

HUMAN RESOURCES AND DIVERSITY

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

WEDNESDAY, 13TH SEPTEMBER, 2006

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

Councillor White	Executive Member for Human Resources and Diversity
Councillor Allen	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Mrs. C. O'Malley	Employee Relations and Employee Services Manager
Mr. J. Rowlands	Tax and Benefits Assistant Director
Ms. B. Newman	Policy Accountant
Ms. C. Greer	Head of Early Start, Children's Services
Miss K. Treadwell	Democratic Services Officer

27. MONITORING OF EXECUTIVE MEMBER DECISIONS

The Director of Legal and Democratic Services submitted a report which contained monitoring information related to decisions taken at the Executive Member's previous meeting.

The Executive Member for Human Resources and Diversity NOTED progress on the decisions previously taken, as detailed in the appendix to these minutes.

28. ESTABLISHMENT OF A MANAGEMENT INFORMATION ANALYST

The Director of Corporate Resources submitted a report which sought the Executive Member's approval for the establishment of a permanent Management Information Officer.

The report stated that the Customer Service Department required an Analyst to report on and investigate variance against expected service delivery and contribute towards the more complex reports and systems management.

The report advised that the new role would make more time available for the Management Information Manager to play a key part in the delivery of the next Customer Service Division Phasing Plan in line with Shaping Future Services. The post holder would bridge the gap between the Clerical Officer and Management Information Manager and also provide a more stable service to the Management Information Team's customers during the Manager's absence.

The report stated that the proposed structure meant the deletion of two posts and the creation of one new post. This would enable a much more efficient Management Information Team with work being carried out at the appropriate level and with a structure that would be cost saving.

The report advised that the post of Management Information Analyst had been evaluated at Scale 5.

The Head of Paid Service, in consultation with the Executive Member for Human Resources and Diversity, APPROVED –

The establishment of a Management of Information Analyst, as now detailed in the report

29. EMERGENCY POWERS PROCEDURE – ASBESTOS AND LEGIONELLA POLICIES

The Assistant Chief Executive submitted a report which informed the Executive Member of the Emergency Powers Procedure that had been used to approve the Asbestos and Legionella Management Policies.

The report stated that the Emergency Powers Procedure had been utilised in July, 2006 as urgent action was needed to assure the HSE that the Council's Legionella and Asbestos Management systems were robust for the impending HSE Audit.

**The Executive Member for Human Resources and Diversity,
NOTED –**

The use of the Emergency Powers Procedure.

**30. CUSTOMER ENQUIRY OFFICER, HOMES FOR YOU;
ADMINISTRATIVE OFFICER, MONEY SKILLS SERVICE
AND SPORTS DEVELOPMENT CYCLING COACH POST –
USE OF EMERGENCY POWERS**

The Assistant Chief Executive submitted a report which detailed three reports which were deferred and later dealt with under the Emergency Powers Procedure.

The report stated that the Customer Enquiry Officer for Homes For You and Administrative Officer for the Money Skills Service Reports were approved under the Emergency Powers Procedure on 24th July, 2006. In addition, the Employment of a Sports Development Cycling Coach Report was also approved through the Emergency Powers Procedure on 28th July, 2006.

**The Executive Member for Human Resources and Diversity
NOTED -**

The use of the Emergency Powers Procedure.

CONFIDENTIAL ITEMS

The background papers and report in relation to the following item were considered confidential as defined in Paragraph 4 of Schedule 12A of the Local Government Act 1972.

**31. EARLY START RESTRUCTURE – GRADING AND
CONTRACTUAL STATUS**

The Director of Children's Services submitted a report which updated the Executive Member on the Early Start job evaluation process and requested that the staffing structure be populated with

staff on permanent contracts.

The report stated that currently within the Early Start Structure 79 employees were currently employed on fixed term contracts. Of these 79 employees, 33 employees' contracts would expire on the 31st March, 2007 and eight would expire at a variety of dates during 2007.

The report advised that, to ensure service delivery and safeguard the future of the service, it was proposed that forty one members of staff currently within the structure were offered permanent contracts when they moved over to the new structure. The report further stated that to support the rapid expansion from six to fifteen children's centres, Bolton would need to attract and retain a large number of additional staff during 2008. This process would be supported by having available current staff who were trained and able to mentor the new staff, ensuring consistency across Bolton's Early Start Services.

The report stated that the only major risk of such contract permanency would be the financial liability for supporting staff through redeployment in the highly unlikely event of the service being ceased. The report highlighted that the total redeployment costs if the service were to close would be £3,339,025. The increased risk associated with offering the forty one staff members permanent contracts would be £270,000.

The Early Start Structure was appended to the report.

**The Executive Member for Human Resources and Diversity
NOTED -**

**(i) The outcomes of the job evaluation report; and
APPROVED –**

(ii) That the staffing structure be populated with staff on permanent contracts.

In accordance with Article 5 of the Council's Constitution this decision was called in by Councillor J. Silvester for consideration by the Corporate Issues Scrutiny Committee at its meeting on Monday, 9th October, 2006.