

## **HUMAN RESOURCES POLICY DEVELOPMENT GROUP**

MEETING, 17TH JANUARY, 2007

Present – Councillors White (Chairman), Allen, Darvesh, Hamilton (as deputy for J. Silvester) and Zaman.

### Also in attendance

Mr. D. Winstanley	-	Assistant Chief Executive
Mr. F. O'Malley	-	Head of Employee Relations and Human Resources
Ms. C. Hyams	-	Head of Corporate Organisational Development
Ms. L. Ridsdale	-	Head of Employment Policy and Strategy
Ms. H. Haworth	-	Health and Safety Advisor
Miss. K. Treadwell	-	Democratic Services Officer
Mr. J. Kerambrum	-	Trainee Democratic Services Officer

Apologies for absence were submitted on behalf of Councillors Clare, Shaw and J. Silvester

Councillor White in the Chair.

## **18. MINUTES**

The minutes of the proceedings of the meeting of the Policy Development Group held on 15th November, 2006 were submitted and signed as a correct record.

## **19. SHARED SERVICES REVIEW – HUMAN RESOURCES/ ORGANISATIONAL DEVELOPMENT/HEALTH AND SAFETY**

The Assistant Chief Executive submitted a report which advised the Group of the outcome of a Shared Services Review of the professional Human Resources/Organisational Development/Health and Safety function within the Authority and to make recommendations as to the future design and organisation of these services.

The report explained that, as part of the Authority's Change Programme, one of the key themes was to improve efficiency and effectiveness via the development of "shared services" arrangements. One of the key projects within the shared services programme was the provision of professional Human Resources, Organisational Development and Health and Safety support.

A review of professional Human Resources/Organisational Development/Health and Safety services was carried out by an independent consultant and comprised of two parts. Stage 1 determined the high level future design principles and Stage 2 determined the current position and development of the future vision and structural requirement for the function.

The report added that from the design vision produced by the review, a more detailed outline of the various elements had been developed. These would, if agreed, form the basis for the future structure and organisation design for the Human Resources/Organisational Development/Health and Safety functions. Details of these were provided in the report.

The report stated that it was envisaged that full implementation of the review proposals would take twelve months and would be undertaken in four stages.

**It was agreed that the report be noted.**

## **20. MEMBER TRAINING**

The Chair introduced the item and gave an explanation of the commitment and requirements needed for effective Elected Member Training. A cross party discussion then followed in which all members indicated their commitment to member training and raised a number of ideas. Members referred to the possibility of producing a Members Handbook which would support new members through the induction process and if kept updated could prove useful for all members.

Ms. C Hyams, Head of Corporate Organisational Development, then gave a verbal report which informed members of the outcomes of the Elected Member Training and Development Group meeting held on 12th January, 2007.

Members were informed that Bolton Council would put the structures in place over the next six months to achieve Elected Member Charter status.

Ms. C. Hyams explained that Political Groups would be asked to nominate a Training Champion to drive member training and development. There would be a Personal Development Plan (PDP) process for all Elected Members and the leadership of PDP interviews would be decided on a group basis with options including Group Leaders, Training Champions and Executive and Senior members.

Members were advised that a range of training would be available, including corporately provided core training for all members, as well as more specialist training for those with specific roles or specific needs. This would enable annual training and development for members to be plotted and would act as a useful prompt in the PDP process.

Ms. C. Hyams also informed the Group that the induction process would be extended to ensure Directors were involved and give a greater depth of information to new members.

It was stated that the Corporate Organisational Development Team would draft a timed action plan in preparation for the next meeting of the Elected Member Training and Development Group held on Friday, 16th February, 2007 at 2.00 p.m.

Members indicated their support for the issues raised including the need for regular training. Members further discussed the need to secure the commitment of all members of Council.

**It was agreed that the presentation be noted.**

## **21. SMOKE FREE POLICY UPDATE**

Ms. H. Haworth, Health and Safety Advisor gave a verbal update on the Council's Smoke Free Policy.

The update informed members that prior to the Smoke Free Policy going live on 29th December, 2006 Senior Managers were given a core briefing on the aim of the policy and the initial difficulties that might be encountered once the policy was implemented. A team briefing was then sent to all employees to inform them of the policy and of the smoking cessation support offered by the Council. There was also a Frequently Asked Question page posted on the internet as well as a poster and leaflet campaign.

Members were advised that since going live feedback on the policy had been positive from groups such as AGMA and Smoking Cessation.

Members were informed that some managers had shared their implementation experiences and as a result requests for additional guidelines were made. From the the sharing of information the Policy had been slightly ammended as part of a continual improvement process.

**It was agreed that the update be noted.**

(The meeting started at 10.00 a.m. and finished at 11.20 a.m.)