

Trade Union Consultation Meeting

Wednesday, 1st March 2023, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

Attendees LBE

Julie Mimmagh, Chair
Shemelia Lewis, Note Taker

Presenting Officers:

Paul Wright
Olga Philbrook
Ether Hughes
Ferah Mustafa
Richard Eason
Angela Osei-Owusu
Anne Stoker
Vanessa Tanner
Sarah Cary

Trade Unions

Paul Bishop (Unison)
Tracy Adnan (Unison)
Christine Sesstein (Unison)

Apologies

Nick Long (Unite)
Anna Woodcock (GMB)
Denise Handscomb-Teagle (GMB)

| | | OWNER |
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| 1. | Creation of NRM Coordinator Post (Pilot Scheme) | |
| | <p><i>Paul Wright and Olga Philbrook presented</i></p> <p>The Home Office have piloted a project of devolving some of their powers (decisions regarding National Referral Mechanism (NRM) referrals) to local authorities. Enfield have been successful in securing grant funding for this pilot, which lasts 12 months and are now looking to hire a NRM Co-ordinator. The anticipated 'live' date will be Monday the 3rd April 2023.</p> <p>The NRM Coordinator will be responsible for organising and facilitating multi-agency panels with key stake holders to make reasonable and conclusive decisions about young people's circumstances. This relates to human trafficking, slavery, servitude and forced or compulsory labour. These areas cross over and align with the work of the Contextual Safeguarding Hub, which is an ideal place for this post to sit and be line managed by the Team Manager of the Contextual Safeguarding Hub. The grading of this post is anticipated to be SO1.</p> <p>The initial plan is to recruit internally and will offer the role on a secondment or fixed term contract. If the service cannot find a successful candidate internally then the search will be broadened and recruit externally.</p> <p>CS asked for a brief introduction of what the Contextual Safeguarding team does. PW responded there are 4 core services that is provided. We provide consultation to social workers and professional partner agencies, safeguarding is much more about how services aligned sort of around extra familial harm, so harm outside the home and it's not. It's not a traditional social work. The hub provides the best scholarship and research and trying to apply it to the frontline, ensuring the policies and guidance is to a good standard. Training sessions are provided to social workers. One of the last core services is to map what is happening in Enfield for young people, learning about their</p> | |

lived experiences to ensure their safety and prevent any youth violence or young people being taken advantage of.

TA asked what will happen to this role after the 1 year? Will it be extended to continue the work done for young people? PW responded hopefully it will be extended. All five original pilots have had their own pilots extended.

Actions: None

TU's had no objections to proceeding

2. Fair Trade restructure report

Esther Hughes and Ferah Mustafa presented

The purpose of this restructure is to contribute to the savings identified as part of the of the Councils Medium Term Financial Plan – 2023/24 to 2027/28 (MTEFP).

Following further consultation with colleagues in Finance, the saving to be made are in the Trading Standards (Fair Trade) Team and equate to £127K.

To achieve the proposed saving it is necessary to delete all 4 of the operational posts (Trading Standards/Fair Trading Officers), retaining the MM1 post (MM1 Principal Trading Standards Officer) and the HoS1 Head of Service – Consumer Protection and Waste Enforcement

Posts to be deleted:

| Post Title | Grade | No. of FTE |
|---|-------|------------|
| Fair Trading Officer | P01 | 1 |
| Senior Fair Trading Officer | P01 | 1 |
| Senior Fair-Trading Officer | P01 | 0.5 |
| Senior Trading Standards/Fair Trading Officer | P01 | 0.5 |
| Total | | 3 |

Posts to remain:

| Post Title | Grade | No. of FTE |
|---|-------------|------------|
| Head of Service Consumer Protection & Waste Enforcement | HoS1 | 1 |
| Principal Officer – Fair Trading & Advice | MM1 | 1 |

The post of the Head of Service for Consumer Protection & Waste Enforcement will continue to be responsible for all four teams, Trading Standards (statutory functions only), Food Safety, Licensing and Waste Enforcement.

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| | <p>PB asked if the council are giving up the work of the trading standards? EH responded there will be a reduction of non-statutory work as a team of four officers is being reduced to one Principal officer. This is to meet the savings target.</p> <p>TA asked if you didn't have to make these savings, would you keep the team as it is because it's most effective doing the work they do. EH responded Yes.</p> <p>CS asked so what are your concerns with the savings? How will you respond to the falling standards that affects the public? EH responded the service will signpost people to Citizen's advice. CS asked have you tried this? EH responded there are opportunities for people to take their own civil redress and some can self-serve. There will be some work streams that have been identified as the "highest harm" which will be retained.</p> <p>PB asked who is it at risk? EH responded the 3 PO1 posts. One full time PO1 officer and two part-time PO1 officers. TA asked are they aware of this? EH responded no. PB asked when are you going to tell them? EH responded the process will start after this meeting and will meet with the team next week.</p> <p>PB asked when will this restructure be implemented? EH responded that after the 30-day consultation and post consultation consideration. FM added that once the consultation is over, we will look at the feedback received and realistically the restructure should take three to four months.</p> <p>CS asked how do you think the MM1 post holder will cope with the workload after losing their team? EH responded the reason why that person has been retained is because they are extremely competent and has a lot of experience. They won't be able to undertake all the work that has been done but they will be able to manage the work around the trading standards.</p> <p>Actions: Share dates and timelines with TU colleagues</p> <p>TU's had objections to proceeding</p> | FM/EH |
| 3. | <p>Journey & Places Urban Planning</p> | |
| | <p><i>Richard Eason and Ferah Mustafa presented</i></p> <p>During the summer of 2022 there was a restructure taken forward for the Department for Environment & Operational Services. As part of this, 3 posts were transferred from Highway Services to the Journey & Places (formerly Healthy Streets) team to form a new Design & Construction Pillar.</p> <p>It was understood that these 3 posts would not be sufficient to maintain the pace of delivery expected. This is why the departmental restructure indicated that a further review of the Journey & Places Design & Construction Pillar would be required once the initial departmental restructure was complete.</p> <p>It is proposed:</p> <ul style="list-style-type: none"> • Create 1x Design and Construction Lead MM2 • Create 2x Senior Engineer PO2 • Create 1x Technical assistant SC6 • Create 1x Apprentice Engineer SC5 | |

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| | <p>CS asked is this funded by the government funded or private initiative funding? RE responded most of the funding comes from TfL but we also receive other funding. Last week the service secured quarter of a million pounds from a national government. We also have funding from National Highways. The service does gather money from private developers as well through Section 106. As a development goes through the planning application, they are required to potentially allocate money to transport projects and through section 106 or seal the community infrastructure levy.</p> <p>Actions: None TU's had no objections to proceeding</p> | |
| <p>4.</p> | <p>Occupational Therapist Apprenticeship</p> | |
| | <p><i>Angela Osei-Owusu and Jane Parsley presented</i></p> <p>Occupational Therapy apprenticeships are a 3-year work based training programme, combining practical training in a job with study. This is a level 6 course resulting in the learner achieving a BSc (Hons) Occupational Therapy Degree. Apprenticeships are an opportunity for the Adult Social Care to grow its own Occupational Therapist workforce and develop talent in-house that we can be confident in. This career progression is a pathway for non-qualified staff open to internal and external delegates, giving them the opportunity to obtain a professional qualification, funded by the Apprenticeship Levy, whilst remaining in full-time employment.</p> <p>A recent tendering exercise identified University of East London, Southbank University and Hertfordshire University. Hertfordshire University was deemed the most suitable option for Enfield council due to its student tutor ratio and our previous experience. The primary factor is that Hertfordshire University course is 38 months whilst the other two university's courses last 48months.</p> <p>It is proposed to:</p> <ul style="list-style-type: none"> • Fund 2 x Occupational Therapy apprenticeship posts to start in September 2023 at scale S01 for the duration of the programme (38months. Take the budget adjustments and available vacancies to fund). • To review given the different time profile and ongoing needs in this area to bring a further report to consider the option of another 2 x Occupational Therapy apprenticeship post 2024 and 2025 (total of 6 occupational Therapy apprenticeship posts will therefore run concurrently with a slight additional overlap with the ongoing). The report will need to consider available financial resources against the operational needs and include long term savings and benefits. It will need to include the effects of recommendation 1, given the rolling effects and changes to the original length of the courses. <p>PB asked why the service is partnering with Hertfordshire University when in the report it is stated that the recent Ofsted rating was 'requires improvement' and the university doesn't have a good reputation. AO responded that it is not that they don't have a good reputation and the recent Ofsted rating is true, however the only reason why the university has received that rating was due to additional support such as enrichment opportunities. They were rated on their standard courses rather their apprenticeship courses. The reasons why the service chose Hertfordshire university; the course is for 38 months instead of 48 months; we also have a good relationship with the university and are confident that they provide a good level of support with the training for occupational support.</p> | |

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| | <p>TA asked how confident are you that once the apprenticeships are done, will there be permanent opportunities within the local authority? AO responded that there is one apprentice that has continued and is really enjoying the role. The service is investing in people so we are hoping that they recognise this and want to stay but we are confident they will stay. JM added there are always OT vacancies as there is a national shortage.</p> <p>TA asked where do you draw candidates from? AO responded that we are allowing anyone to apply to broaden the search. TA asked when do you plan on advertising the roles? AO responded on the 13th.</p> <p>Actions: None TU's had no objections to proceeding</p> | |
| 5. | Post creations - Leaving Care Team and Safeguarding Team | |
| | <p><i>Anne Stoker and Olga Philbrook presented</i></p> <p>The Leaving Care Team (social workers and personal advisors) and Safeguarding Quality Service (Independent Reviewing Officers (IRO's)) are responsible for working with unaccompanied asylum-seeking children (UASC's) and former UASC's who have turned 18 and have leaving care rights.</p> <p>Currently all services are facing high demand and caseloads are higher than expected. This proposal will reduce caseloads in the Leaving Care Service and in the Safeguarding Service (specifically the IRO's (independent reviewing officers)).</p> <p>It is proposed to create 3 full-time permanent posts to address the increasing demand due to the continued influx of unaccompanied asylum-seeking children (UASC) into the Borough. The funding will be drawn down from the UASC grants (under 18's and over 18's). The following posts to be created:</p> <ul style="list-style-type: none"> • 1 IRO MM2 full-time permanent based in the Safeguarding Quality Service (SQS). • 1 Personal Advisor SO2 full-time permanent in the Leaving Care Service. • 1 Social Work Advanced Practitioner MM1 full-time permanent in the Leaving Care Service. <p>TA asked if all the posts are covered by the grant, how confident are you that the grant is ongoing to make these posts permanent? AS responded that the grant is ongoing and has increased over the years due to the additional costs we have faced as a local authority.</p> <p>CS asked how confident are you that you can fill these posts with the right people? AS responded it has been difficult nationally to be able to recruit to statutory social work posts. We are doing well compared to other local authorities to recruit to social work roles.</p> <p>Actions: None TU's had no objections to proceeding</p> | |
| 6. | Corp Finance Accountancy Team restructure | |
| | <i>Neil Goddard and Vanessa Tanner presented</i> | |

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| | <p>Due to increased workload pressures, difficulties recruiting to posts at the Corporate Accountant level and the impact of service changes required to prepare for a new finance system, the Corporate Finance structure has been reviewed.</p> <p>It is proposed to create five new posts but delete one existing post – a net increase of four.</p> <ul style="list-style-type: none"> • Create a new role of Head of Corporate Finance HOS 3 post – This will be advertised internally. • Create a new role of Strategic Finance Manager HOS1 post • Create a new role of Technical and Tax Accountant MM2 post – This post will report to the Chief Accountant. Will be advertised internally and externally with a recruitment consultant due to the specialised nature of the role • Create a new role of Financial Systems Accountant post MM2 post. – This role will report to the Strategic Finance Manager – Financial Accounting and Systems post. Will be advertised internally and externally with a recruitment consultant due to the specialised nature of the role. • One of the current vacant generic Corporate Accountant (MM1) post would be deleted and replaced with the new Technical and Tax Accountant. <p>The recently created Head of Financial Strategy HOS 2 post and the post that reports to it, Finance Manager MM2 will change line management from the Director of Corporate Finance to the Head of Corporate Finance HOS 3 post as part of this restructure.</p> <p>The costs relating to the new posts will be met from the Corporate Finance Team staff budget which will be funded by a transfer from a corporate budget.</p> <p>TA asked if the reason why the service is struggling to recruit to the Technical and Tax Accountant post due to salary? NG responded yes, it is, at the moment the role is fulfilled by an agency staff member. Putting this role as an MM2 should make the role more competitive and should attract more people to apply. JM asked are we pushing the benefits of working in the Council as a permanent member of staff? NG responded that the benefits are always being pushed but we will be more conscious of that.</p> <p>CS asked is there a possibility for the role to be a job share? NG it wouldn't be impossible but it would be difficult to get the numbers as it is quite a specialist role.</p> <p>Actions: None</p> <p>TU's had no objections to proceeding</p> | |
| 7. | Restructure – Place Development Service | |
| | <p><i>Sarah Cary presented</i></p> <p>The proposed restructure effectively splits the current Director of Development responsibilities across two Directors.</p> <p>It is proposed to create 1x Director of Property and 1x Director of Meridian Water.</p> <p>The Director of Property will lead the functions responsible for the councils operational and commercial property, including construction management and facilities management. This includes the build the change function. They will also be responsible for delivering new schools where funded. Given the council's financial position there is need for a Director focus on increasing income and capital receipts from the large volume of commercial property projects arising from the Strategic Asset Management</p> | |

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| | <p>Plan, to progress the rightsizing of the councils operational portfolio, and to ensure an efficient corporate landlord function.</p> <p>The Director of Meridian Water will have full responsibility for delivering the objectives of this long-term regeneration project. They will lead the team delivering Meridian Water, and the role will contain the potential to take on additional strategic regeneration projects if required. The project management office will report to this director but continue to support activities underneath the Director of Property through a matrix arrangement. Given the financial exposure of the Council to the project, a dedicated director post is needed to deliver o outcomes as well as maintain the stakeholder relationships (GLA, HIF- DLUCH) and supplier and partner relationships which underpin the project.</p> <p>There is one post directly impacted as a result, the Director of Development, but the post is currently vacant. No one is at risk. There will be one personal assistant provided to each director. There are restructures currently out for consultation in the Project Management Office and the Meridian Water team. Those restructures are not affected by this proposed change.</p> <p>CS asked in the report it states that each director will have a PA, will you be recruiting from the pool the Council has now or will you be recruiting externally? SC responded Due to the Chief executive announcement of restructure, we are still working out if we have sufficient staff to cover those PA roles or if we would need to recruit to them.</p> <p>PB asked if we have got the EQIA? IP responded that it is in draft form at the moment, it has not been finalised but will be available throughout the process of consultation. There are no staff directly affected but this will affect services to the public so you will get the EQIA as soon as it is ready.</p> <p>Actions: Send TU colleagues EQIA once it is ready between of this week to middle of next week.</p> <p>TU's had no objections to proceeding</p> | IP/SC |
| 8. | Notes of previous meeting, <u>15th February 2023</u> | |
| | <ul style="list-style-type: none"> • KN to send TU colleagues absence and attendance policy • Find policy or terms of reference relating to trackers in vehicles and pass information on to TU staff. | JM JM |
| 9. | Any other business | |
| | <p>TU Staff do not receive Staff matters emails when the Comms team were supposed to be adding all TU colleagues to those emails. JM to forward the staff matters email regarding the Chief Executive's restructure to TU colleagues and speak with Comms team about adding TU colleagues.</p> <p>JM to forward the report of the Chief Executive's report.</p> | JM |
| | <p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 15th March 2023, 10.30am</p> <p style="text-align: center;">Microsoft Teams meeting</p> | |