

**Trade Union Consultation Meeting**

**Wednesday 24<sup>th</sup> May 2023, 10.30am, Microsoft Teams**

**Decision Notes and Actions Arising**

**Attendees LBE**

Julie Mimmagh, Chair  
Shemelia Lewis, Note Taker

**Presenting Officers:**

Tinu Olowe  
Glyn Drew  
Eleanor Brown  
Andrea De Lucy  
Anne Stoker  
Carmel Jarvis  
Fay Hammond  
Chris Dust

**Trade Unions**

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

**Apologies**

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

		<b>OWNER</b>
<b>1.</b>	<b>Employee Experience restructure</b>	
	<p><i>Tinu Olowe and Glyn presented</i></p> <p>As part of the Council's efforts to deliver a balanced budget through the Medium-Term Financial Plan, it has been directed that 8% from 2023 / 24 staffing budget is reassigned to other Council services by reviewing the Employee Experience Team staffing structure. Due to the amount of project work in progress, a stay of execution has been granted to October 2023 therefore creating a £14,142 saving in the 2023 / 24 budget. Savings achieved in the 2024 / 25 staffing budget will equate to 8% reduction (£28,284).</p> <p>In the proposed structure, this option deletes the People Development Manager post (MM2) and creates a Senior People Development Advisor role (PO2). An oversight business partnering service will be picked up by the Head of Service.</p> <p>This decision was deferred to take effect in October this year. The wider team are not currently aware but will be notified from next week Wednesday.</p> <p>TA asked if the responsibility around the graduates will still be supported by the new role? GD responded yes it will be with some assistance from the Learning and Development Partner.</p> <p>CS asked how will the service recruit to this new role? GD responded that there is a chance that people from within the team may be interested in applying for this role and will also look to explore internal recruitment.</p> <p>TA asked will the current People Development Manager postholder go through redeployment? TO responded Yes.</p>	

	<p><b>Actions:</b> None</p> <p><b>TU's had concerns and they were noted</b></p>	
2.	<b>Communications Team restructure</b>	
	<p><i>Eleanor Brown and Andrea De Lucy presented</i></p> <p>The communications team comprises of Campaigns and Press Officers who report to the Campaigns Manager, Press Manager and New Media Manger respectively. The current Press Manager has only one permanent, full-time member of staff. (Their PO1 role was deleted having moved to the role of Press Manager in January 2023). Concurrently, the campaigns team has lost a member of staff due to retirement.</p> <p>It is therefore proposed to create a Press and Campaigns Officer (PO1) post to sit in the Press Manager's team. The creation of this post will be funded by the deletion of an existing Campaigns Officer post for which there is already budget provision at the same grade.</p> <p>TA asked why the other posts in the structure are temporary? ADL responded that this was to cover the work needed to be done once the PO1 post was deleted, the aim is to now have permanent staff.</p> <p>PB asked if the salary has been benchmarked against other local authorities in order to be more competitive and avoid problems in recruitment? ADL responded that the salary may be a bit lower than one of the neighbouring boroughs but as this is a sought-after role, there shouldn't be an issue with the number of applicants.</p> <p><b>Actions:</b> None</p> <p><b>TU's had no objections to proceeding</b></p>	
3.	<b>Looked after Children</b>	
	<p><i>Anne Stoker / Carmel Jarvis presented</i></p> <p>Over the last 2 years the demand on children's services to provide statutory supervised contact services for Looked after Children in line with Court directions during care proceedings has increased.</p> <p>In acknowledging this need 2 FTE additional Contact Supervisor posts were funded through a Covid budget on a 6-month fixed term contract. These contracts have been reviewed and renewed 3 times due to the level of demand continuing and the recognition of our team providing a service which helps to reduce the cost of the use of external agency Contact Supervisors.</p> <p>There are currently two workers in fixed term posts whose contracts will come to an end on the 30<sup>th</sup> June 23, and the loss of these posts will make it impossible for the service to continue to meet the existing need for supervised contact for LAC children with their birth families.</p> <p>The director of Children and Family Services has evaluated the situation and managed to secure enough funding to allow the service to increase established staffing by employing 1 additional FTE SO1 Contact Supervisor post and ending the current fixed term arrangements.</p>	

	<p>PB asked is SO1 a competitive grade for this type of role? CJ responded after doing research, before COVID, this role was graded at Sc6 and has been regraded to SO1. From observation, we don't have problems recruiting which leads us to believe we are competitive with other authorities, and we also don't have problems retaining.</p> <p><b>Actions:</b> None  <b>TU's had no objections to proceeding</b></p>	
<b>4.</b>	<b>Payroll restructure</b>	
	<p><i>Fay Hammond / Chris Dust presented</i></p> <p>Payroll administration is complex and demanding. The increase in numbers of Academies on the payroll, both within and out of the borough bring vital income to the Council but they also bring demanding expectations and additional, complex workloads.</p> <p>Whilst reviewing the changing needs and demands of the service it has become clear that we need to, not only meet the demands of the service now but also plan for the future. The service seeks agreement to create a new post of Deputy Payroll Manager who will primarily support the extremely demanding and technical role currently undertaken by the Payroll Manager as well as take on day to day management and development of staff.</p> <p><b>It is proposed to:</b></p> <ul style="list-style-type: none"> <li>• Delete one of the PO2 Principal Exchequer Officer Payroll posts replacing it with the new Deputy Payroll Manager post, graded at MM1. Affected individuals to be ringfenced.</li> <li>• Regrade the Exchequer Officer - Payroll (Sc6) posts to SO1 to reflect that the post holders are now taking on the tasks and accountabilities of the existing SO1 JD.</li> <li>• Delete vacant Senior Exchequer Officer post (SO1) and replace with a new post, Payroll Assistant (Sc5). The Payroll Service currently rely on apprentices to undertake admin work and whilst we will continue to support the Council's Apprenticeship Scheme, we do need a permanent post to cover this area of work.</li> </ul> <p>PB asked if the service is confident that one of the 2 affected will get the new post? CD responded Yes, they are fully capable.</p> <p>TA asked if the service envisage any problems in managing the apprenticeship scheme itself if you don't have officers who might be helping to do that. FH responded it is different in Resources compared to some of the departments because we don't have an Executive support manager post. We've agreed that one of the PA's and the Director of Finance (Capital and Commercial) is going support that process.</p> <p><b>Actions:</b> None  <b>TU's had no objections to proceeding</b></p>	
<b>5.</b>	<b>Notes of previous meeting, 10<sup>th</sup> May 2023</b>	
	<ul style="list-style-type: none"> <li>• No Outstanding Actions</li> </ul>	
<b>6.</b>	<b>Any other business</b>	

	<ul style="list-style-type: none"> <li>• <b>TU Colleagues concerns on the security at the civic centre:</b></li> </ul> <p>More security guards have been present at the site with no access to the building from the car park which means individuals with mobility needs will find it harder to enter the building. This was then reversed and now there isn't enough security guards. It is suggested to carry out a thorough risk assessment.</p> <p>JM commented that the reasoning behind having increased security was a result of an incident with an individual. This led to the individual being arrested and receiving a restraining order. Having a further risk assessment, it was realised that the amount of security can be returned to its original number.</p> <ul style="list-style-type: none"> <li>• <b>TU's have asked whether there is a policy on IVF treatment.</b> JM responded that there isn't a separate policy but should be encapsulated in the Sickness and Absence policy.</li> <li>• <b>TU Colleagues with no access to water in new office.</b> Nearest access is in the staff lounge.</li> </ul> <p><b>Actions:</b> JM to speak with Comms team on TU colleagues receiving emails, JM to refer to the Sickness and Absence policy and feedback to TU colleagues on it covering IVF treatment, JM to look into TU colleagues having access to water in new office space</p>	
	<p><b>Next meeting</b></p> <p><b>Wednesday, 7th June 2023 10.30am</b></p> <p><b>Microsoft Teams meeting</b></p>	