

**DECISION MONITORING**  
**EXECUTIVE MEMBER FOR HUMAN RESOURCES**  
**AND DIVERSITY**

<b>DATE OF MEETING</b>	<b>ITEM AND DECISION</b>	<b>ACTION/ PROGRESS</b>
<b>11<sup>th</sup> June, 2008</b>	<u>Development of a Dementia Centre</u> <u>(Adult and Community Services)</u>  APPROVED – (i) The development of Firwood Phase 2, as detailed in the report now submitted; and  (ii) The appointment of additional staff, as detailed in the report now submitted.	<b>Assistant Practitioner – NO APPOINTMENT MADE</b> – Post frozen due to ongoing Resource Option process.  Post disestablished.
<b>11<sup>th</sup> June, 2008</b>	<u>Services for Children and their Families</u> <u>(Children's Services)</u>  APPROVED – The establishment of a Commissioning Manager post and 1.5 FTE Social Work posts within the Children's Department, as detailed in the report.	Job Description for the Commissioning Manager has been sent for evaluation August 08. Evaluation completed – query from Line Manager on proposed grade pending Pay and Grading Review. Pay and Grading gave same grade in line with other Services Commissioning Managers. Currently using Consultants to undertake work pending recruitment. Currently working on

		further development of Commissioning function in Childrens Services.
<b>15<sup>th</sup> July, 2008</b>	<u>EMS/ONE – Support officer (Children’s Services)</u>  APPROVED – The creation of the post of Information Systems Analyst, as detailed in the report.	<p>Post advertised in Bolton News and MEN 4<sup>th</sup> September closed 19<sup>th</sup> Sept Short listed. Interviews to be held 28<sup>th</sup> Oct. Shortlisted but unable to appoint – none of the candidates sufficiently met the criteria at interview. Re-advertised post December, no suitable candidates.</p> <p>Post advertised twice but unable to appoint. Looking to develop current staff to move up into the role in near future. Work currently being covered by support contract with software supplier.</p>

<b>15<sup>th</sup> July, 2008</b>	<u>Transforming Social Care (Adult and Community Services)</u>  APPROVED – The posts as detailed in the report.	<b>Programme Manager</b> – Job Description currently being written and will then require evaluating.  Awaiting evaluation.
<b>6<sup>th</sup> October, 2008</b>	<u>Increase of Staffing to Support Delivery of 18 Children's Centres (Children's Services)</u>  APPROVED – The establishment of six new Deputy Heads of Children's Centres, two full time family workers, one full time Senior Early Years Worker, six Information Assistants, two Centre Assistants and one Administrative Assistants, as detailed in the report, subject to successful job evaluation and the pay and grading review.	Consideration being given to appointment process. Deputy Centre Manager posts to be advertised on completion of Job Evaluation – still ongoing at 13/03/09.
<b>6<sup>th</sup> October, 2008</b>	<u>Proposals for Service Redesign of Bolton Children's Services Residential Homes (Children's Services)</u>  APPROVED – (i) The reduction of two Service Managers to one, as detailed in the report, subject to successful job evaluation and the pay and grading review;  (ii) The appointment of three Registered Managers and one more in the Adolescent Support Unit, three Deputy Managers, one Registered Manager and three	One Manager found alternative employment in Family Support.  4 Registered Managers, 3 Deputy Managers and 3 Senior Residential Support Workers

	<p>Senior Residential Support Worker, as detailed in the report, subject to successful job evaluation and the pay and grading review; and</p> <p>(iii) The change of job description for the Residential Support Workers in the Adolescent Support Unit, as detailed in the report.</p>	<p>appointed.</p> <p>Job description changed as agreed, and implemented.</p>
<b>6<sup>th</sup> October, 2008</b>	<p><u>Think Family Pathfinder (Children's Services)</u></p> <p>APPROVED – The recruitment of 1 Think Family Manager and 10 Think Family Support Workers, as detailed in the report, subject to successful job evaluation and the pay and grading review as well as approval from the Executive Member for Children's Services.</p>	<p>1 Think Family Manager &amp; 10 Think Family Support Workers appointed.</p>
<b>29<sup>th</sup> October, 2008</b>	<p><u>Reconfiguration of BEMAS Service Management (Children's Services)</u></p> <p>APPROVED – (i) The deletion of the existing posts of Strategic Manager of Ethnic Minority Support and Race Equality and the Assistant Manager;</p> <p>(ii) The creation of an English as a Second Language consultant post to work in partnership with other Inclusion and Engagement staff and with the Teaching and Learning Consultants in school improvement;</p>	<p>Structural changes 1;3;4;5&amp;6 enacted.</p> <p>Interviews for Consultant post to be held 23<sup>rd</sup> March.</p>

	<p>(iii) The change in the designation of the post of Assistant Manager (Head of Starting Point) to Teacher in Charge (Starting Point);</p> <p>(iv) The relocation of Race Equality and Community Cohesion responsibilities to Assistant Manager (Traveller Education Service and EHE) and redesignation of that post to Senior Manager;</p> <p>(v) The move of BEMAS outreach support to Starting Point with the appointment of an additional Deputy post to Starting Point;</p> <p>(vi) The deletion of 1.2 Team Leader posts in the BEMAS structure, as detailed in the report; and AGREED -</p> <p>(vii) That this would be subject to successful job evaluation and the pay and grading review.</p>	
<b>29<sup>th</sup> October, 2008</b>	<p><u>Reconfiguration of Behaviour Support Service (Children's Services)</u></p> <p>APPROVED – (i) The proposed re-structure as detailed in Appendix A and the option for the secondary school offer as detailed in Appendix B;</p> <p>(ii) The establishment of the Support and Development Manager, Senior Support and Engagement Mentor and Support and Engagement Mentor positions;</p>	<p>Formal consultation ended 3<sup>rd</sup> December.</p> <p>One to ones arranged held.</p> <p>Posts have been evaluated.</p> <p>Expressions of interest for posts returned.</p>

	<p>(iii) The funding of the costs associated with redundancies including the provision of premature pensions; and</p> <p>(iv) The provisional grades and associated staff costs of the proposed new structure; and AGREED -</p> <p>(v) That this would be subject to successful job evaluation and the pay and grading review.</p>	<p>Internal appointments made: Support and Development Managers - remaining post interview 27<sup>th</sup> March</p> <p>Senior Support and Engagement Mentors, remaining posts (6) - Interviews 9<sup>th</sup> and 19<sup>th</sup> March</p> <p>Support and Engagement Mentors remaining posts (14) - Shortlisting 20<sup>th</sup> March Interviews 2<sup>nd</sup> April</p>
<b>26<sup>th</sup> November, 2008</b>	<p><u>Safer Communities Officers (Adult Services)</u></p> <p>(ii) The establishment of a fifth Safer Communities Officer until 31st March, 2010, funded by the Home Office, Neighbourhood Crime and Justice grant, as detailed in the report.</p>	<p>Recruitment Process Ongoing. Awaiting checks.</p> <p>Awaiting reference &amp; medical clearance.</p>
<b>26<sup>th</sup> November, 2008</b>	<p><u>Targeted Youth Support – Intensive Intervention and Challenge and Support (Children’s Services)</u></p> <p>APPROVED - The establishment of the posts of Targeted Youth Support Keyworkers, as detailed in the report.</p>	<p>Posts advertised and interviews held on 12<sup>th</sup> March.</p>

<b>21<sup>st</sup> January, 2009</b>	<u>Re-investment of Funding to Create Two Part Time Social Worker Posts within the Adoption Team (Children's Services)</u>  APPROVED- (i) The termination of a contract with After Adoption on 31 <sup>st</sup> March, 2009; and  (ii) The establishment of two part- time social workers within the Adoption Team, as detailed in the report, subject to the Pay and Grading Review.	Discussion taken place within team, & minor re- configuration arranged. The two part time posts being filled by 1 person and her 4 day post is to be advertised.  Advertised internally 2 <sup>nd</sup> March – closing date 16 <sup>th</sup> March. Shortlisting and interviews to follow.
<b>21<sup>st</sup> January, 2009</b>	<u>CAF Support Officer (Children's Services)</u>  APPROVED – The establishment of the post of a CAF Support Worker, as detailed in the report, subject to the successful job evaluation process and the Pay and Grading Review.	Job evaluation process ongoing as at 13/03/09.
<b>21<sup>st</sup> January, 2009</b>	<u>Parenting Strategy – Development Plan (Children's Services)</u>  APPROVED – The establishment of the post of a Parenting Practitioner, as detailed in the report, subject to the successful job evaluation process and the Pay and Grading Review.	Employee to be transferred from Adult Services into this post wef 1st April 2009.

<b>25<sup>th</sup> February, 2009</b>	<u>Principal Strategy Officers (Development and Regeneration)</u>  APPROVED - The establishment of two Principal Strategy Officer posts within Strategic Housing Services, as detailed in the report subject to the Pay and Grading Review.	Posts currently on hold no plans to advertise in immediate future. May have funding implications.
<b>25<sup>th</sup> February, 2009</b>	<u>Establishment of a New Post – HR Coordinator, Practice Learning (Adult and Community Services)</u>  APPROVED – The post of Workforce Development Advisor, as detailed in the report, subject to the Pay and Grading Review and the approval of the Executive Member for Health and Adult Social Care.	Post advertised internally to staff within Adult and Community services who are currently identified as being 'at risk'.
<b>25<sup>th</sup> February, 2009</b>	<u>Neighbourhood Renewal Delivery (Development and Regeneration)</u>  APPROVED - The establishment of four Support Officer posts within the Development and Regeneration Department, as detailed in the report.	Posts out to internal advert week commencing 16 <sup>th</sup> March 2009.



<b>25<sup>th</sup> February, 2009</b>	<u>Delivery of Integrated Early Intervention and Prevention Services Through a Network of Children's Centers to 19,000 Under Fives and their Families (Children's Services)</u>  APPROVED – The Early Start staffing establishment be increased, to meet the Children's Centres delivery requirements, as detailed in the report, subject to the Pay and Grading Review.	Posts to be advertised in line with current recruitment & selection protocols.
<b>25<sup>th</sup> February, 2009</b>	<u>Reconfiguration of Children's Services Staying Safe (Children's Services)</u>  APPROVED – (i) The new structure for the Children's Services Department's Staying Safe section, as detailed in the report; and  (ii) The additional posts within the Children's Services Department's Staying Safe section, as detailed in the report, subject to the Pay and Grading Review.	Team to move to area working – work progressing. Expressions of preference as to geographic areas will be sought.
<b>25<sup>th</sup> February, 2009</b>	<u>Funding for Community Cohesion Activity (Chief Executive's Department)</u>  AGREED – (i) The broad outline of the new communication strategy, as detailed in the report;  (i) The proposed allocations, as detailed in the report; and	

	(ii) That the detailed planning be referred to Bolton Harmony Fund's Marketing Sub-group to work with Bolton Council's Marketing and Communications Agency in designing and producing the campaign.	
<b>25<sup>th</sup> February, 2009</b>	<p><u>Establishment of a New Post - Change Manager</u> (Adult and Community Services)</p> <p>AGREED – To the establishment of the post of Change Manager, as detailed in the report, subject to the approval of the Executive Member for Culture, Young People and Sport.</p>	'At risk' member of staff slotted in to post with immediate effect.