

**Trade Union Consultation Meeting**

**Wednesday, 16 August 2023, 10.30am, Microsoft Teams**

**Decision Notes and Actions Arising**

**Attendees LBE**

Julie Mimmagh, Chair  
Shaleena Burahee

**Presenting Officers:**

Jon Newton  
Aishling Walsh  
Claire Spencer  
James Wheeler  
Muazzam Khokher  
Joanne Drew

**Trade Unions**

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

**Apologies**

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

		<b>OWNER</b>
<b>1.</b>	<b>Community Link Edmonton Day Service</b>	
	<p><i>Aishling Walsh presented joined by Jon Newton</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>In summary, AW proposed to create a new role for a Team Assistant within the Community Link. Key point is to look at expanding on job opportunities for those with disabilities. The individual joined under the West Lea supported internship scheme.</p> <p><b>TU Questions:</b> None</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>2.</b>	<b>Enfield Wheelchair Service</b>	
	<p><i>Claire Spencer presented and joined by Jon Newton</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The key point is to change a scale 6 post from 24hrs to 36hrs (the individual is already acting in post), and to change the substantive post scale 5 to a scale 6. JM advised CSp to go through the recruitment process for this post.</p> <p><b>TU Questions:</b></p> <p>TU's asked if anyone else in the team could go for that role. It was highlighted that there are other colleagues but not as experienced.</p> <p>TA asked questions on the MM1 and MM2 posts and their increased hours. CSp confirmed the MM1 is currently 32hrs but to change to 36hrs and the MM2 role is already increased.</p>	

	<p>Deletion of Scale 6 technical instructor and successfully completed the job evaluation to bring the post up to an SO1</p> <p>PB advised of potential redundancy within the service and JM added the post could be ringfenced to those at risk.</p> <p>No further questions.</p> <p><b>TU's had no objections to proceeding</b></p>	
<p><b>3. Cleaning Services</b></p>		
	<p><i>James Wheeler presenting joined by Padmini Patel.</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>JW advised of an updated section on the aims/outcomes/progress on the paper. Consultation meetings with approx. 140 cleaners and 8 of those signalled a preference to exit via redundancy. 41 cleaners will have no impact. Average hours impacted are 23%. Staff are contracted to approx. 10hrs a week but will now see a reduction of approx. 2.5hours a week.</p> <p>Nobody will be leaving compulsory.</p> <p><b>TU Questions:</b></p> <p>CS raised a question on staff giving a preference of where they wanted to work. JW confirmed Yes, but not able to give everyone their 1<sup>st</sup> preference.</p> <p>PB requested to see details/data of how many cleaners got their 1<sup>st</sup> – 3<sup>rd</sup> preferences and those who did not get any of their preferences.</p> <p>PP advised that they will be holding a meeting with the cleaning staff to advise of findings and next steps scheduled for 24<sup>th</sup> and 25<sup>th</sup> Aug 2023 at the Civic Centre. PP will come back with an alternative date as TU members are not available on 24<sup>th</sup> and 25<sup>th</sup> Aug 2023.</p> <p><b>Action:</b></p> <p>JW to speak to James Smith to provide numbers of those who got their 1<sup>st</sup> - 3<sup>rd</sup> preferences. James Smith on leave until 21/08/23. Requested data before follow up meeting with Cleaners.</p> <p>Service to invite TU colleagues to staff feedback meeting</p>	<p><b>JW/JS</b></p> <p><b>JS</b></p>
	<p><b>Recruitment Policy</b></p>	
	<p><i>Muazzam Khokher presented joined by Julie Mimmagh</i></p> <p>The policy and other associated documents were shared ahead of the meeting.</p> <p>The Recruitment Policy is a 90% rewrite reflecting new processes with the introduction of JobTrain.</p> <p><b>TU Questions:</b></p>	

**Questions raised by TU's** were generally around the monitoring of the recruitment training for hiring managers, the panels being represented by ethnicity/gender, and if there is a change in policy for convictions (spent and unspent) and testing.

Managers need to declare they have completed the training (iLearn) on JobTrain. Ilearn holds certificates and is able to run reports to let HR know if its up-to-date. If their training is expiring then iLearn will send a refresher email. If a new manager joins the service then the hiring manager requests the new manager to take the training. It is the hiring managers responsibility to ensure everyone on the panel is trained

JobTrain is a new system which has an approval process built in the system. The Manger gets an email/relevant director to approve or reject the request. It requires the manager to shortlist online. There is a full auditory and reporting function. Also allows Finance/Payroll to add notes. Statistics will also be extracted out of JobTrain.

Key feature on JobTrain is accountability as it allows users to identify who did what.

TA mentioned that the service needs to ensure that they follow through, if it means delaying and better planning to ensure that they can achieve diversity, then they should do that.

Spent and Unspent convictions. JM mentioned both spent convictions are declared and unspent convictions for safeguarding roles. If it is a safeguarding role individuals will have to declare spent and unspent. If it is a non-safeguarding role they will just need to declare unspent convictions. JM looking to explore BanTheBox, not asking for criminal convictions at the beginning of the recruitment process. Also exploring DWP and Probation service for opening opportunities for individuals who have recently been released from a custodial sentence.

TU question raised by CS. Is there a facility to declare mental health disabilities? JM pointed out there is an option to tick a box. People do not need to declare what their disability is, but where it is ticked and the candidate meets the essential criteria for the post, they are guaranteed an interview. The recruiter and recruiting manager will ask if any reasonable adjustments are required by the candidate.

MK to send completed EQIA to TUs.

TU question raised by TA. Will expensive recruitment agencies used? JM pointed out that there may always be a need eg: specialist job roles where the council struggles to recruit.

PB mentioned that there is no reference to testing in the Policy and questioned if that is up to the recruiting manager. JM to highlight the relevant section to TU's.

**Action**

	TU's wants to see EQIA.	<b>MK</b>
<b>4.</b>	<b>Private Electric Vehicle Charing Policy</b>	
	<i>Massimo Avrili-Booth deferred to next meeting</i>	
<b>5.</b>	<b>Housing, Regenerations and Development Restructure</b>	
	<p><i>Joanne Drew presented.</i></p> <p>The report and other associated documents were shared prior the meeting.</p> <p>Key point is to recruit 2 service directors at an enhanced level to ensure that the service can operate quickly and support staff. Main focus is to try and support the Council housing side first, then look at wider opportunities for leadership in other areas under the service in the coming months.</p> <p><b>TU Questions.</b></p> <p>CS. Questions regarding Part 2 – Financial strategy for housing accounts business plan review. How often do you do a review and why? JD pointed out that a review is carried out annually (every September) which is when the service knows what the rent settlement will be for the following year.</p> <p>CS raised question on if the new IT System is in line with KIM? (Knowledge and Information Management system).</p> <p>JDs understanding is that there is a record of case information and that it is up-to-date and that a trail is followed to avoid maladministration cases. their report is that the user records everything so that everything is up-to-date to avoid malpractice. There is also a big focus to make sure that staff are using the system to keep a record. There are professional standards in wording and its been highlighted that work needs to be done on this.</p> <p>No further questions</p> <p><b>TU's had no objections to proceeding</b></p>	
	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• James Wheeler to provide data 1<sup>st</sup> – 3<sup>rd</sup> preferences and those who did not get any of their preferences</li> <li>• Padmini Patel to provide alternative dates for Cleaning Services follow up meeting so that TU's can attend.</li> <li>• Muazzam Khokher to send EQIA to TUs.</li> </ul>	

<b>6.</b>	<b>Notes of previous meeting, 2 Aug 2023</b>	
	<ul style="list-style-type: none"> <li>MA-B to respond to questions raised and come back with further update: - was not sure and will check with payroll</li> </ul>	
<b>7.</b>	<b>Any other business</b>	
	None	
	<p style="text-align: center;"><b>Next meeting</b> <b>Wednesday, 30 August 2023 10.30am</b> <b>Civic Centre, 1<sup>st</sup> Floor, B Block, Meeting Room 1</b></p>	