

Trade Union Consultation Meeting
Wednesday, 12 April 2023, 10.30am, Microsoft Teams
Decision Notes and Actions Arising

Attendees LBE

Julie Mimmagh, Chair
Shemelia Lewis, Note Taker

Presenting Officers:

Ivana Price
Olga Philbrook
Sally Sanders

Trade Unions

Paul Bishop (Unison)
Anna Woodcock (GMB)
Denise Handscomb-Teagle (GMB)

Apologies

Tracy Adnan (Unison)
Christine Sesstein (Unison)
Nick Long (Unite)

		OWNER
1.	Family Hubs and Start for Life Programme restructure	
	<p><i>Ivana Price / Olga Philbrook presented</i></p> <p>Creating new posts from external funding that was recently obtained. This will enable the Council to deliver on the Family Hubs and Start for Life programme. The proposed posts are fully costed and reflected within the DfE agreed delivery plan for Enfield.</p> <p>Proposal to create:</p> <ul style="list-style-type: none"> • 1x FTE Parenting Programme Coordinator, grade PO2 • 3x FTE Family Hubs Navigator, grade PO2 <p>The above posts are proposed to be created for a fixed term of two years to reflect the life span of the funding programme. No-one adversely implicated.</p> <p>No Questions</p> <p>TU's had no objections to proceeding</p>	
2.	Welfare Advice and Debt Support Team and Concessionary Travel	
	<p><i>Sally Sanders presented</i></p> <p><u>Concessionary Travel</u></p> <p>The Team Manager for Benefits and Concessionary Travel is responsible for 2 teams:</p> <ul style="list-style-type: none"> • Overall management of Housing Benefit/Council Tax Support, line managing a third of the Benefit staff (14 staff). • The Concessionary Travel Team, (4 staff) <p>This restructure will reduce the number of line management reports to the team manager and to make the Concessionary Travel Team, currently led by the Senior officer on the team, a single unit under a Team coordinator who will lead and line</p>	

	<p>manage the Concessionary Travel staff. The team coordinator will be line managed by the team manager.</p> <p>It is proposed to;</p> <ul style="list-style-type: none"> • Create a PO1 under the MM1 manager who will line manage the 3 SC5's on the Concessionary Travel team • Delete a current SO2 vacancy giving opportunity to existing SO2's in the service to apply for this position <p>PB asked Where is the funding for this role coming from? SS responded that it is already in the budget as there is a vacant role in the current structure.</p> <p><u>Welfare Advice and Debt Support Team</u></p> <p>The Welfare Advice and Debt Support Manager is responsible for two teams (The Welfare and Debt Support Team and The Scanning and Indexing Team). All staff from SO2 to SC2 are line managed by the Welfare Advice and Debt Support Manager, not allowing the manager to develop the strategic direction the team needs, to develop and expand delivery and develop measurable outcomes. The demand on the team has increased due to cost of living crisis and delivery of the Household Support fund delivery. By making some changes to this team, some multifunctional support for both teams may be provided for admin support where needed.</p> <p>Therefore, it is proposed to;</p> <ul style="list-style-type: none"> • Amend PO2 Team Leader post to a PO1 Team Co Ordinator, under the MM1 manager, who will line manage the Income maximisation officers and admin support, leaving the MM1 manager to line manage the PO1 and SO2 case workers, freeing up capacity for more strategic direction on the team. • Create 1 SO2 post to increase the number of posts from 4 to 5 – Agency recruitment first due to the immediate need, while waiting for eventual permanent recruitment process. • Amend the post and post holder of the SO1 Senior Business Support Offer (scanning and indexing post with a specific JD) to an income Maximisation SO1 post holder. The post holder's duties have evolved into the income maximisation role, supporting residents to complete various welfare benefit claim forms. There is no longer a need for a senior Business Support officer, which was created as a result of the 2015/16 council restructure that saw Operational Support become a centralised hub that was disbanded and passed to the business teams in October 2018 • Amend the 2 SC5 admin posts to 2 SC5/6 progression posts on the Welfare Team to support resilience and growth on the team. <p>No Questions</p> <p>TU's had no objections to proceeding</p>	
3.	Notes of previous meeting, 29th March 2023	
	<ul style="list-style-type: none"> • Consultation with the two drivers has been delayed as there are staff on annual leave. 	
4.	Any other business	

	<p>There is currently a delay in recruitment where there is a restructure for post creation for a small number of posts, that is externally funded, and no-one is affected. This delay is caused by the report having to be presented at these meetings. It has therefore been decided, in the case that has been described, recruitment will go forward, and the report will only be brought to this meeting for noting to ensure Trade Union colleagues are kept informed. This will still happen at the start of the process.</p> <p>Actions: Discuss this at the next meeting when more TU colleagues will be in attendance. To be added to the agenda.</p>	JM
	<p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 26th April 2023 10.30am</p> <p style="text-align: center;">Microsoft Teams meeting</p>	