

**Trade Union Consultation Meeting**

**Wednesday, 05 July 2023, 10.30am, Microsoft Teams**

**Decision Notes and Actions Arising**

**Attendees LBE**

Flora Stevens, Chair  
Shemelia Lewis, Note Taker

**Presenting Officers:**

Terry Osbourne  
Joanne Drew  
Michael Hooper

**Trade Unions**

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

**Apologies**

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

		<b>OWNER</b>
<b>1.</b>	<b>Community Link Edmonton Day Service</b>	
	<b>This item has been deferred to a future TU Consultation meeting.</b>	
<b>2.</b>	<b>Legal Services restructure</b>	
	<p><i>Terry Osbourne presented</i></p> <p>Following a previous restructure, there is still insufficient management capacity in the team, particularly in the Corporate &amp; Litigation Team which covers a very broad area of contentious work, including, criminal litigation, housing disrepair, civil litigation, commercial litigation, employment, corporate advice and litigation and landlord &amp; tenant, licensing, and judicial review. The professional disciplines in this area are diverse and there is not necessarily a synergy across them. The Principal Lawyer is required to oversee, lead and professionally supervise all these areas (currently 14 FTE). This is untenable and exposes the service to legal risks.</p> <p>In the previous restructure, there was a deletion of an Assistant Principal Lawyer post that should be now re-introduced into the team as soon as possible. It is also recommended that a second APL also be created to oversee and manage the significant and ongoing increase in disrepair cases and other housing matters.</p> <p>It is proposed to:</p> <p>Delete:</p> <ul style="list-style-type: none"> <li>• Vacant Senior Lawyer role in the Litigation Team and another vacant post in the team or elsewhere to fund the second new APL post.</li> </ul> <p>Create:</p> <ul style="list-style-type: none"> <li>• 2x Assistant Principal lawyers – one with specialism in Crime or Employment and the other in Commercial Litigation or Housing.</li> <li>• Complexities of Sc5 Paralegal role has increased and proposing to re-evaluate to SO1.</li> </ul>	

	<p>No full staff consultation required as nobody directly affected.</p> <p>TA asked if the vacant post would go through a normal recruitment process. TOs responded that it will be advertised internally and externally.</p> <p>TA asked will this be increasing capacity in the teams? TOs responded it will be increasing management capacity in order to identify efficiencies, streamline processes and make things easier for the service.</p> <p>TOI asked which HOS level is the new role going to be? TOs responded HOS1</p> <p>TOI raised concerns on the budget pressures as there is an overspend of £14K with no clear strategy. TOs responded that this has been signed off by the Chief Executive and is essential to the service to avoid any legal risk. Do you think it will resolve all the issues of capacity or do you think there would be another restructure later on? TOs responded that we are constantly looking over the structure and current resources to ensure we have the right level of staff and skills. There may be several changes to do what is best for the service.</p> <p>TA asked would those financial implications increase annually due to salary increment? TOs responded it will increase.</p> <p><b>Actions:</b> Provide Chief Executive's feedback to HR and TU colleagues</p> <p><b>TU's had no objections to proceeding</b></p>	TOsb
3.	<p><b>Home Ownership Service</b></p>	
	<p><i>Joanne Drew and Michael Hooper presented</i></p> <p>An additional Service Charge and Major Works Officer is required on a fixed term basis for 2 years to help with an increase in the 'S20' consultation process on account of changes to how Capital Works will be tendered. This will be done 'block-by-block' rather than a 'multi-block' basis which will significantly increase the number of leasehold consultation notices the Home Ownership Team issue. Recruiting an additional resource will ensure there is no delay with statutory notices being issued which will also help minimise delays with works progressing.</p> <p>This post will be created at a SO1 grade. Salary costs will be met via the management fee included in the annual leasehold service charge.</p> <p>TA asked why has the service decided on 2 years for the fixed term contract, would there be less of a need for the post once the 2 years is completed? MH responded Yes. This post should have helped cover most of the work on the programme and should be able to continue to meet demands with the current structure once the fixed term is over. This will be reviewed nearer to the time.</p> <p>PB asked if there is a reason behind a number of senior staff leaving the department. JD responded that service will be going out to recruit staff via agency and hopefully move on to permanent recruitment in September at a higher grade as the roles can be quite challenging and require a lot of commitment. Some individuals want a different work/life balance. TA asked how will these roles be funded if they are advertised at a higher salary? JD responded through the housing revenue account.</p> <p>TO asked what will happen if service charges doesn't get paid to cover the salary of the new role? MH responded that isn't something that happens often, but charges are often collected. At times this can be delayed but money is always recovered, and the service</p>	

	<p>actively work alongside the leaseholders if they are struggling to manage their payments. There is an incentive also for prompt payments which encourages leaseholders to pay on time. JD added there is also a charge on the property as a final sanction.</p> <p>TO advised for this role to be advertised internally first before advertising externally.</p> <p><b>Actions:</b> TU colleagues to have a meeting with JD and a colleague from HR</p> <p><b>TU's had no objections to proceeding</b></p>	JD/HR
<b>4.</b>	<b>Notes of previous meeting, 21<sup>st</sup> June 2023</b>	
	<ul style="list-style-type: none"> <li>• Raise Trade Union's ULEZ concerns to EMT meeting</li> <li>• TU colleagues still have no access to water. JM still chasing this up.</li> </ul>	TO/JM
<b>5.</b>	<b>Any other business</b>	
	None	
	<p style="text-align: center;"><b>Next meeting</b></p> <p style="text-align: center;"><b>Wednesday, 19th July 2023 10.30am</b></p> <p style="text-align: center;"><b>Microsoft Teams meeting</b></p>	