

## **HUMAN RESOURCES AND DIVERSITY**

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

**WEDNESDAY, 25<sup>TH</sup> FEBRUARY, 2009**

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

Councillor Kay	Executive Member for Human Resources and Diversity
Councillor Shaw	Major Opposition Spokesperson
Councillor J. Silvester	Minor Opposition Spokesperson
Mr. D. Winstanley	Assistant Chief Executive
Ms. C. Hyams	Assistant Director, Human Resources and Organisational Development
Ms. J. Daly	Assistant Director, Staying Safe
Mr. S. Jordan	Head of Housing Strategy and Quality Assurance
Mr. M. Dixon	Principal Fairness Officer
Mr. L. Fallows	HR Lead Officer, Adult Services
Ms. C. Kelly	Great Lever Neighbourhood Manager
Ms. K. Kidd	Workforce Planning Officer
Ms. J. Irvine	Head of Museums and Archives
Ms. L. Cassidy	Practice Learning Co-ordinator
Ms. B. Newman	Policy Accountant
Mr. J. Kerambrum	Democratic Services Officer

### **63. 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.**

#### **64. PRINCIPAL STRATEGY OFFICERS**

The Director of Development and Regeneration submitted a report which proposed a revised structure for Housing Strategic Services following the conclusion of the Housing Review.

The report set out proposals for strengthening the Strategic Housing Services teams in the areas of Private Sector Renewal Strategy and Research and Development.

Furthermore the report also recommended the creation of two new posts at PO3 which would enable the section to deliver on the private sector, research and KIM roles resulting from the Housing Review. Funding for these would be identified from within the new housing financial resource distribution arrangements.

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

The report had been considered and approved by the Executive Member for Housing and Regeneration at his meeting on 7<sup>th</sup> July, 2008.

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

**The establishment of two Principal Strategy Officer posts within Strategic Housing Services, as detailed in the report subject to the Pay and Grading Review.**

#### **65. ESTABLISHMENT OF A NEW POST – HR COORDINATOR, PRACTICE LEARNING**

The Director of Adult and Community Services submitted a report which sought the Executive Member's approval for the establishment of a new post within the Staff Development section.

By way of background information, the report stated that the Children's Workforce Development Council had developed a 2008/2011 pilot programme for Newly Qualified Children's Social Workers. It built on the vision set out in The Children's Plan: 'Building Brighter Futures' where children and young people were at the centre of our thinking; where they were valued and this translated into activities that would help them achieve their potential and improve their lives.

The Executive Member was informed that the pilot also aimed to address recruitment and retention issues within Children Services and produce Social Workers who through appropriate supervision, support and training opportunities would be able to provide an excellent service to children and their families.

The programme would provide a structured induction process with support and case load management to reflect the initial 12-month learning period for a newly qualified social workers (NQSW). It would raise standards and improve the experiences of social workers in their first year of practice.

The report stated that Bolton Council would be part of this 3-year pilot programme and as such would be eligible to access increased funding of £9,000 of which could be used for administrative support.

The Executive Member was therefore requested to approve the establishment of a fixed term post that would provide administrative and advisory role to the Practice Learning function that would include the NQSW remit.

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

**The Executive Member for Human Resources and Diversity  
APPROVED –**

**The post of Workforce Development Advisor, as detailed in the report, subject to the Pay and Grading Review and the approval of the Executive Member for Health and Adult Social Care.**

## **66. NEIGHBOURHOOD RENEWAL DELIVERY**

The Director of Development and Regeneration submitted a report which proposed the establishment of four support officers to assist Neighbourhood Management arrangements in the delivery of neighbourhood renewal, funded through Area Based Grant.

The Executive Member was advised that the Chief Neighbourhood Management Officer would, together with Bolton at Home's Deputy Director of Regeneration, lead the delivery of Neighbourhood Renewal in the targeted areas through a roll out of the Neighbourhood Management approach. It was stated that three new Neighbourhood Managers had been appointed within the Development and Regeneration Department and were in the process of establishing targeted partnership arrangements in the neighbourhoods. In order to assist the work of the partnerships there was a need to establish four Support Officers within the department utilising Area Based Grant. It was intended that the posts would be permanent positions and similar posts were being proposed by Bolton at Home and there would be common roles and responsibilities to support all the nine Neighbourhood Managers across the borough.

A copy of the job description and person specification was appended to the report and confirmation of the grading of this post had already been assessed via the pay and grading review on existing Support Officer posts.

The report had been considered and approved by the Executive Member for Housing and Regeneration at his meeting on 23<sup>rd</sup> February, 2009.

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

**The establishment of four Support Officer posts within the Development and Regeneration Department, as detailed in the report.**

**67. DELIVERY OF INTEGRATED EARLY INTERVENTION AND PREVENTION SERVICES THROUGH A NETWORK OF CHILDREN'S CENTERS TO 19,000 UNDER FIVES AND THEIR FAMILIES**

The Director of Children's Services submitted a report which outlined the model of delivery for eighteen children's centres and the staffing establishment required.

By way of background information the report advised that six children's centres currently had full core offer status, nine were working towards a full core offer and a further three were in development. All eighteen would be operational by 2010.

The report stated that organisations, which were integrating their services at a locality level to create multi-agency teams, had been working together to develop a model of delivery which ensured that all families were receiving a needs assessment to identify early indications of risk of poor outcomes and a preventative package of low level intervention put in place. In order to deliver this service across the Borough there was a need to increase the existing outreach staff. Therefore, it was proposed that three Community Workers and twelve Family Workers be established. It was also proposed that, in order to meet the minimum opening hours for all the Children's Centres, 7.5 fte Centre assistants and 5.5 fte Information/Reception Assistants should be established.

The report advised that this model of delivery harnessed both human and financial resources whilst focusing on the needs of each locality and maximising the use of them to have the greatest impact.

The report had been considered and approved by the Executive Member for Children's Services at his meeting on 23<sup>rd</sup> February, 2009.

**The Executive Member for Human Resources and Diversity  
APPROVED –**

**The Early Start staffing establishment be increased, to meet the Children's Centres delivery requirements, as detailed in the report, subject to the Pay and Grading Review.**

**68. RECONFIGURATION OF CHILDREN'S SERVICES  
STAYING SAFE**

The Director of Children's Services submitted a report which sought the approval of the Executive Member to reconfigure services in Children's Services' Staying Safe section.

The report advised that the Children's Services Department had a Borough wide team of senior social workers as part of the family support service. The members of this team were highly experienced practitioners who had undertaken specialist post qualification training in direct working with families. Although the team provided a flexible service which worked out of hours and at weekends the team members did not take case responsibility when working with a family. This meant that case responsibility remained with a social worker in one of the districts.

The report therefore proposed that the frontline social work services extracted qualified social worker posts from the Family Support Service Seniors team and relocated them in frontline district based social work services. This would allow for three teams in each district comprising of a referral and assessment team, safeguarding team and a looked after children team.

The report advised that, in total, 7.5 new Social Worker posts were proposed with 6.5 of these being located in teams across the South District, while North and West districts would each receive 0.5 additional social work posts in order to improve services to looked after children.

The report also proposed that to reinforce the robustness of management in the referral and assessment team the existing halftime Deputy Team Managers would become full time posts and that an additional half time Deputy Team Manager Post be created in the South Safeguarding Team. It was planned that an additional Family Support Team Manager would be created to facilitate deployment of one team manager per district.

The report had been considered and approved by the Executive Member for Children's Services at his meeting on 23<sup>rd</sup> February, 2009.

**The Executive Member for Human Resources and Diversity  
APPROVED –**

**(i) The new structure for the Children's Services Department's Staying Safe section, as detailed in the report; and**

**(ii) The additional posts within the Children's Services Department's Staying Safe section, as detailed in the report, subject to the Pay and Grading Review.**

**69. UPDATE ON NEWLY ESTABLISHED  
APPRENTICESHIP POSTS**

The Assistant Chief Executive submitted a report which requested the Executive Member's approval for the establishment of new apprenticeship posts.

By way of background information, the report stated that at the Executive Member's meeting on 6<sup>th</sup> August 2008, the establishment of new posts at the apprenticeship grade level was agreed in principle. It was also agreed that an update report was to be presented at each Executive Member meeting confirming the numbers of apprentice posts established in the period since the last Executive Member meeting convened.

The Executive Member was informed that one new apprentice post had been established on the apprentice grade between 21<sup>st</sup> January, 2009 and 25<sup>th</sup> February, 2009.

A breakdown of the newly established apprentice position was shown at Appendix 1.

The report stated that since reporting at the Executive Briefing on 9<sup>th</sup> June 2008 twenty new apprentice posts had been established and recruited to. Of these posts ten had been filled by vulnerable young people. A summary of these new posts was shown at Appendix 2.

A further thirteen potential apprentice opportunities had been identified by departments but recruitment but were yet to be confirmed. Details of these opportunities were included in Appendix 4.

#### **The Executive Member for Human Resources and Diversity APPROVED –**

**The establishment of the new apprentice posts, as detailed in Appendix 1 to the report.**

### **70. FUNDING FOR COMMUNITY COHESION ACTIVITY**

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

The Assistant Chief Executive submitted a report which outlined the broad plan for using the funds being made available from the Stronger Communities Partnership to the Bolton Harmony Forum (BHF) to promote Community Cohesion in 2009/2010 and sought the support of the Executive Member for the proposals.

The report stated that Bolton Harmony Forum was the body responsible for delivering the Vision Partnership's community

cohesion actions. It had agreed a work programme for 2009/2010 based on the recommendations from the iCoCo, Our Shared Future and Prevent reports. The work programme was updated annually but it was clear that public campaigning to promote community cohesion would continue to form a large part of BHF's activity for years to come.

A key element in our campaign strategy has been the celebration of a wide range of community events and in the past we have badged these events under the Year of Harmony framework. The government's 2007 proposals for a "communities week" have provided us with a new, national framework for our programme of community celebrations and work is now well advanced on the creation of a programme of communities-week-style activities under the title of "One Bolton".

The outline plans for the 2009/10 campaign including the One Bolton framework were discussed at the Harmony Forum on 12<sup>th</sup> February 2009. The Forum reached agreement on broad proposals for this year's community cohesion campaigning.

The report provided details on the two separate funding streams available, namely the Community Cohesion funding and the resources available under the Preventing Violent Extremism programme. The report outlined the recommended programme for 2009/2010 of which the total proposed spend was £55,000.

The report explained that the resources would be divided the following two main elements:-

- an information campaign of myth-busting and promoting community cohesion to ensure local people understand what the Authority was trying to achieve; and
- the One Bolton events programme.

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

**(i) The broad outline of the new communication strategy,  
as detailed in the report;**

**(ii) The proposed allocations, as detailed in  
the report; and**

**(iii) That the detailed planning be referred to Bolton  
Harmony Fund's Marketing Sub-group to work with Bolton  
Council's Marketing and Communications Agency in  
designing and producing the campaign.**

**63. ESTABLISHMENT OF A NEW POST - CHANGE  
MANAGER**

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

The Director of Adults and Community Services submitted a report which sought the Executive Member's agreement to the establishment of a fixed term (two year) post within the Museum and Archive service.

The Executive Member was informed that the Change Manager post would be funded through the North West Hub as part of the Investment in a Sustainable Workforce. Funding of £42 000 had been secured to support a part time post over two years.

The report stated that the post would work specifically on the Value for Money review for Bolton but in identifying new models of delivery would start to share best practise throughout

the North West.

The sustainable workforce agenda would be exploring new staffing structures and developing flexible roles to deliver a more efficient and cost effective service.

The report explained that Hub funding had enabled Bolton Museum to develop and offer new visitors opportunities to enjoy, learn and explore the collections.

This post would start to look at the future and how the legacy of the projects and posts would be embedded in a new efficient workforce.

A copy of the relevant job description and person specification was provided at the meeting.

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

**To the establishment of the post of Change Manager, as detailed in the report, subject to the approval of the Executive Member for Culture, Young People and Sport.**