

HUMAN RESOURCES AND DIVERSITY

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

TUESDAY, 24TH APRIL, 2007

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

Councillor White	Executive Member for Human Resources and Diversity
Councillor 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. P. Molyneux	Assistant Director, Highways and Engineering
Ms. P. Harrison	Lifelong Learning Unit Manager
Mr. P. Round	Health, Sport and Inclusion Manager
Mr. S. Wheeler	HR Manager, Commercial Services
Mr. M. Dixon	Principal Fairness Officer
Ms. B. Newman	Policy Accountant
Ms. N. Patel	Deputy Human Resources Manager
Mr. J. Kerambrum	Trainee Democratic Services Officer

66. 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 and Diversity NOTED progress on the decisions previously taken, as

detailed in the Appendix to these minutes.

67. LIFELONG LEARNING UNIT VACANCY

The Director of Children's Services submitted a report which sought approval to create a new post of Learning Agreement Pilot (LAP) Co-ordinator within the Lifelong Learning Unit (LLU) in order to meet the requirements of the LAP and the current workload.

By way of background information, the report advised that one of the larger projects within the remit of the Lifelong Learning Unit was the LAP. The Pilot was funded by the Treasury, via the National Learning and Skills Council that targeted 16 and 17 year olds, who were employed within the Borough with an employment contract.

The report stated that the aim of the programme was to move young people who were currently employed in jobs with little training opportunities into an improved employability position. To aid in this task the Pilot allowed the LLU, as the contract holder, to draw a management fee which provided the funding for the appointment of a dedicated co-ordinator. The Pilot was due to end on 31st March, 2008, so incentive payments would cease on that date.

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 Children's Services at her meeting on 27th March, 2007.

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

The appointment of a fixed term Learning Agreement Pilot Co-ordinator for up to one year, as detailed in the report.

68. IN SCHOOL COACHING PROGRAMME

The Director of Adult Services submitted a report that provided an update on the In School Coaching Programme and sought the Executive Member's approval for the appointment of additional coaches to support the In School Coaching Programme.

By way of background information the report stated that, in September, 2005, a new programme of non contact pupil time was introduced to all Primary Schools in Bolton. This allowed teachers to spend 10% of their working week on planning, preparation and assessment which would enable them to plan their lessons more effectively and to be more focused on the needs of every child. Schools had to find the 10% time to give children alternative activities in the form of arts and crafts, support staff taking the classes, music, dance, sport and physical activity.

The report stated that the Sports Development Team worked closely with the Schools Sports Partnership to develop the programme of ensuring that the National Public Service Agreement target of 85% of 5 -16 year olds participated in two hours of high quality PE and School Sport in and beyond the curriculum was achieved by 2008. An additional programme of providing Primary School Children with professional sport and physical activity coaching, would help to ensure that this indicator was achieved.

The report explained that the National Curriculum PE programme aimed to support the development of Foundation, Key Stage 1 and 2 PE Education. The In School Sports Coaches would have a full induction on the National Curriculum and would attend various courses which would allow the In Schools Coaching Programme to enhance the learning development of young people within schools.

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

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

The appointment of additional coaches to support the In School Coaching Programme, as detailed in the report.

69. PROPOSED NEW STRUCTURE FOR HIGHWAYS AND ENGINEERING SENIOR MANAGEMENT

The Director of Environmental Services submitted a report which sought the Executive Members approval to implement a new structure for senior management within the Highways and Engineering Services and to appoint a Head of Highways and Engineering Development Services.

By way of background information, the report reminded the Executive Member that the Council, as part of the budget setting, had agreed a redirection option to reduce the number of Senior Managers in Highways and Engineering by one to deliver an annual saving of £55,000. In addition, approval had also been given for two of the existing Heads of Service in Highways and Engineering to take Voluntary Early Retirement effective from 18th May, 2007. The two decisions had presented an opportunity to review the current structure, roles and responsibilities of Senior Managers within the Section.

The report provided details of the proposed structure at Appendix B and outlined the reasons for the changes which, in the main, would improve service delivery, encourage partnership working and improve the customer experience in line with the corporate "Our Change Programme".

It was anticipated that if the proposals were approved, the new divisional arrangements would come into effect from 19th May, 2007.

As part of the restructure, it was proposed to establish two Heads of Service, namely Highways and Engineering Development and Highways and Engineering Delivery. The responsibilities had been split to ensure that each area had

elements of policy, design, construction and supervision.

It was proposed that, as two Heads of Service were retiring, the remaining Head of Service be transferred into the new position of Head of Highways and Engineering Delivery Services and that the new vacant post of Head of Highways and Engineering Development Services be advertised.

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 Environmental Services at his meeting on 23rd April, 2007.

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

- (i) the proposed structure for Senior Managers within the Highways and Engineering Services, as detailed in the report; and**
- (ii) the appointment of a permanent Head of Highways and Engineering Development Services, as detailed in the report.**

70. FINANCIAL SUPPORT FOR BICENTENARY OF ABOLITION OF SLAVERY

The Assistant Chief Executive submitted a report which requested the Executive Member to consider the decision taken by the Valuing Diversity Working Party (VDWP) on 15th February, 2007 in respect of the financial support offered to the Bicentenary of Abolition of Slavery project.

By way of background information, the report stated that at its meeting on 15th February, 2007, the VDWP considered a request to provide financial support for events across the Borough which celebrated the Bicentenary of Abolition of Slavery in the British Empire in 1807.

The report stated that the VDWP had already supported the annual Black History Month events for several years and a model was already in place that responded to requests to support these events by a number of agencies. The VDWP had taken the view that the impact of the Council's contribution would be much less if divided between a number of groups. It was also felt that the Council should try to avoid a situation which gave the appearance of making community groups compete for limited resources.

The report went on to explain that the solution had been for the VDWP to provide the funds to publicise the various events, to maximise their impact on the population of the Borough and so promote community cohesion. In light of this, a proposal was written by the Fairness Team that requested the VDWP to provide £3,000 from its budget to pay for publicity materials which would support the various Bicentenary projects.

A copy of the original report that was approved by the VDWP on 15th February, 2007 was attached at Appendix 1 of the report.

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

**To ratify the decision taken by the Valuing Diversity
Working Party on 15th February, 2007 in respect of the
financial support offered to the Bicentenary of Abolition of
Slavery project.**

71. FINANCIAL SUPPORT FOR TOWN CENTRE QUIET ROOM PROJECT

The Assistant Chief Executive submitted a report which requested the Executive Member to consider the decision

taken by the Valuing Diversity Working Party (VDWP) on 15th February, 2007 in respect of the financial support offered to the Town Centre Quiet Room project.

By way of background information, the report stated that on 12th March, 2007, Bolton Interfaith Council Executive received a presentation from the Town Centre Chaplain, the Reverend Phil Brooks. The presentation informed members that the management of the Crompton Place Shopping Centre had identified a space within the centre which could be used for a Public Quiet Room. The management offered to provide the space, together with cleaning and security, at no cost, however, they did request contributions towards the capital costs of establishing the Quiet Room, estimated at £4,000.

The report went on to state that the Reverend Brooks had explained that Bolton Council of Mosques (BCoM) had offered to pay for the full costs of the facility as a gift to the people of Bolton, but the Interfaith Council took the view that a sharing of the costs would be a more appropriate symbol of community cohesion within the Borough. It was agreed that Bolton Council, BCoM, the Hindu Forum and the Christian Community each be asked to contribute £1,000 toward the project.

The report stated that the VDWP supported the principle of sharing costs and agreed to make the £1,000 contribution at its meeting on 15th February, 2007.

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

**To ratify the decision taken by the Valuing Diversity
Working Party on 15th February, 2007 in respect of the
financial support offered to the Town Centre Quiet Room
project.**