

BOLTON CARES STEERING COMMITTEE

MEETING, 22nd MARCH, 2017

Representing Bolton Council

Councillor Morris

Councillor Ann Cunliffe

Councillor A. Ibrahim (Vice-Chair)

Councillor Mrs Radcliffe

Advisors

Dr John Livesey, CEO Company

Jackie Tait, Operations Director

Helen Gorman, Borough Solicitor

Rachel Tanner, Assistant Director Care Management and Provider Services

Adrian Crook, Assistant Director Integration and Provider Services

Angela Walker, HR Business Partner

Vicky Ridge, Democratic Services Manager

Apologies for absence were submitted on behalf of Councillors Mrs. Fairclough and Mrs. Thomas and John Daly and Sue Johnson.

Councillor A. Ibrahim in the Chair

48. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1st February, 2017 were submitted and signed as a correct record.

49. 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 1 and 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.

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

Mr. J. Livesey, 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 staff sickness levels and mandatory training completion rates for the Company's services;
- The financial performance of the Company as at the end of January, 2017;
- An update on the steps being taken to release staff and the process of recruiting new staff into the workforce; and
- New business developments which were anticipated to start early in 2017/2018.

Members in their deliberations referred to:-

- The 2017/2018 Pay Offer;
- Issues associated with the accommodation at Mere Hall View;
- Issues associated with mandatory training for staff; and
- The use of IT and proposals for the future.

Resolved – That the report be noted.

51. SHORT BREAK SERVICE REPORT

Ms. J. Tait, Operations Director submitted a report and gave a presentation which updated members on the performance of the Short Breaks service at Bolton Cares.

The report outlined the issues Bolton Cares had identified within New Lane and Mere Hall View short breaks services. It also detailed the immediate actions which had been taken to remedy the situation and the actions which had been planned for implementation in the longer term.

Resolved - That the report be noted.

52. ESTABLISHMENT OF FINANCE, AUDIT AND RESOURCES MANAGER POST

Mr. J. Livesey, Chief Executive Officer submitted a report which sought member's approval to establish the post of a Finance, Audit and

Resources Manager for Bolton Cares and the deletion of the post of Finance, Audit and Resources Director.

The report outlined the reasons why the change in the senior management structure was required and it was stated that the financial saving resulting from the appointment of a manager, rather than a director post would contribute to the 2017/2018 financial savings and efficiency targets, required of the company by the Council.

A copy of the relevant job description and person specification was appended to the report.

Resolved – (i) That the establishment of a Finance, Audit and Resources Manager post for Bolton Cares, based on the job description and person specification be approved.

(ii) That the associated deletion of the Finance, Audit and Resources Director post be approved.

53. EXTRA CARE CONTRACT ARRANGEMENTS

Mr. J. Livesey, Chief Executive Officer submitted a report which outlined the rationale and recommended Bolton Care and Support Limited enter into a contractual relationship with the Council to deliver care and support in the six externally contracted Extra Care Schemes and the subsequent transfer arrangements with the current provider Creative Support Limited.

Members were advised that the current contract expired on 31st March, 2017 and it was proposed that the contracts were extended until 3rd July, 2017 to allow transfer planning and preparation time. This would also give adequate time for the outgoing provider and the incoming provider, Bolton Cares, to meet their legal employment obligations.

The report also provided information in relation to the current service model and the business case and rationale for the proposed transfer.

Resolved – (i) That Bolton Care and Support enters into a contract with Bolton Council for the delivery of six extra care schemes, with a total value of £1,165,000.

(ii) That Bolton Cares (A) Limited become the delivery company, to deliver care and support in the six extra schemes, from 7.00 a.m. on Monday 3rd July, 2017.

(iii) That Bolton Cares (A) Limited engages with the existing provider to facilitate the transfer of the services between the two companies and the associated TUPE transfer of staff.

54. CHIEF EXECUTIVE OFFICER APPOINTMENT

Mr. J. Livesey, Ms. J.Tait, Mr. A. Crook and Ms. R. Tanner at this point left the meeting.

The Borough Treasurer submitted a report which set out the proposed recruitment and appointment arrangements for the post of Chief Executive Officer (Bolton Cares).

Members were advised that it was proposed to commence recruitment via an internal advertisement within Bolton Council and Bolton Cares, in the first instance, followed by external recruitment if necessary. It was further proposed that the selection process would include formal assessment centre and technical panel interview and conclude with a formal interview process with a panel from this Steering Committee.

A copy of the relevant job description and person specification was detailed in Appendix 1 to the report.

Resolved – That the job description and person specification for the role of Chief Executive Officer (Bolton Cares) and the proposed recruitment process be approved.

55. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of this Committee be held on Wednesday 10th May, 2017 at 3.30 p.m.

(The meeting started at 3.30 p.m. and finished at 4.50 p.m.)