

## **HUMAN RESOURCES, PERFORMANCE AND DIVERSITY**

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

**WEDNESDAY, 18TH JULY, 2007**

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

Councillor White	Executive Member for Human Resources, Performance and Diversity
Councillor R. Allen	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Mr. D. Winstanley	Assistant Chief Executive
Mr. F. O'Malley	Head of Employee Relations and HR Services
Mr. A. Kilpatrick	Assistant Director, Adults Services
Mr. A. Walker	Head of Service, Development and Regeneration
Mr. M. Kelly	Chief Economic Strategy Officer
Ms. A. Edwards	HR Manager, Chief Executive's Department
Ms. S. Trotter	Principal Training and Development Officer
Ms. A. Ingram	Development Officer, Adults Services
Ms. S. Poole – Sutherland	Project Development Officer
Mr. S. Boland	Locality Youth Worker
Ms. V. Ridge	Principal Democratic Services Officer

## **8. 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 meetings.

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

## **9. RESTRUCTURE OF STAFFING – EMPLOYMENT AND SKILLS UNIT**

The Director of Development and Regeneration submitted a report that sought the Executive Member's approval for the detailed proposals to restructure staffing within the Employment and Skills Unit of the Regeneration and Economic Development Division (REDD).

By way of background information, the Employment and Skills Unit works in partnership with a range of agencies to provide a local strategic lead on the Skills and Employment Agenda and, where necessary, to commission or directly deliver programmes which increase employment and skills levels within the Borough.

The report stated that a review of business services was conducted by REDD in 2006, which gave the following recommendations:-

- to better deliver the Local Area Agreement targets on Employment and Skills;
- to delete a number of posts which were now obsolete;
- to enhance the capacity of the service to lead on strategic development, commissioning and in co-ordinating the work of other local partners; and

- to correct staffing anomalies which had arisen as the service had developed.

Figure 1 of the report outlined the existing structure of the Unit which comprised of 33 posts.

Figure 2 of the report outlined the proposed staffing structure which proposed to reduce the establishment from 33 to 29 posts.

The report detailed the third phase of a staffing realignment within the Enterprise, Employment and Skills Service of REDD as part of a wider review of Business Support. In total, this process had delivered a £45,000 saving as part of the current year's budget options process. With the exception of one Principal Project Officer post, all posts remain fixed term and contingent upon the continued receipt of external funding.

The report stated that staffing changes could be made through the deletion of vacant posts and the expiry of fixed term contracts and would not require either early retirement or voluntary redundancy payments. It was expected that these controls would generate an additional £20,000 in cost efficiencies each year, over and above the budget options agreed for 2007/2008.

It was stated that the new appointments were to existing Job Descriptions, established and assessed either within the recent Business Support Review or within the old Employment and Skills structure.

The report had been considered and approved by the Executive Member for Regeneration at his meeting on 4th June, 2007.

**The Executive Member for Human Resources,  
Performance and Diversity AGREED -**

**The programme of action to restructure staffing within the  
Employment and Skills Unit of the Regeneration and**

**Economic Development Division, as detailed in the report.**

## **10. ELECTED MEMBER DEVELOPMENT STRATEGY PROGRESS**

The Assistant Chief Executive submitted a report which updated the Executive Member on the progress made with the implementation of the Elected Member Development Strategy.

By way of background information, the Executive Member was reminded that Bolton Council's drive to achieve North West Charter status began in early 2007. Assessment for the award would officially take place on 26th September, 2007, the Council underwent an informal pre-assessment on 26th June, 2007.

The report stated that the first pilot round of the Personal Development Planning (PDP) process was almost complete with 57 of Bolton's 60 elected members already having completed their PDP process. Early feedback about the process suggested that it had been a useful exercise, enabling easy access to in-house events and other in-house development resources, as well as allowing elected members the opportunity to identify a new set of development needs.

The Executive Member was informed that several new members attended the Elected Member Training and Development Group and inductees felt the process gave them a sound basis from which they could confidently begin their new role as an elected member. Innovations suggested for next year included issuing more guidance notes and providing departmental tours. It was recommended that these further innovations be supported for the 2008 newly-elected members.

The report detailed the attendance of members at various training events held in June, 2007 and the Executive Member was informed that three out of the four workshops planned for June ran successfully, with a total of 29 elected members attending.

The report stated that an informal assessment took place on 26th June, 2007, supported by two of the Elected Member Training Champions. Achievements to date were noted by the North West Employers' representative who carried out the pre-assessment and further actions were recommended before the official assessment in September, 2007. It was recommended that these actions were taken by the Elected Member Training and Development Group, with the support of the relevant officers.

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

- (i) the progress made to date on Elected Member Development; and ENDORSED –**
- (ii) the further planned actions recommended in the report.**

**11. MENTAL HEALTH REHABILITATION UNIT –  
ESTABLISHMENT OF POSTS**

The Director of Adult Services submitted a report which requested the Executive Member's approval for the establishment of seven Community Support Worker posts on a permanent basis within the Mental Health Network.

By way of background information, the report advised that a Strategic Review of Adult Mental Health Rehabilitation and Supported Accommodation Provision concluded in 2005. One of the outcomes of the Review was to consider the development of an active rehabilitation house within the Mental Health Network to provide twenty-four hour care.

As a result of the Review and following a period of consultation, a process of internal redesign took place and this included the refurbishment and ownership of accommodation at 198 Deepdale Road in order to transform it into a seven bedded active rehabilitation house. The establishment of such accommodation would allow Bolton residents who were currently in external placements to return to Bolton and receive

the necessary care within their home town, close to their families and familiar surroundings.

The report advised that there was a need to establish seven, permanent Community Support Workers to enable the delivery of a seven day a week, twenty-four hours a day service to the service users of the house.

A copy of the relevant job descriptions and person specifications were appended to the report.

The report had been considered and approved by the Executive Member for Adult Social Care and Health at her meeting on 9<sup>th</sup> July, 2007.

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

**The establishment of seven Community Support Workers in the Mental Health Network as detailed in the report.**

## **12. EXTERNALLY FUNDED COMMUNITY RADIO POST**

The Director of Adult Services submitted a report which sought the Executive Member's approval for the establishment of a part-time Volunteer Broadcast Officer for a fixed term period until 31st March, 2008.

The report advised that Neighbourhood Renewal Funding had been obtained for 2007/08 with the purpose of promoting community radio within Bolton. It was felt that a community station would be a highly effective platform for community engagement and improved service delivery for a broad range of Local Strategic Partnership agencies and groups and could also cut across Local Area Agreement themes. An application was to be submitted to the Office of Communications for an FM broadcasting licence in October, 2007 by Bolton Community Radio, a community interest company.

The report advised that a part-time post was needed to work with Bolton Community Radio, Bolton at Home and other partners to recruit and train volunteers. This would form part of a plan to train volunteers to manage the radio station and deliver radio broadcasts throughout the Borough. The post was a Scale 5, fixed term post until 31st March, 2008 and all financial commitments would be funded by the Neighbourhood Renewal Fund.

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

The report had been considered and approved by the Executive Member for Culture and Community Services at his meeting on 9<sup>th</sup> July, 2007.

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

**The appointment of a part-time, Volunteer Broadcast Officer, as detailed in the report.**

### **13. ADVICE AND ASSESSMENT SERVICES – ESTABLISHMENT OF POSTS**

The Director of Adult Services submitted a report which requested the Executive Member's approval for the establishment of three, full time Community Assessment Officer Posts within the Adults Advice and Assessment Team (ADAAT).

By way of background information, the report advised that the ADAAT was established as a pilot in May, 2005 to assess the most efficient way to respond to requests for services for vulnerable adults aged 18 – 64 across the Borough. It was decided, after attempts to recruit Social Workers proved impossible, to create four temporary unqualified Community Assessment Officer Posts from the funding available.

The report stated that an evaluation in September, 2006 and subsequent auditing of the team's performance had identified that the ADAAT provided a high quality response on behalf of the Adult Services Department and concluded that the Community Support Officer positions should be permanently established.

The report advised that, in order for the Service to remain effective, three staff in the Community Support Officer position, originally seconded into temporary posts, needed to be established on a permanent basis.

A copy of the relevant job descriptions and person specifications were appended to the report.

The report had been considered and approved by the Executive Member for Adult Social Care and Health at her meeting on 9<sup>th</sup> July, 2007.

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

**The establishment of three Community Assessment Officers in the Adults Advice and Assessment Team, as detailed in the report.**

#### **14. ESTABLISHMENT OF LEARNING MENTOR POST AT THE YOUNG MUMS UNIT AND PARK SCHOOL**

The Director of Children's Services submitted a report which sought Executive Member approval for the establishment of two permanent Learning Mentors to work within the Young Mums Unit and Park School.

By way of background information, the report advised that the Young Mums Unit catered for girls with a wide range of educational needs with strong emphasis on achievement. The Unit also worked hard to liaise with the girls secondary schools to allow for continuity in their studies. Park School catered for children with complex educational, social and emotional needs.



Students were offered a wide range of educational opportunities including work experience.

The report proposed that two permanent Learning Mentors were appointed to the Young Mums Unit and Park School. The Learning Mentors would promote the speedy and effective transfer of information between local schools and Units and participate in the comprehensive assessment of young people. They would also develop mentoring relationships with students identified as needing particular support.

A copy of the relevant job descriptions and person specifications were appended to the report.

The report had been considered and approved by the Executive Member for Children's Services at her meeting on 10<sup>th</sup> July, 2007.

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

**The establishment of two Learning Mentors at the Young Mum's Unit and Park's School, as detailed in the report.**

#### **15. ESTABLISHING THE POST OF LOCAL AUTHORITY DESIGNATED OFFICER FOR MANAGING ALLEGATIONS AGAINST THOSE WORKING WITH CHILDREN**

**The Executive Member AGREED, that the matter be deferred to a future meeting of the Executive Member for Human Resources, Performance and Diversity.**

#### **16. SERVICES FOR DEAF CHILDREN AND THEIR FAMILIES**

**The Executive Member AGREED, that the matter be deferred to a future meeting of the Executive Member for Human Resources, Performance and Diversity.**

## **17. GET ACTIVE WESTHOUGHTON**

The Director of Children's Services submitted a report that sought Executive Member approval for the establishment of two fixed term posts to work with young people in Westhoughton and engage them in positive activities.

By way of background information, the report advised that the Youth Service had been supporting Councillors in Westhoughton to identify how best to use the Westhoughton Precept to support activities for young people across Bolton.

The report advised that Westhoughton Town Council had now been allocated £125,000 over three years to fund two posts. The report advised that a full-time Youth Worker and a part-time Community Sports Outreach Worker located within the Sport, Health and Inclusion Team were proposed.

The workers would not operate in isolation and would be part of the provision within Westhoughton. The provision would be managed by the Youth Service and Sports Health and Inclusion Team and would work alongside all staff working with young people in the area. This would include the Youth Service, Police, Sports Development and identified Community Groups supporting young people. The project was expected to increase the number of young people contacted and engaged in youth activities and would have an impact on the incidence of anti-social behaviour in the area.

A copy of the relevant job descriptions and person specifications were appended to the report.

The report had been considered and approved by the Executive Member for Children's Services at her meeting on 10<sup>th</sup> July, 2007.

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

**The establishment of a full time Youth Worker and a part-time Community Sports Outreach Worker, as detailed in the report.**

## **18. URGENT ITEM – BOXING DEVELOPMENT OFFICER APPOINTMENT**

In accordance with the Local Authority's Executive Arrangements and Access to Information Regulations 2000, the Chairman of the Corporate Issues Scrutiny Committee agreed that the following item was urgent and could not reasonably await consideration until the next meeting of the Executive Member for Human Resources, Performance and Diversity.

The Director of Children's Services submitted a report which sought Executive Member approval for the establishment of a Boxing Development Officer.

The report advised that the post would support the Adult Services, Sport Health and Inclusion Service and the Amateur Boxing Association England to audit current boxing activity and develop a boxing forum/partnership with key stakeholders. The aim was to create increased interest and enthusiasm for boxing in Bolton and to target immediate weaknesses. The Boxing Development Officer would work with local boxing providers to produce an audit of current boxing activity and devise a four year development plan for boxing in the borough.

The post was to operate on a fixed term basis with the funding being provided through the Neighbourhood Renewal Fund: Safer, Stronger Communities and the Amateur Boxing Association England. The appointment would be a full time, fixed term post.

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

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

**The establishment of a Boxing Development Officer as detailed in the report.**