

HUMAN RESOURCES, PERFORMANCE AND DIVERSITY

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

WEDNESDAY, 31ST OCTOBER, 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. F. O'Malley	Head of Employee Relations and HR Services
Mr. P. Molyneux	Assistant Director, Highways and Engineering
Mr. J. Rowlands	Assistant Director, Tax and Benefits
Ms. P. Harrison	Head of Lifelong Learning
Ms. L. Burnett	Principal Policy and Improvement Officer
Ms. S. Trotter	Principal Training and Development Officer
Mr. S. Wheeler	HR Manager, Commercial Services
Mr. B. Newman	Policy Accountant
Ms. A. Berry	HR Co-ordinator
Mr. J. Kerambrum	Trainee Democratic Services Officer

36. 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.

37. LIFE LONG LEARNING STRUCTURE

The Director of Children's Services submitted a report which sought the Executive Member's approval to create four new posts within the Lifelong Learning Unit of Children's Services.

By way of background information the report advised that the growth of the Lifelong Learning Unit had been a major success but had caused difficulties as most staff were reliant on short term funding.

The report advised that sustainability of the unit was now endangered as staff were leaving to have more security in other posts.

Therefore, it was proposed that a fixed term, Neighbourhood Renewal Fund NEET Reduction Co-ordinator and three permanent Cluster Co-ordinators be appointed . It was hoped that this would secure some sustainability to the team and the clusters involved.

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 25th September, 2007.

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

and Diversity APPROVED –

The appointment of a fixed term, Neighbourhood Renewal Fund NEET Reduction Co-ordinator Post and three permanent Cluster Co-ordinators as detailed in the report.

38. ESTABLISHMENT OF SERVICE DEVELOPMENT OFFICER POSTS

The Director of Corporate Resources submitted a report which sought the Executive Member's approval for the establishment of two permanent Service Development Officer posts.

The Executive Member was advised that, in order to facilitate the continuous improvement to quality of service and process improvement, it was now a requirement that the Customer Service Division created Service Development Officer posts. Consequently, it was proposed that two posts be created. It was also intended to delete two customer service officer posts and this budget would be used to offset the costs for the new positions.

The posts had been evaluated at Scale 5 and a copy of the relevant job description and person specification was appended to the report.

The report had been considered and approved by the Executive Member for Development at his meeting on 22nd October, 2007.

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

The establishment of two permanent Service Development Officer posts, as detailed in the report.

39. PROPOSED MARKET PAY SUPPLEMENTS FOR HIGHWAYS AND ENGINEERING STAFF

A report of the Director of Environmental Services was submitted which:-

- a) outlined the ongoing difficulties being experienced within areas of the Highways and Engineering Division with retention and recruitment of staff; and
- b) put forward a proposal to address the problems using the introduction of market supplements.

By way of background information, the report outlined the current approved structure and roles and responsibilities for Highways and Engineering, as shown in Appendix A to the report. The problems caused by recruitment difficulties were currently most acute in those posts where experienced engineering staff were required, particularly in the more senior positions. This had been exacerbated through the difficulties in retaining these staff and also more junior technical staff who were being targeted by other local authorities and the private sector.

The retention problem was particularly difficult in the Highways and Engineering Development Services where only two of the five Senior Engineering Manager posts were filled.

In order to meet business critical needs and target those posts most at risk, the report proposed the introduction of a 15% market increment for all Principal Engineers and above who were involved in design work and had a requirement to be Chartered or Incorporated Engineers as part of their existing role.

The market supplement would be reviewed on an annual basis in line with current policy. The market supplement would also increase the likelihood of recruiting quality staff into the vacant positions.

The Senior Engineering Managers and Principal Engineers in Traffic Management were already receiving a market supplement of 12.5%. It was proposed that the new 15% rate would replace the old supplement.

Given the current market for quality qualified technical staff, the Director of Environmental Services agreement also sought agreement to negotiate further market supplements with members of staff not included in this report, dependent upon the business need at the time.

With regard to financial implications, the report advised that revenue costs would be met from existing budgets due to savings in vacancies in the current financial year and the capital costs would be charged to individual internal and externally funded capital schemes. As part of the above restructure, future years' market supplements would be included as part of the budget setting process and ongoing budget monitoring to ensure no net increase in revenue costs.

The report had been considered and approved by the Executive Member for Environment at his meeting on 23rd October, 2007.

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

- (i) The introduction of market supplements for Highways and Engineering staff, as detailed in the report.**
- (ii) That, in respect of existing staff, the enhancement be paid to those staff in post on 31st March each year.**

40. ELECTED MEMBER DEVELOPMENT STRATEGY PROGRESS

The Assistant Chief Executive submitted a report that updated 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 implementation of the Elected Member Development strategy had led to the design of core and elective training programmes for members. Members were also now beginning to access

bespoke development opportunities, addressing their individual development needs.

The report explained that in September, 31 members attended workshops from the core programme, which was now coming to a close and giving way to the Level 3, elective learning opportunities programme.

The report stated that this year's PDP process threw up a variety of general needs which were now being addressed by adding workshops and events to planned programmes including new planning workshops for Elected Members who were not on the Planning Committee.

The report explained that a telephone survey to evaluate the PDP process was being undertaken by the Corporate Organisational Development Team. Information gathered would influence changes and improvements for the next round of the process.

The Executive Member was informed that a portfolio of evidence was submitted to North West Employers prior to the assessment interviews being held on 26th September 2007. Those interviewed included the Leader of the Council and the Executive Member for Human Resources, Performance and Diversity. Bolton Council was notified of its success in seeking Charter status on 10th October, 2007 and the award would be officially presented in November, 2007.

The report stated that assessors considered that there were some points worthy of special focus and made a number of recommendations for future improvement. Assessment would now take place regularly, at three yearly intervals, supporting continuous improvement in this area.

**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.

41. DATA QUALITY FINDINGS 2006/2007

The Chief Executive submitted a report that provided the Executive Member with a breakdown of the findings from the annual KPMG data quality review 2006/2007.

The Executive Member AGREED, that the matter be deferred to the next meeting of the Human Resources, Performance and Diversity Policy Development Group for further consultation.