

BOLTON CARES STEERING COMMITTEE

MEETING, 1st February, 2017

Representing Bolton Council

Councillor Linda Thomas (Chair)

Councillor Ann Cunliffe

Councillor A. Ibrahim

Councillor Mrs Radcliffe

Advisors

Dr John Livesey, CEO Company

John Daly, Director of People

Jackie Tait, Operations Director

Sue Johnson, Borough Treasurer

Victoria Crossley, Transformation Programme Lead

Adrian Crook, Assistant Director Integration and Provider Services

Donna Cooper, Principal Consultation and Research Officer

Vicky Ridge, Democratic Services Manager

Apologies for absence were submitted on behalf of Councillors Mrs. Fairclough, Morris and Helen Gorman.

Councillor Mrs Thomas in the Chair

41. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 21st December, 2016 were submitted and signed as a correct record.

42. EXCLUSION OF PRESS AND PUBLIC

Resolved – That, under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraph 3 of Part 1 of Schedule 12A to the Act; and that it be deemed that, in all the circumstances of the case, the

public interest in its exemption outweighs the public interest in its disclosure.

43. MONTHLY DIRECTOR'S REPORT FOR BOLTON CARE AND SUPPORT LIMITED

The Chief Executive Officer submitted a report which updated members on the development and performance of the Bolton Care and Support Limited Company.

Information was provided in relation to the following areas, viz:-

- The Strategic Performance Scorecard which also provided a commentary about each of the four performance perspectives and a more detailed analysis of mandatory training completion rates and utilisation data for the Company's services;
- The financial performance of the Company as at the end of December, 2016;
- An update on the steps being taken to release staff and the process of recruiting new staff into the workforce;
- The restructuring of the Company's senior and middle management roles; and
- The recent staff survey which had been undertaken; the details of which were contained within a separate report on the agenda.

Members in their deliberations referred to:-

- The improvement action plan for Mere Hall View and requested that a report be submitted to the next meeting of this Committee detailing the headlines contained within the Plan; and
- The percentage of staff who had not received mandatory training which was quite low.

Resolved – That the report be noted and that a report be submitted to the next meeting detailing the headlines contained within improvement action plan for Mere Hall View.

44. BOLTON CARERS STAFF SURVEY RESULTS 2016

The Chief Executive Officer submitted a report which outlined the results of the recently undertaken staff survey.

Members were advised that a self-completion questionnaire was distributed to all Bolton Care's staff and the fieldwork period lasted between 9th November, 2016 and 9th December, 2016. A total of 113 completed questionnaires were received from 435 staff, which resulted in a response rate of 26%. The report explained that the plan would be for a five year period.

In terms of the results, these compared favourably with the Council's results and with those from Adult Services last time the survey was undertaken in 2014.

The report outlined in detail the areas for celebration and those for development and it was also stated that there were some differences between different service areas within Bolton Cares, with motivation highest amongst staff from Extra Care Housing and satisfaction lowest amongst staff from Supported Living.

With regard to the next steps, it was explained that the survey results would be disseminated to staff, alongside actions to address the issues raised and focus groups would also be undertaken with groups of staff to explore issues in more detail.

Resolved - That the results of the recent staff survey be noted.

45. BOLTON CARES APPRENTICESHIP SCHEME

The Chief Executive Officer submitted a report which sought member's approval for the introduction of an Apprenticeship Scheme for Bolton Carers.

The report set out proposals to establish the Bolton Cares Apprenticeship Scheme in the context of the new national arrangements for apprenticeships and the strategic and financial objectives of the Company.

Information was provided in relation to the following areas, viz:-

- The national apprenticeship levy;
- Apprenticeship schemes nationally;
- The national minimum wage for apprentices;
- Current arrangements in the Services;
- The proposed scheme which would be introduced from April, 2017;
- The appointment of apprentices to established posts;
- Rate of pay for apprentices;
- End of apprenticeship job opportunities;
- Care Leavers and Looked after Children;
- Leadership, management and supervisory training; and
- Funding arrangements.

Resolved - That the proposal to establish an Apprenticeship Scheme for Bolton Cares, as detailed in the report, be approved.

46. BOLTON CARES PAY RECOMMENDATIONS 2017/2018

The Chief Executive Officer submitted a report which sought members' approval for the proposed pay award for 2017/2018.

Members were reminded that Bolton Cares was owned by Bolton Council but was a separate limited company and was not part of the national negotiating arrangements for Local Government pay and other nationally agreed terms and conditions. It was the responsibility of Bolton Cares to set the terms and conditions and the rate of pay for its own employees and in doing so, must inform and consult with recognised trade unions.

The report advised that the Company's financial year ran from April to April each year, in line with Bolton Council. Therefore, it was timely that the Company considered whether a pay award would be made in 2017/2018 and if so how much this would be and also needed to consider a number of factors, including:-

- The financial position of the Company;
- The two year local government pay agreement reached in advance of the transfer of staff to Bolton Cares in July, 2017;
- The introduction of the new national Apprenticeship Levy;
- The impact of the national living wage and national minimum wage increases on sleep in payments;
- The decision of Bolton Council to increase the hourly rate for its lowest paid staff from £8.25 to £8.45 in line with Living Wage Foundation's national living wage; and
- The impact of pay increases on the competitive wider market position of the Company.

Resolved – (i) That an increase in the hourly rate of the lowest paid staff within the Company from £8.25 per hour to £8.45 per hour with effect from 1st April, 2017 be approved.

(ii) That an hourly rate of £5.00 for apprentices in their first year and the national minimum wage or £5.00 per hour, whichever is greater, in the second year be approved with effect from 1st April, 2017.

(iii) That an increase of 1% for all other staff with effect from 1st April, 2017 be approved.

(iv) That the sleep-in rate be increased from £28 to £29.50 from 1st April, 2017 to ensure that the Company can comply with the national minimum wage requirements.

(v) That the Company generates £28,600 of financial savings in order to ensure that the proposed 2017/2018 pay award is affordable.

47. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of this Committee be held on Wednesday 15th March, 2017 at 3.30 p.m.

(The meeting started at 3.30 p.m. and finished at 4.45 p.m.)