

Wednesday, 27 September 2023, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

Attendees LBE

Julie Mimmagh, Chair

Presenting Officers:

Helen Finnemore

Olga Philbrook

Simon Pollock

Felicity Reed

Jemima Paddon

Trade Unions

Paul Bishop (Unison)

Christine Sesstein (Unison)

Tracey Adnan (Unison)

Mary Goodson (GMB)

Alastair Blundell (GMB)

Apologies

Anna Woodcock (GMB)

Nick Long (Unite)

Shaleena Burahee

		OWNER
1.	Youth & Family Hub Receptionists	
	<p><i>Helen Finnemore presented supported by Olga Philbrook</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The proposal is to create 2 full-time receptionist posts (Scale 5) that will be funded by the Family Hubs and Start for Life grant. Both posts will be fixed term until March 2025 and will be based at Ponders End Youth and Family Hub and Craig Park Youth and Family hub.</p> <p>TU Questions:</p> <p>PB asked if the youth centres were still used for this purpose. HF confirmed they were, but this use is at different times of the day and does not clash with the Family Hubs. Using the centres for multiple purposes ensures they are fully utilised.</p> <p>MG asked if the JD's are available. It was confirmed they have been circulated and have been evaluated. As neither MG and AB are on the original circulation list for this meeting, JM will forward the papers and add them for future meetings.</p> <p>No further questions.</p> <p>TU's had no objections to proceeding</p>	JM
2.	Community Hubs	
	<p><i>Simon Pollock/Felicity Reed presented supported by Jemima Paddon</i></p> <p>The report and associated documents were shared ahead of the meeting.</p> <p>The proposal is to delete 1.5 vacant Scale 5 Snr Customer Services posts, and combine the funds to create 1 community engagement ambassador post (Scale 6 FTC) and uplift 2 existing community engagement ambassador posts, into SO1 Senior Community Engagement Ambassador posts. This will create one off savings of 15k for 23-24.</p>	

	<p>In addition, a Volunteer and Inclusion Coordinator role (Scale 6) will be created on a trial basis for 12 months and funded by a vacant PA post within the wider Communities & Communication Department.</p> <p>TU Questions: The TU's asked if the new JD's have been evaluated and it was confirmed they have.</p> <p>No further questions.</p> <p>TU's had no objections to proceeding</p>	
3.	Actions	
	<ul style="list-style-type: none"> • JM to share papers for this meeting with GMB colleagues (sent 28/9/23) • JM to include AB and MG on circulation list and invites to future meetings. • JM to arrange meeting with James Smith and James Wheeler for a further discussion about the Cleaning Services restructure and for JS to take them through his spreadsheet. (Meeting arranged for 6/10/23) • JM to circulate the EqIA supporting the new Recruitment & Selection Policy 	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
4.	Notes of previous meeting, 30 Aug 2023	
	<ul style="list-style-type: none"> • Julie Mimmagh to obtain a copy of Recruitment Policy EQIA once Muazzam Khokher returns from leave 	
5.	Any other business	
	<p>TU colleagues are still concerned about the cleaning service restructure and lack of clarity relating to outstanding issues. They have picked up feedback from their members who are unhappy with the process and the potential and/or actual impact on their contracts. The TU's were sent a copy of the spreadsheet from James Smith but reported that it is confusing and difficult to follow. They would like a further meeting with JS and JW to go through the spreadsheet and seek responses to the outstanding issues.</p> <p>JM to arrange this meeting</p>	JM
	<p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 11 October 2023 10.30am</p> <p style="text-align: center;">Civic Centre, 1st Floor, B Block, Meeting Room 3</p>	