

HUMAN RESOURCES, ORGANISATIONAL DEVELOPMENT AND DIVERSITY

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

WEDNESDAY, 25TH NOVEMBER, 2009

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

Councillor Kay	Executive Member for Human Resources and Diversity
Councillor R. Allen	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Ms. L. Ridsdale	Assistant Director, Human Resources and Organisational Development
Mrs. C. Forster	Albert Halls Manager
Mr. J. Livesey	Assistant Director, Children's Services
Ms. B. Newman	Policy Accountant
Mr. J. Addison	Principal Performance and Scrutiny Officer
Mrs. K. Kidd	Corporate HR
Mrs. C. Aykol	Corporate HR

54. MONITORING OF EXECUTIVE MEMBER DECISIONS

The Director, Chief Executive's Department 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.

55. RESTRUCTURING THE ALBERT HALLS SENIOR STAFF:VALUE FOR MONEY REVIEW

The Director of Adult and Community Services submitted a report which requested the Executive Member's approval to restructure the Albert Halls senior staffing establishment as part of a value for money review.

Currently, the role of Operations Manager within the Albert Halls was vacant. It was proposed that this role and that of Banqueting Manager be merged into one role of Operations Manager. Such a course of action would allow a consistent approach to service delivery whilst creating efficiencies.

In January, 2010, the Directorate would take on the management of weddings and events at Mere Hall. To facilitate this, it was proposed to appoint a part time Banqueting Assistant to assist delivery of multiple functions at separate venues.

The position of Business Development Manager within the Albert Halls would become vacant in January, 2010. It was proposed to use this opportunity to redevelop the jobs role to encompass all sales related business within the Albert Halls, Community Centres and Mere Hall in an effort to derive extra value from an existing post to meet future business needs.

All posts had been evaluated through pay and grading and had been discussed with the trades unions. Copies of job descriptions and person specifications were circulated at the meeting.

The report and proposals had been considered and approved by the Executive Member for Adults and Community Services at her meeting on 25th November, 2009.

The Head of Paid Service and the Executive Member Human Resources, Organisational Development and Diversity, APPROVED the restructuring of the senior management structure within the Albert Halls.

56. INFORMATION MANAGEMENT UNIT RESTRUCTURE.

The Director of Children's Services submitted a report which requested the Executive Member's approval to restructure the Children's Services Information Management Unit (IMU).

By way of background information the report advised that the function of the IMU was to provide strategic and operational support to the Information Systems used within the department together with the management of data within these systems. The Team also maintained systems and processes to ensure that the Department meets its statutory requirements in relation to Data Protection and Freedom of Information.

The report advised that the proposals for change to the IMU were as follows:-

- Creation of a scalable structure to create two groups of staff for Information Systems Support and Data and Records Management and Statutory Returns;
- Establishing Line management for the staff within the two areas. This would include the creation of a Grade 6 Senior Management Officer and a Grade 9 Information Management Systems Post;
- Transferring data analysis post to the Strategy and Performance Team. This would involve transferring some posts with some changes to the posts concerned;
- Replacing in- house consultancy support with a new Grade 7 Systems Officer. This would give increased value for money. However it was proposed that the existing contract with PSP was continued until March, 2010.

The proposed IMU structure was attached to the report with the relevant job descriptions and person specifications also attached.

The report and proposals had been considered and approved by the Executive Member for Children's Services at his meeting on 16th November, 2009.

The Head of Paid Service and Executive Member for Human Resources, Organisational Development and Diversity, APPROVED, subject to the results of the outstanding job evaluations being as anticipated, the restructure to the Children's Services Information Management Unit as detailed in the report.

57. STRATEGY AND PERFORMANCE TEAM RESTRUCTURE.

The Director of Children's Services submitted a report which sought the Executive Member's approval to proposals to restructure the Children's Services Strategy and Performance Team.

The Executive Member was advised that the primary function of the Strategy and Performance Team was to drive the strategic evaluation and planning processes within the department. The unit also carried out information analysis which included provision of statistical reports, spatial maps and supported the target setting process in schools.

It was explained that the structure currently in place was an historical model which had been established to meet the needs of the previous Education and Culture Department and had not been reviewed since the creation of Children's Services. As a result, it was recognised that the current structure was no longer fit for purpose and did not provide the most effective or efficient service possible.

The report put forward a number of proposals for restructuring the service to ensure that it focused on analysing the information held by the department to support effective strategy development and service planning. Additional capacity was also proposed to support the effective forecasting of school places and to provide support to Bolton's developing Children's Trust. Furthermore, the proposals removed the reliance on agency staffing, thereby improving business continuity and also created a scalable organisational structure that would support future integration of Strategy and Performance functions across the department.

With regard to the financial implications of the restructure, it was estimated that it would generate ongoing savings of £17,466. Job descriptions and person specifications were circulated at the meeting.

The report and proposals had been considered and approved by the Executive Member for Children's Services at his meeting on 16th November, 2009.

The Head of Paid Service and Executive Member for Human Resources, Organisational Development and Diversity, APPROVED, subject to the results of the outstanding job evaluations being as anticipated, the proposed restructure of the Strategy and Performance Team as detailed in the report.

58. UPDATE ON NEWLY ESTABLISHED APPRENTICESHIP POSTS.

The Director of Chief Executive's Department 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 2nd September, and 25th November, 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 thirty one new apprentice posts had been established and

recruited to. Of these posts fourteen had been filled by vulnerable young people. A summary of these new posts was shown at Appendix 2.

A further four potential apprentice opportunities had been identified by departments 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.

59. FUTURE JOBS FUND POSTS

The Director of Chief Executive's Department submitted a report which updated the Executive Member on the position of establishing future jobs fund roles.

The report stated that the Future Jobs Fund was a government initiative to increase employment opportunities for young people between the ages 18 – 24 who had been long term unemployed.

The Executive Member was advised that at the Executive on 29th June, 2009 the content of Bolton's Future Job Fund bid was discussed and it was agreed that Bolton Council would employ young people on 100 work placements and 26 apprenticeships.

By way of background information, the report stated that at the Executive Member's meeting on 2nd September, 2009, the number of new posts to be established was agreed in principle. This agreement was made in order to allow for expediency in organizing the advertisement and recruitment of these posts with Job Centre Plus. It was also agreed that an update report was to be presented at each Executive Member meeting confirming the numbers of Future Job posts established in the period since the last Executive Member meeting convened.

The Executive Member was informed that 16 Future Jobs Fund apprentice posts and six 6 month placements had been established between 2nd September, and 25th November, 2009.

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

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

The establishment of new Future Jobs Fund posts as detailed in Appendix 1

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 for Human Resources, Organisational Development and Diversity

60. URGENT ITEM – ANTI HARASSMENT POLICY : RIGHT OF APPEAL

The Director, Chief Executive's Department submitted a report advising that the current Anti-Harassment Policy did not contain a documented right of appeal process and that a process needed to be agreed in order for pending cases to be dealt with. This course of action would also formalize existing practice.

A proposed right of appeal process was appended to the report.

The Executive Member APPROVED the Anti-Harassment Policy Right of Appeal process.