development Group for the Municipal Year.

3. MINUTES

The minutes of the proceedings of the meeting of the Policy Development Group held on 27th March, 2008 were submitted and signed as a correct record.

4. VIOLENCE AND LONE WORKING

The Assistant Director of Human Resources and Occupational Development submitted a report that informed the Policy Development Group of the proposals and current progress made to update the work-related violence and aggression and lone working policies.

By way of background information, the report stated that under the Management of Health and Safety at Work Regulations, the Council needed to ensure that all reasonably foreseeable risks to the health, safety and welfare of employees were assessed and suitable control measures were put into place.

The report explained that the existing corporate policy on violence was written in 2002 and needed to be updated. At present, there was no corporate lone working policy and many departments were using guidance written for Adults Social Care in 2006.

The Group was informed that new policies on violence and lone working were being drafted and some initial consultation had taken place. Both use the principles of risk assessment and control to allow each service to determine the inherent potential for violence and the most appropriate control measures.

The violence policy was likely to advocate a preventative strategy as a priority but also included the action to be taken if an incident occurs, including provision of appropriate support for affected employees.

Members were informed that some areas, such as social care and security had developed comprehensive procedures for challenging behaviour and these would remain under the framework of the violence policy.

Both policies were dependent on the Corporate Information Exchange System (CIES) and a policy was being drafted to clarify correct use, criteria for entries and information to people entered onto the system.

Members raised the question on stab proof vests in July and an initial response was prepared at that time. The issue would be dealt with within the draft policy on work related violence & aggression.

The three draft policies on violence, lone working and CIES were interlinked and, following consultation with departments, would be submitted to Central Safety JCC in due course.

It was agreed that the report be noted.

5. REVISED MARKET RATE SUPPLEMENT

The Assistant Chief Executive submitted a report which set out the Council's proposed updated market rate supplement policy.

By way of background members were advised that the pay level for all posts was set by application of the job evaluation scheme, which ensured consistency and equal pay for work of equal value. The job evaluation process did not, however, take account of levels of pay within the wider employment

market. Consequently, where there was evidence that evaluated levels of pay did not meet those in the local employment market for similar roles and it could be demonstrated that this was presenting the Council with recruitment and/or retention difficulties a market rate supplement might be paid.

The report stated that Bolton Council had operated a market rate supplement policy for a number of years, however, in the context of the pay and grading review it was proposed to update the policy and, therefore, the following revisions were proposed, viz:

- The Trades Unions to be consulted formally on proposed payments;
- All payments to be personally endorsed by the Departmental Director; and
- Individuals to receive protection of earnings in line with the agreed corporate arrangements in place at that time if, following annual review, the value of the supplement was reduced or removed.

The report would now be submitted to the Single Status Task Group on 15th September, 2008 and the Single Local Joint Consultative Committee on 19th September, 2008 for formal consultation with the Trades Unions.

It was agreed that the report be noted.

(The meeting started at 2.00 p.m and finished at 3.40 p.m)