

LEADER

A record of decisions made by the Executive Cabinet Member with responsibility for Strategy, Town Centre Regeneration, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary Sectors at a Strategic Level, Corporate Support Services, Financial Services and Budget Development, Registration Services and the Coroner's Service:-

TUESDAY 7th DECEMBER, 2021

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

Councillor Cox	- Executive Cabinet Member – Leader
Councillor Peel	- Major Opposition Spokesperson
Councillor Hayes	- Minor Opposition Spokesperson
Councillor Sanders	- Minor Opposition Spokesperson
Councillor Brady	- Minor Opposition Spokesperson
Councillor Allen	- Minor Opposition Spokesperson

Officers

Ms. S. Johnson	- Deputy Chief Executive
Ms. H. Gorman	- Borough Solicitor
Ms. E. Brook	- Assistant Director Strategy and Partnerships
Mr. A. Williamson	- Assistant Director Transformation
Ms. C. Owen	-
Ms. R. Albrow	- Principal Consultation and Research Officer
Mrs. V. Ridge	- Democratic Services Manager

25. MONITORING OF EXECUTIVE CABINET MEMBER DECISIONS

The Borough Solicitor submitted a report which provided an update on decisions taken at previous meetings of the Executive Cabinet Member.

The Executive Cabinet Member NOTED the report.

26. INTENTION TO AWARD AGENCY CONTRACT AS PART OF GM COLLABORATION

The Executive Cabinet Member AGREED that this item be deferred to a special meeting of his Executive Cabinet Member on 16th December, 2021.

27. BOLTON'S EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2021-2025

The Deputy Chief Executive submitted a report which presented the Equalities Strategy for 2021-2025, which outlined the Council's equality, diversity and inclusion commitments for the new, four- year period.

The report set out the current arrangements and responsibilities of the Council with regards to equalities and it summarised the new strategy document for the new four-year period and subsequent action plan.

The Executive Cabinet Member was advised that the following strategic objectives were proposed for approval, viz:-

- Ensure that equalities training and awareness was embedded at all levels of the organisation;
- Review and improve processes around equalities and diversity, ensuring that the Council showed due regard to the Public Sector Equalities Duty and transparency in decision making; and

- Ensure that the collection of equalities data was robust and sufficient to provide the required information for decision-making processes.

It was also explained that the strategy welcomed the recommendations outlined in the 2021 Greater Manchester Inequalities Commission Report 'The Next Level – Good Lives for all Greater Manchester'.

The report also provided details in relation to the resources which had been put into the development of the strategy and the additional activities which had taken place to date.

A copy of the Equalities Strategy for 2021-2025 was appended to the report.

The Executive Cabinet Member APPROVED the Equalities Strategy and objectives for 2021-2025 as now detailed in the report.

28. CREATION OF A PERMANENT HEAD OF SERVICE POST FOR COMMUNICATIONS AND ENGAGEMENT

The Deputy Chief Executive submitted a report which sought approval to create a new permanent post within the Communications and Engagement Team to oversee strategic communications and lead the development of the service.

The Executive Cabinet Member was advised that the Council was currently reviewing and refreshing a number of key strategies including the Vision 2030 Strategy and the Corporate Plan, which would help to achieve its ambitions. In order to achieve this, the Council would need stronger strategic communications in the future to proactively communicate the delivery of change and opportunities within the borough, ensuring it had clear, accessible and responsive ways of communicating with Bolton residents. It was felt that The Marketing, Events and Communications and Engagement Team was critical to the success of these strategies.

In view of the above, it was proposed to create a new Head of Communications and Engagement post, which would future

proof the service and would focus on the council communication and engagement functions. This post would help review the service and its priorities going forward, with the support of the Assistant Director for Strategy and Partnerships.

A copy of the proposed job description and person specification was detailed in Appendix A to the report and the post had been graded at Grade M.

The Executive Cabinet Member AGREED to the establishment of a new permanent post of Head of Communications and Engagement post at Grade M, as detailed in the report now submitted.

CONFIDENTIAL ITEMS

The background papers and reports in relation to the following items are considered confidential as defined in paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972 and that it be deemed that, in all the circumstances of the case, the public interest in their exemption outweighs the public interest in their disclosure.

29. REVIEW OF THE CORPORATE INFORMATION, COMMUNICATIONS AND TECHNOLOGY TEAM – POST CONSULTATION REPORT

The Deputy Chief Executive submitted a report which set out the results of consultation on proposals to review the Corporate Information, Communications and Technology Team and sought the Executive Cabinet Member's approval to implement the final proposals.

The Executive Cabinet Member was advised that consultation on the proposed changes to the service was carried out for a period of 30 days during October and November, 2021 and a summary of the key issues raised during this consultation was included in Appendix 3 to the report. A copy of the formal trade union response to the proposals was set out in Appendix 4 to the report.

In terms of the financial implications, it was proposed that the changes were funded from within the existing service budget.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix 5 to the report.

The Executive Cabinet Member APPROVED –

- (i) The final proposals in relation to the review of the Corporate Information, Communications and Technology Team, having due regard to the consultation feedback and the Equality Impact Assessment; and**
- (ii) Subject to the approval of the Head of Paid Service, delegated implementation of the new structure, including details of any voluntary redundancy arrangements and consequential redundancy selection, to the Deputy Chief Executive.**

30. REVIEW OF LEGAL SERVICES – POST CONSULTATION REPORT

The Deputy Chief Executive submitted a report which set out the results of consultation on proposals to review the Legal Service, to take into account a reduction in funding from 2021 onwards, and sought the Executive Cabinet Member's approval to implement the final proposals.

The Executive Cabinet Member was advised that consultation on the proposed changes to the service was carried out for a period of 32 days from September, 2021 and a summary of the key issues raised during consultation was included in Appendix 4 to the report. A copy of the formal trade union response to the proposals was set out in full in Appendix 3 to the report.

In terms of the financial implications, the total savings to be achieved by the implementation of the proposals was £113,100.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix 5 to the report.

The Executive Cabinet Member APPROVED –

- (i) **The final proposals in relation to the review of Legal Services, having due regard to the consultation feedback and the Equality Impact Assessment; and**
- (ii) **Subject to the approval of the Head of Paid Service, delegated implementation of the new structure, including details of any voluntary redundancy arrangements and consequential redundancy selection, to the Chief Executive and Deputy Chief Executive.**

31. BUSINESS IMPROVEMENT REVIEW OF INFORMATION GOVERNANCE – POST CONSULTATION REPORT

The Deputy Chief Executive submitted a report which set out the results of consultation on proposals to restructure the Information Governance team in order to support the council's legal and business requirements and sought the Executive Cabinet Member's approval to implement the final proposals.

The Executive Cabinet Member was advised that consultation on the proposed changes to the service was carried out for a period of 30 days from October, 2021 and a summary of the key issues raised during consultation was included in Appendix 3 to the report. A copy of the formal trade union response to the proposals was set out in full in Appendix 4 to the report.

In terms of the financial implications, the final proposed budget for the service was to be funded from directorate resources.

The relevant Equality Impact Assessment had been undertaken and was detailed in Appendix 5 to the report.

The Executive Cabinet Member APPROVED –

- (i) The final proposals in relation to the business improvement review of Information Governance, having due regard to the consultation feedback and the Equality Impact Assessment; and**
- (ii) Subject to the approval of the Head of Paid Service, delegated implementation of the new structure, to the Chief Executive and Deputy Chief Executive.**

32. OVER £5,000 WRITE-OFFS OCTOBER, 2021

The Deputy Chief Executive submitted a report which sought the Executive Cabinet Member's approval to the write-off of uncollectable debt as detailed in the report.

The Executive Cabinet Member APPROVED the write-off of uncollectable debt as set out in the attached schedule.