

Decision Notes and Actions Arising

| Attendees | LBE | Trade Unions | Apologies |
|-----------|-----------------------------|-------------------------------|-------------------|
| | Julie Mimmagh, Chair | Paul Bishop (Unison) | Anne Stoker |
| | Shaleena Burahee | Tracy Adnan (Unison) | Nick Long (Unite) |
| | | Christine Sesstein (Unison) | |
| | Presenting Officers: | Anna Woodcock (GMB) | |
| | Olga Philbrook | Alistair Blundell (GMB) | |
| | Bernadette Eugene-Charlery | Denise Handscomb-Teagle (GMB) | |
| | Mirjan Dharmo | | |
| | Nick Denny | | |
| | Jon Newton | | |
| | Des O'Donoghue | | |
| | Terry Osbourne | | |
| | Andrea Kirlby | | |

| | | OWNER |
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| 1. | Deletion of post in Early Help Services | |
| | <p><i>Bernadette Eugene-Charlery and Olga Philbrook presented. Anne Stoker unable to attend due to Ofsted inspections</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>In summary, Bernadette recently took on line management of this team and it was highlighted that there was an individual who was still working on a fixed term contract which had ended in 2021. There has been a number of management changes of this team and this has not been brought to any of the managers attention and the individual has been paid out of the budget. An informal conversation between Bernadette and the individual has taken place.</p> <p>The fixed term contract was originally for 6 months and since the individual has taken onboard an amalgamation of work. The individual is currently paid at a PO1 grade and has been doing combined work at a level of an SO1 and SC5 role.</p> <p>Bernadette made us aware that there is an opportunity for the individual to shadow on a different PO1 post where there is a vacancy. This would be ideal to see if the individual would enjoy and be good in the role.</p> <p>TU Questions:</p> <p>Questions raised were mostly around staff meetings and the monitoring systems around pay and contractual arrangements. New managers who had joined the service never questioned the role as the individual is good at her role and is always busy. Due to this case a report for fixed term</p> | |

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| | <p>contracts was sent to Olga. The individual was encouraged to apply for a previous role but was not keen on the role as she did not want to apply for a lower graded role.</p> <p>In response to Bernedette’s suggestion JM mentioned that a trial period is standard for a redundancy process. The individual could also consider a post on a lower grade.</p> <p>Olga will be raising fixed term contracts, and other ways to capture issues like this in the next HR wider meeting.</p> <p>TU’s had no objections to the proceedings.</p> | |
| <p>2.</p> | <p>Cheviots Mini-Restructure</p> | |
| | <p><i>Mirjan Dhamo and Olga Philbrook presented. Anne Stocker unable to attend due to inspections</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The key areas raised were that the demands on the service have increased and are becoming more complex in terms of volume and demand. Management held a Listening Event to gather feedback from the team. The findings were that staff enjoy their work and want to stay but there is very little opportunity for career progression and no incentive for growth.</p> <p>The service is proposing to create 2 PO2 posts which will be ringfenced to the team. Management is very confident that they will be able to recruit within their team and delete the current posts which are currently at lower scales.</p> <p>TU Questions:</p> <p>Questions raised were mostly around who is at risk and to elaborate more on the financial impact. Nobody is at risk. There is a need for management role and groundwork to reach PO2 posts. Casuals was also raised in the meeting and that casuals are only utilised on an ‘as and when needed’ basis. Using casuals has no impact on the service.</p> <p>No objections to the proceedings.</p> <p>There was a second part to Agenda 2. – ICP Hospitals and Grant Funding.</p> <p><i>Mirjan Dhamo and Olga Philbrook presented. Anne Stocker unable to attend due to inspections</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The service has received grant funding and have proposed that it would like to create a team that works with especially complex discharged children from hospitals. The service is proposing to recruit a Social Worker for this</p> | |

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| | <p>role. The role would be a temporary post, either a secondment or on a fixed term contract (for the purpose of the project, 6 months, as funding is until August 2024). There is also the option of using an agency worker if there is no internal interest for this post. The posts will be reviewed if the project is deemed a success.</p> <p>TU Questions.</p> <p>Questions raised were particularly around the service being confident to recruit someone with the right skills and what the pay scale will be. The service will most likely recruit via an agency at a Level 3 Social Worker scale, which can be seen as a competitive salary. The post will be based at Cheviots and/or ICP Hospitals.</p> <p>No objections to the proceedings.</p> | |
| 3. | Quality Assurance Service | |
| | <p><i>Des O'Donoghue presented and joined by Jon Newton and Jane Parsley</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The key point discussed was that a decision is being made to align the Quality Assurance Service with Safeguarding, however this means the service will need to look at the deletion of the Deputy Brokerage Manager post. This takes away the duplication of posts. JN did mention that the individual will be offered redundancy unless there are other internal job opportunities.</p> <p>TU Questions:</p> <p>The question raised was regarding who is affected. Jane Parsley provided the necessary information.</p> <p>Unison will be opposing this proposal which was noted</p> | |
| 4. | Introduction – Nick Denny, Director Property | |
| | <p>No proposals discussed, simply introductions with JM, TUs and Nick Denny.</p> | |
| 5. | Legal Support Restructure | |
| | <p><i>Andrea Kilby presented and joined by Terry Osbourne and Irene Papasavva</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The service has been reviewing current arrangements in the team to ensure the right roles are working to their right level of responsibilities. The service is currently light on administrative and support roles. Subsequently</p> | |

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| | <p>paralegal colleagues are currently completing administrative work that could be completed on a lower scale. Movement of funds from a current vacant SO1 post into the central legal support teams could potentially allow the service to create a 1.5 post at a Scale 3 pay scale. The new posts will cover administrative tasks. Andrea also mentioned that no colleagues would be impacted at all from the created posts. They are hoping to recruit internally or via redeployment.</p> <p>TU Questions.</p> <p>None.</p> <p>No objections to the proceedings.</p> | |
| 6. | Decision Notes and Actions Arising 08 November 2023 | |
| | <ul style="list-style-type: none"> Jane Parsley to advise the employee at risk in the restructure in Item 3 to make contact with their union | - |
| 7. | Notes of previous meeting, 25 Oct 2023 | |
| | None – all actioned. | |
| 8. | Any other business | |
| | None | |
| | <p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 22 November 2023 10.30am</p> <p style="text-align: center;">Civic Centre, 1st Floor, B Block, Meeting Room 3</p> | |