

**Trade Union Consultation Meeting**  
**Wednesday, 15 March 2023, 10.30am, Microsoft Teams**  
**Decision Notes and Actions Arising**

**Attendees LBE**

Julie Mimmagh, Chair

**Presenting Officers:**

Des O'Donoghue

Peter DiBiasio

James Wheeler

Carla Segel

Irene Papasavva

Zulkifl Ahmed

Tinu Olowe

Sarah Fryer

**Trade Unions**

Paul Bishop (Unison)

Tracy Adnan (Unison)

Christine Sesstein (Unison)

Anna Woodcock (GMB)

Denise Handscomb-Teagle

**Apologies**

Nick Long (Unite)

Shemelia Lewis, Note Taker

		OWNER
<b>1.</b>	<b>Adult Social Care Transport restructure</b>	
	<p><i>Des O'Donoghue presented</i></p> <p>Following the review and staff consultation in relation to the decision to close the Rose Taylor day centre that also identified a reduction of posts in the transport service, two drivers were identified whose contracts of employment are based on a seven days basis incorporating a weekend rota. As this rota is no longer required it is proposed to delete these two posts.</p> <p>PB asked if there will be a further consultation as this was not included in the original restructure proposal. DO'D confirmed he will follow correct Council process and agreed to commence a 30 day consultation with the two members of staff. TU colleagues will be invited to the consultation meetings.</p> <p><b>Actions:</b> Invite TU colleagues to the consultation meetings</p> <p><b>TU's had no objections to proceeding</b></p>	DO'D
<b>2.</b>	<b>Enfield Libraries</b>	
	<p><i>Peter DiBiasio presented</i></p> <p>Following the success of the Visa Verification Service in the hub libraries and current demand, it is proposed to create 5 additional posts on FTC's. These posts will sit in Customer Services at Edmonton Green Library and Enfield Town library and will work alongside existing staff. These posts will enable the service to process more visa verifications and will bring additional net income of approximately £170k. The posts will be dedicated to the Visa Verification Service and will not take on the additional duties of the existing library staff. The new JD's have been evaluated at Scale 3.</p> <p>CS asked why the posts were on a lower grade. PDB explained this is because they</p>	

	<p>will not be doing the full duties of the Scale 4 Customer Services Asst role. The new JDs have been written and evaluated.</p> <p>CS asked if this will make it difficult to recruit to these posts. PDB does not believe it will and any staff recruited to these roles will be able to apply for other higher graded posts if they become available following the recruitment process.</p> <p><b>Actions:</b> None</p> <p><b>TU's had objections to proceeding</b></p>	
<b>3.</b>	<b>Corporate H&amp;S Team</b>	
	<p><i>James Wheeler presented</i></p> <p>The JD's for 3 officers in the H&amp;S team have been reviewed and evaluated following the recent consultation. 2 of the roles have been regraded from Scale 5 to Scale 6. Both officers were on the same JD and were previously receiving honoraria payments for additional responsibilities.</p> <p>The third post is a Corporate H&amp;S Technical Officer and as a result of the review of the duties for this post, the new JD that was previously graded at Sc5, is now Sc 4. The post holder is therefore at risk as the Scale 5 post will be deleted and replaced with the new Scale 4 post.</p> <p><b>Actions: : JW to invite TU colleagues to the consultation meetings</b></p> <p><b>TU's had no objections to proceeding</b></p>	JW
<b>4.</b>	<b>Strategic Property Service</b>	
	<p><i>James Wheeler/Carla Segel presented</i></p> <p>Following a review of the capability, capacity and operating model of Strategic Property Services (SPS) coupled with the need to accelerate the department's delivery of property initiatives and developments critical to Council priorities along with the consolidation of Build the Change (BtC) and Construction Maintenance &amp; Facilities Management (CMFM) areas into one "Property" department that increases administrative capacity through the elimination of duplication, has led to the proposal to make some changes to the organisational structure.</p> <p>The proposal is to create 6 distinct areas reporting under one Director of Development / Property:</p> <ul style="list-style-type: none"> <li>• Investment &amp; Development</li> <li>• Operational Estates Management</li> <li>• Rural Transformation (Programme)</li> <li>• Build the Change (Programme)</li> <li>• CMFM</li> <li>• Property Information and Business Support</li> </ul> <p>The summary of establishment changes are:</p> <ul style="list-style-type: none"> <li>• Deletion of 1 x Head of Strategic Property Services (HOS3) post <ul style="list-style-type: none"> <li>• We will proactively explore internal redeployment opportunities for this individual</li> </ul> </li> <li>• Deletion of 1 x Head of Property Asset Management (HOS2) post</li> </ul>	

	<ul style="list-style-type: none"> <li>• We will proactively explore internal redeployment opportunities for this individual</li> <li>• Deletion of 1 x Enforcement Officer post. <ul style="list-style-type: none"> <li>• This post is vacant</li> </ul> </li> <li>• Deletion of 2 x Career Grade Post – Development / Disposals / Acquisitions <ul style="list-style-type: none"> <li>• These posts are vacant</li> </ul> </li> <li>• The creation of 2 x Graduate Surveyor (SO1) posts</li> <li>• The move of 7 FTC posts to permanent posts <ul style="list-style-type: none"> <li>• Principal Surveyor – Asset Management (Valuations) (MM2)</li> <li>• Principal Development Manager (MM2)</li> <li>• Project Manager – Operational Property (MM2)</li> <li>• Senior Surveyor – Asset Management (MM2)</li> <li>• Property Portfolio Project Manager (MM2)</li> <li>• Operational Property Senior Surveyor – GRT (MM2)</li> <li>• Graduate Assistant / Surveyor – Asset Management (SO1)</li> </ul> </li> <li>• The move of the Business Systems &amp; Support Team from CMFM to Property Information and Business Support. <ul style="list-style-type: none"> <li>• This will result in a line manager change for the Business Systems &amp; Support Manager</li> </ul> </li> </ul> <p>JW stated that the two staff who are at risk are aware of this proposal. Staff on long term FTC will be converted to permanent posts.</p> <p>TA said she would like to ensure staff are properly engaged in the consultation process following previous experience where the process could have been managed better. JW confirmed he wants to work with the TU's and staff to ensure it is a meaningful process</p> <p><b>Actions: JW to invite TU colleagues to the consultation meetings</b></p> <p><b>TU's had no objections to proceeding</b></p>	JW
<b>5.</b>	<b>SEN Restructure</b>	
	<p><i>Zulkifl Ahmed presented</i></p> <p>The Enfield SEN Service has increased in size since 2020, due to the upward trajectory of EHCPs. In 2024 the SEND service will have 4,758 EHCPs. Using these projections further, for 2023 and 2024 calendar years, an additional 970 annual reviews will be added to the caseloads within the 2 Teams, with a 60% rate of amendments 2,854 EHCPs would require significant oversight and administrative action. Currently Officers in the SEN Service often work beyond their contractual hours which potentially poses a risk of burnout, staff absence and high staff turnover.</p> <p>As a result it is proposed to create the following posts:</p> <ul style="list-style-type: none"> <li>• Senior Case Coordinator x 2, PO1</li> <li>• EHC Coordinator x 2, SO2</li> <li>• Case Officer x 1, Scale 6</li> </ul> <p>All JD's already exist so there is no requirement to create and evaluated new JDs.</p> <p>PB asked if staff have recently left the service. ZA confirmed a manager had resigned.</p>	

	<p><b>Actions:</b> None</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>6.</b>	<b>Apprentice Team</b>	
	<p><i>Tinu Olowe/Sarah Fryer presented</i></p> <p>TO &amp; SF provided a verbal update on a restructure proposal for the Council's apprentice team. SF agreed to share the report following the meeting and will come to the next meeting to go through the detail and answer any questions.</p> <p>PB asked how many apprentices are currently employed. SF said approx. 100 that includes new apprentices and upskillers.</p> <p>PB asked who will manage the apprentices and the training element of the apprenticeships. TO said the apprentices manager will continue to manage the individual and this will not change. SF said it is proposed that the training element will transfer to the departmental business managers and will be discussed as part of the consultation. TO said the Executive Directors are already aware of this and have not raised concerns.</p> <p><b>Actions: SF will share the report and come to the next meeting on 29 March</b></p>	SF
<b>7.</b>	<b>Notes of previous meeting, <u>1 March 2023</u></b>	
	<ul style="list-style-type: none"> <li>JM has now shared a copy of the Drivers Policy that includes protocols for the use of vehicles fitted with CCTV and tracker devices</li> </ul>	
<b>8.</b>	<b>Any other business</b>	
	<p>AW explained GMB were having issues with their email and asked JM to send her the log on details for the Cleaning Services consultation meeting. JM did this following the meeting.</p> <p>JM also mentioned that a room has been booked at the Civic Centre for some future meetings. Unfortunately, a room wasn't available for all meetings. Updated meeting invites have been sent for the meetings where there will be an option to attend in person.</p>	
	<p style="text-align: center;"><b>Next meeting</b></p> <p style="text-align: center;"><b>Wednesday, 15<sup>th</sup> March 2023, 10.30am</b></p> <p style="text-align: center;"><b>Microsoft Teams meeting</b></p>	