

HUMAN RESOURCES, PERFORMANCE AND DIVERSITY

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

WEDNESDAY, 28TH NOVEMBER, 2007

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

Councillor White	Executive Member for Human Resources, Performance and Diversity
Councillor. A. Walsh	Major Opposition Spokesperson
Councillor. J. Silvester	Minor Opposition Spokesperson
Mr. F. O'Malley	Head of HR and Employee Relations
Mr. D. Grogan	Assistant Director, Legal and Democratic Services
Mr. D. Seaber	Service Manager, Children's Services
Ms. A. Edwards	HR Manager, Chief Executive's Department
Ms. S. Trotter	Principal Training and Development Officer
Ms. C. Riley	Principal Policy Officer
Ms. L. Smith	Policy Accountant
Mr. J. Kerambrum	Democratic Services Officer

42. 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.

43. INTEGRATED WORKING TRAINING OFFICER

The Director of Children's Services submitted a report which requested the establishment of the post of an Integrated Working Training Officer.

By way of background information, the report advised that the Integrated Working project was delivering the processes to enable and encourage professionals to work together and to adopt common processes to deliver frontline services, co-ordinated and built around the needs of children and young people.

The report advised that the Council along with a further eighteen Local Authorities in the North West had been chosen to be an 'early adopter' of Contact Point which was the national child index. The timescale for roll out of Contact Point was from April, 2008.

The current Integrated Working Team comprised of four full time team members. Training on the integrated working processes had resulted in relatively low numbers of trained staff and there remained a high demand for training. In order to meet the additional training requirements for Contact Point and to provide resources to support the delivery of Integrated Working Processes the Training Officer post was required.

The report advised that it was hoped that the Training Officer would develop and deliver the training for Contact Point and provide support to the project team and Multi Agency Training Team in the delivery of training for Integrated Working. The post would be on a fixed term basis until April, 2009 and would cost £32,969 which would be met through a Department for Children, Schools and Families grant intended for the implementation of Contact Point.

The relevant job description and person specification were appended to the report.

The Executive Member for Children's Services had considered and approved the report at her meeting on 26th November, 2007.

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

To the establishment of a fixed term Integrated Working Training Officer, as detailed in the report.

44. BOLTON TOWN CENTRE MANAGEMENT PROPOSALS

The Director of Development and Regeneration submitted a report which detailed the use of the emergency powers procedure in consultation with the Executive Member; the Executive Member for Corporate Strategy and Finance and the Executive Member for Development for the introduction of new arrangements for town centre management.

The Executive Member was advised that plans and proposals were well underway for up to £1 billion of investment in a range of mixed use development schemes and infrastructure improvements in the Town Centre. Alongside the development agenda it was clear that service standards also need to significantly improve, and work had been undertaken with the full cooperation of the Town Centre management Company to identify new arrangements to drive forward improvements.

The report identified proposals to strengthen the leadership, coordination and delivery of services. In particular, a new Town Centre Leadership Board was proposed in place of the current Town Centre Management Company, which would become the single voice for the Town Centre stakeholders, holding the Council and others to account. It would draw on the strengths of the existing key partners, together with a wider range of key stakeholders including major landowners, developers and key public sector partners.

The Director of Development and Regeneration would be responsible for coordinating Town Centre Management alongside the existing development activities, and would support the Leadership Board and pull together all key functions and Departments.

It was stated that existing services valued by businesses, visitors and partners organisations would be maintained and improved by integration with existing services. The retail crime initiative and evening economy initiatives would be transferred in their entirety to the Council's Community Safety Service working to the BeSafe Bolton Strategic Partnership. The Council's Communication and Marketing Agency would play the central role in developing and implementing the Town Centre Marketing strategy; including the management of a strategic events programme, coordinating all bookings for activities on Town Centre Streets and spaces, and generating sponsorship income.

Further reviews were underway and would be reported separately including improvements to the management of the street scene and public realm, coordinated management and operation of the CCTV infrastructure, and street trading.

The practical consequences of these changes were set out in the report, and included the winding-up of the Town Centre Company, the transfer of staff to the Council in accordance with the Transfer of Undertakings, Protection of employment (TUPE) regulations, and the establishment of a 3 year financial plan which maintained current levels of Council investment and increased private sector contributions following a transitional period of adjustment and consolidation.

The proposals were considered by the Board of the Town Centre Management Company on 6th November 2007 and unanimously endorsed.

It was proposed that the existing Town Centre Company be wound up by 31st March, 2008 or earlier provided that the successor Leadership Board was established, and all matters successfully wound up. To ensure a seamless transfer, it was

proposed that the Council underwrite the financial liabilities of the Company during this transitional period. The level of financial risk forecasted by the Company comprised the bad and doubtful debts, the outstanding Council interest free loan, redundancy liabilities and any year end deficit. The budget estimate for these one-off exceptional costs was £40,000 which would be met from corporate budgets.

The emergency powers procedure had been utilised to secure the decisions required to ensure continuity of service provision, and to provide the necessary assurances for Board Directors and Company staff and the Executive Member had approved the new arrangements for leadership co-ordination and delivery of Town Centre Management to be implemented at the earliest opportunity.

The Executive Member for Human Resources, Performance and Diversity NOTED the use of the emergency powers procedure.

45. PAYROLL GIVING TO SUPPORT BOLTON'S VOLUNTARY AND COMMUNITY GROUPS

The Chief Executive submitted a report that updated the Executive Member on the developments around the Big Bolton Fund and sought approval for the payroll giving scheme to be implemented within the Council for Council staff members to contribute towards the Big Bolton Fund.

By way of background information the report stated that on the 11th April 2007, a report was taken to the Executive Member for Corporate Strategy and Finance where a one-off investment of £25,000 was approved to go into the Big Bolton Fund endowment; from this the interest would be available for awarding grants to Bolton groups. This would realise a more sustainable future for local grant making.

The report stated that the Big Bolton Fund was an idea developed by Bolton's voluntary and community sector which aimed to be a sustainable grants scheme for the voluntary and community sector. The Big Bolton Fund would be based on an

endowment, the interest of which would provide the grant aid to voluntary and community groups in Bolton. The fund would be administered by Bolton CVS and decisions made by a community panel.

The report stated that the money to set up this fund would come from a variety of sources including:-

- Dormant Trusts;
- Payroll giving;
- Private and company donations;
- Legacies; and
- Fundraising events.

In terms of the dormant trusts the report explained that following discussions with Finance Accountants, seven had been identified to the value of approximately £55,500 at the end of March, 2006. A brief summary of each fund was enclosed at Appendix A and included a brief resume of each fund with the necessary financial information attached, as at 31st March, 2006.

The report explained that Payroll Giving was a unique way for people to give to charity as it enabled employees to give to charity straight from their gross salary, giving immediate tax relief on those donations. Payroll Giving was a way for Employers and Employees to benefit the community in which they live.

The donations from the payroll scheme would be put into the Big Bolton Fund allowing community and voluntary groups in Bolton to apply for this funding.

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

(i) The contents of the report relating to the current developments of the Big Bolton Fund; and APPROVED -

(ii) The Big Bolton Fund payroll giving scheme.

46. ELECTED MEMBER DEVELOPMENT STRATEGY PROGRESS

The Assistant Chief Executive submitted a report to update the Executive Member on the progress of the implementation of the Elected Member Development Strategy

By way of background information the report stated that the consolidation of Bolton's Elected Member Development Strategy and its implementation had recently been endorsed via the award of the North West Charter for Elected Member Development by North West Employers. The programme and processes put into place at the start of the municipal year were embedded and at a stage where meaningful evaluation could begin with a view to preparing for next year's provision.

The report stated that a sample of 10 of the 60 Elected Members making up the Council had taken part in an evaluative telephone survey of the initial round of the Members' personal development planning process which was carried out in the summer of 2007 the results given in Appendix 2, were notably positive.

The report outlined a number of suggested improvements to the process which included:-

- simplification;
- provision of accreditation opportunities; and
- keeping the process going.

The report explained that reactionnaire evaluations of workshops had been completed by participants for all core workshops levels 1 and 2. There were also more overview focused, 3 month evaluations that had been completed by members for a variety of programmes and workshops including Induction, Licensing, Scrutiny, Planning Probity, Standards and the North West Charter event held in May. Overall respondents were very positive about how training had enhanced their knowledge and skills.

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

That the outcomes of the evaluation processes be fed into improvements and innovations of the next cycle of Elected Member development, beginning in May, 2008.

47. THE MANAGEMENT OF SICKNESS ABSENCE

The Assistant Chief Executive submitted a report that reviewed the current position on sickness absence and compared corporate and departmental trends over the past two years. The report identified the initiatives and actions which had been implemented over the past two years to improve levels of absence and also sought the Executive Member's approval for a number of proposed future initiatives and actions in order to take forward this issue.

Attached at Appendix A of the report was a detailed report that was considered by the Human Resources Policy Development Group on 19th September, 2007.

The report stated that members of the Policy Development Group considered all the issues in depth and agreed on a number of proposed future initiatives and actions that should go to the Executive Member for Human Resources, Performance and Diversity for consideration and approval. These proposals related to the following issues:-

- trigger points in relation to sickness absence;
- to learn from best practice in other local authorities and private sector organisations;
- the Employment Framework Sub-Set Group;
- the clarification of the role of Line Managers in sickness absence;
- keeping sickness absence management high on the agenda;

- maintaining regular reports to the Executive Member for Human Resources, Performance and Diversity; and
- the long term issues of changing the culture of the Organisation.

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

- (i) **The findings of the report; and APPROVED –**
- (ii) **The recommendations as detailed in the report.**

CONFIDENTIAL ITEM

The background papers and reports in relation to the following item was considered confidential as defined in paragraph 1 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.

48. CORONERS MATTERS

The Director of Legal and Democratic Services submitted a report that advised the Executive Member of the arrangements put in place to facilitate the payment of a salary supplement to the Coroner and to introduce a formal scheme of weekend working as agreed on 26th September, 2007.

The report stated that at his meeting on 26th September, 2007, the Executive Member approved the payment of a premium to the salary of the Coroner in recognition of the increasing demands placed on her in relation to out of hours and weekend availability.

The report stated that It had also been agreed to introduce a formal scheme of weekend working for the Coroners Office, the

exact terms of which would be delegated to the Director of Legal Services, as Proper Officer, in consultation with the Assistant Chief Executive.

The Director of Legal and Democratic Services, as Proper Officer, had held discussions with the Coroner to agree the exact terms of the Coroners supplement and the formal scheme of weekend working.

The report informed the Executive Member of the exact terms on which the Coroners payment would be made and the arrangements that had been put in place with regard to weekend and out of hours work at the Coroners Office.

The Executive Member for Human Resources, Performance and Diversity NOTED the report as detailed.