

## **BOLTON CARES STEERING COMMITTEE**

MEETING, 27<sup>TH</sup> JUNE, 2018

### **Representing Bolton Council**

Councillor Morris (Chairman)

Councillor Mrs Fairclough

Councillor Murray

Councillor Radcliffe

### **Advisors**

Dr John Livesey, CEO Company

Jackie Tait, Operations Director

Lisa Antoni, Finance, Audit and Resources Manager

Susan Johnson, Borough Treasurer

Adrian Crook, Assistant Director Commissioning and Integration

Ian D Mulholland, Principal Democratic Services Officer

(Apologies for absence were received from Councillor Abdullah and Helen Gorman)

Councillor Morris in the Chair

### **1. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 28<sup>th</sup> February, 2018 were submitted and signed as a correct record.

## **2. CHANGE OF COMPANY SECRETARY**

The Chief Executive Officer submitted a report which sought approval for a change to the company secretary of Bolton Cares Ltd, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd.

The report explained that Bolton Cares Ltd, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd were incorporated on 3rd September, 2015.

Upon incorporation, the Borough Solicitor, Helen Gorman, was appointed as the company secretary for all three of the Bolton Cares' companies. Whilst this arrangement had served the companies well, it had been identified that there was a potential conflict of interest between the role of the Borough Solicitor and the role of Company Secretary.

The potential conflict of interest arose because of the Council's regulatory and enforcement functions in relation to local businesses. In the unlikely event that the Council would need to take enforcement action against Bolton Cares or to bring a prosecution against any of the Bolton Cares companies, it was the Borough Solicitor who would be responsible for leading such action.

To remove the potential for the conflict of interest it was proposed that the Borough Solicitor step down as the company secretary for Bolton Cares and that the role was taken up by the company's Finance, Audit and Resources Manager, Lisa Antoni.

To ensure that the new company secretary had a full understanding of the role of the company secretary she would attend a training and development course on the role of the company secretary provided by the Institute of Directors.

In conclusion, the report indicated that the company's records, with Companies House would be updated to reflect the proposed change.

Resolved – That approval be given to the following:

(i) The removal of Helen Gorman (Bolton Council Borough Solicitor) as Company Secretary for Bolton Cares Ltd, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd.

(ii) The appointment of Lisa Antoni (Finance, Audit and Resources Manager) as Company Secretary for Bolton Cares Ltd, Bolton Cares (A) Ltd and Bolton Cares (B) Ltd.

### **3. EXCLUSION OF PRESS AND PUBLIC**

Resolved – That, under Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraph 1 and 3 of Part 1 of Schedule 12A to the Act; and that it be deemed that, in all the circumstances of the case, the public interest in its exemption outweighs the public interest in its disclosure.

### **4. THE DIRECTOR'S REPORT**

Mr. J. Livesey, Chief Executive Officer submitted a report which updated members on the development and performance of the Bolton Care and Support Limited Company.

Information was provided which included the following areas, viz:-

- The Strategic Performance Scorecard which also provided a commentary about four of the performance perspectives and a more detailed analysis of staff sickness levels and mandatory training completion rates for the Company's services;
- Workforce remodelling;
- Leadership development;
- New business development;
- ICT;
- The Jubilee Centre; and
- Health and Safety matters.

Members in their discussions referred to matters concerning the training take up and its importance and the Jubilee Centre.

Resolved – that the position be noted.

## **5. THE PAY AWARD 2018/19**

The Chief Executive Officer submitted a report which sought approval for the implementation of the 2018/19 pay award.

The report reminded the Committee that Bolton Cares was owned by Bolton Council but was a separate limited company and was not part of the national negotiating arrangements for Local Government pay and other nationally agreed terms and conditions.

Bolton Cares was responsible for setting the terms and conditions and the rates of pay for its own employees and in doing so, must inform and consult with recognised trade unions.

The report set out details of the proposals following the consultation exercise.

Members in their discussions referred to matters around the practicalities of sleep in payments.

Resolved – That approval be given to the following pay award for implementation:

- (i) A 3.55% increase in the hourly rate of the lowest paid staff within the company from £8.45 per hour to £8.75 per hour, in line with the National Living Wage Foundation's recommended hourly rate, back dated to 1st April 2018.
- (ii) The transfer of staff on Creative Support terms and conditions onto Bolton Cares terms and conditions, from 1st July 2018.
- (iii) An increase in the sleep-in rate from £28.75 to £37.17 back dated to 1st April 2018, to ensure that the Company can comply with national minimum wage legislation.
- (iv) An increase in basic pay and allowances for staff on Bolton Cares terms and conditions of 1.5%, back dated to 1st April 2018.
- (v) An increase in basic pay and allowances for staff on Bolton Council terms and conditions of 1%, back dated to 1st April 2018.
- (vi) That the hourly rate for apprentices remains at £5.00 per hour for 2018/19.

## **6. THE 2018/19 BUDGET**

The Chief Executive Officer submitted a report which sought approval for the 2018/19 budget and the necessary works to generate savings and to grow and develop the business.

Members in their deliberations referred to matters around business growth and the risks, what younger people and younger families want and the impact of the service review programme.

Resolved – That approval be given to:

- i. The 2018/19 budget for Bolton Cares.
- ii. The programme of SLA savings outlined in the report at Section 7.
- iii. The allocation of £180,000 from the Innovation Fund reserve for the purposes of service quality improvements and investment in business growth.
- iv. That matters concerning the cleaning regime at Winifred Kettle be delegated to the Chief Executive Officer.

## **7. SENIOR SUPPORT WORKER REVIEW**

The Operations Director of Bolton Cares submitted a report which sought approval for the implementation of a revision of Senior Support Worker and Day Services Officer job roles, following a consultation exercise.

Members in their discussion referred to matters around the consultation exercise.

Resolved – That approval be given to the implementation of a review of Senior Support Workers and Day Services Officer roles, as set out in the report.

## **8. EXTRA CARE SUPPORT WORKER REVIEW**

The Operations Director of Bolton Cares submitted a report which sought approval to a proposed restructure of staffing in Extra Care, for consultation with affected staff and trade unions.

Members discussed matters around the funding of the proposed changes and expressed concerns about the ongoing cost of the service in the light of the proposal to manage the reduction of Grade 5 posts through a process of natural turnover. Members also expressed concern about staff doing the same job at different grades and the tensions that this may generate.

Resolved – That further discussions be held with HR on the proposals and implementation and a revised report be submitted to a future meeting of this Committee.

(The meeting started at 12.30 p.m. and finished at 2.35 p.m.)