

## Trade Union Consultation Meeting

**Wednesday, 20<sup>th</sup> December 2023 10.30am, Civic Centre 1<sup>st</sup> Flr, B-Block Meeting Room 3 and/or  
Microsoft Teams**

### Decision Notes and Actions Arising

#### Attendees LBE

Julie Mimmagh, Chair  
Iona Mackinnon (notes)

#### Presenting Officers:

Fay Hammond  
Bridgette Cowley  
Vicky Main  
Trevor Uys  
Doug Wilkinson  
Jon Sharkey  
Terry Osborne

#### Trade Unions

Paul Bishop (Unison)  
Christine Sesstein (Unison)  
  
Anna Woodcock (GMB)  
Denise Handscomb-Teagle (GMB)

#### Apologies

Nick Long (Unite)  
Mary Goodson  
Tracy Adnan (Unison)  
Alistair Blundell (GMB)  
Tinu Olowe

		<b>OWNER</b>
<b>1.</b>	<b>Business Rates Team Structure</b>	
	<p><i>Fay Hammond/ Bridgette Cowley/ Vanessa Tanner</i></p> <p>The Business Rates Team consists of two main areas: Business Rates Billing, Collection &amp; Enforcement and Property Inspections (which is carried out by Visiting Officers). BC would like to restructure the team to make it more fit for purpose and to deliver on savings.</p> <p>The restructure will look to recruit permanently to the MM2 Business Rates Managers role. This role is being covered on a temporary basis by the Income Debt &amp; Technical Managers role.</p> <p>BC explained that they would also like to create and recruit permanently to x1 PO1 Business Rates Team Coordinator role. This role is currently being covered by an SO2 who is receiving an honorarium at PO2. However, due to the restructure this post has been re-evaluated at PO1 as the more technical aspects of the role will sit with the MM2 post.</p> <p>There are x2 SO2 Senior Assessment Officer fixed-term posts that are currently vacant, these will be deleted.</p> <p>There are also currently 5x Scale 6 Visiting Officers. BC explained they would like to reduce these posts from 5 to 3. One of these posts is currently vacant, however, 2 post holders will be at risk.</p> <p>BC has written new/ up to date JD's which cover roles and responsibilities more clearly.</p> <p>CS asked whether the two people at risk will be incorporated into the new roles that are being created. BC explained these are available for them to</p>	

	<p>apply for, but as they are quite technical roles, this isn't guaranteed. BC expects that there may be two redundancies.</p> <p>JM asked whether staff are acting into the roles. VT explained that they are not acting up into the roles but receiving honorariums to cover posts.</p> <p>JM raised whether the individual who is currently covering the MM2 post will go back to their substantive role. VT explained that they are on a separate JD and will go back to their substantive role as they were not originally in the structure, they came over to support and help the team. The MM2 Business Rates Managers post will be advertised.</p> <p>CS asked whether there will be any assimilations. VT explained that the Business Rates Manager role and the new Business Rate Coordinator Team role will both be ringfenced to team initially. If they are not successful in recruiting to this post, then it will go out internally and through redeployment.</p> <p>CS asked for a list of affected staff. BC to email this to Trade Union colleagues. (<i>Sent on 21/12/23</i>)</p> <p>CS asked whether BC has spoken to those at risk. BC confirmed she hasn't yet but will be speaking to them before the consultation which will take place around 8<sup>th</sup> January. JM will let VT know when the minutes will be shared/ published.</p> <p>PB to send any questions/ comments to VT.</p> <p><b>TU colleagues raised their objections and this was noted</b></p>	
2.	<b>Enfield Integrated Learning Disabilities Service</b>	
	<p><i>Vicky Main/ Trevor Uys</i></p> <p>VM explained that this restructure will focus on converting front line Social Worker posts to Senior Social Worker posts. The team have had a significant number of vacancies for the past 24 months and have had to become reliant on agency staff who come and go to fulfil statutory requirements. There is also currently a lot of competition with other local authorities and a shortage of social workers nationally.</p> <p>VM explained that there are a number of front-line AYSE social workers, who are in their first year post qualifying and are limited in terms of the volume and levels of complexity of cases that they can take on. There are also a few apprentices within the service, but they are also limited on level/ complexity and volume of cases they can manage.</p> <p>The proposal is to regrade 3x vacant SW3AD Social Worker posts to become SPAD Senior Social Worker posts. The Senior Social Workers may have a lower case load compared to Front Line Social Workers, but they will be able to take on more complex difficult cases. VM explained</p>	

	<p>that this is what is needed at the moment to manage case work and to attract well qualified experience workers into the service.</p> <p>CS asked how confident the service is in recruiting to this level. VM replied that they are more confident at recruiting to this level compared to level 3 social worker posts.</p> <p><b>No further questions and no objections.</b></p>	
<b>3.</b>	<b>Public Realm Waste/ Streets Restructure</b>	
	<p><i>Doug Wilkinson/ Jon Sharkey/ Ferah Mustafa</i></p> <p>DW explained that this restructure will align the Street Cleansing and Waste Services by creating similar management and supervisory structures and will provide more consistency with how the services operate. The new structure has been created within budget, with no additional money being spent.</p> <p>Within Waste Services the proposal is to:</p> <ul style="list-style-type: none"> <li>• Delete x1 PO2 Waste Service Delivery Manager</li> <li>• Delete x2 Scale 6 Recycling Officer posts (both are vacant)</li> <li>• Delete x1 Scale 6 part time Recycling Officer post (vacant)</li> <li>• End x1 Scale 5 Operational Support Officer fixed-term post</li>   <li>• Create x1 MM1 Operations Delivery Manager</li> <li>• Create x1 PO1 Waste Performance and Improvement Manager</li> <li>• Create x1 PO1 Principal Recycling Officer</li> <li>• Create x1 Scale 6 Waste and Street Services Business Officer post</li> </ul> <p>The proposal within Street Cleansing is to:</p> <ul style="list-style-type: none"> <li>• Delete x1 MM2 Street Scene Cleansing Manager (vacant)</li> <li>• Delete x1 PO1 Operations Manager Street Scene</li> <li>• Delete x7 Scale 6 Steet Cleansing Chargehand posts (x2 are vacant)</li>   <li>• Create x1 MM1 Operations Delivery Manager</li> <li>• Create x1 PO1 Streets Performance and Improvement Manager</li> <li>• Create x6 SO1 Street Services Supervisor</li> </ul> <p>PB asked how many redundancies there may be. JS explained that there are 13.5 people at risk however, they will have opportunities to take up new positions and will be ringfenced. FM added that they do not anticipate any redundancies unless staff choose not to apply, but they do not think this will happen.</p>	

	<p>JM asked if JS is confident that staff who are at risk have skills to apply and be successful for the new roles. JS believes that staff are capable to take on the new roles.</p> <p>CS asked if staff are aware of the changes. JS explained that staff are aware that this restructure is coming. CS also asked if staff are prepared to take on the extra responsibilities that these new roles bring. JS replied that there may be some voluntary decisions where people may not take on new roles, however they are not expecting this to happen.</p> <p>CS asked if there will be training in place for staff. DW and JS said there will be training to support and develop individuals. JS sees capability within the team and hopes this will be an opportunity for staff to develop their careers.</p> <p>CS asked when consultation will begin. FM explained that this will begin around the first week of January 2024 and will let TU colleagues know.</p> <p><b>No further questions and objections noted due to potential redundancies</b></p>	
<p><b>4.</b></p>	<p><b>Audit and Risk Management Restructure</b></p>	
	<p><i>Terry Osborne / Irene Papasavva</i></p> <p>TO explained that the Audit and Risk service is led by the Head of Internal Audit and Risk Management which is a shared Head of Service with the London Borough of Waltham Forest. It has been decided to bring this shared service to an end around the 12<sup>th</sup> January 2024. TO explained that as the Shared Head of Service role HOS2 will be deleted, the Deputy Head of Internal Audit and Risk Management will take over leadership. The Deputy Head of Internal Audit and Risk Management post is currently graded as HOS1 and it is not anticipated that this will change.</p> <p>The restructure also looks to delete the Audit and Risk Manager MM1 post which will soon be vacant due to the current post holder retiring. In place of this, TO would like to create a Senior Principal Auditor MM1. TO is hoping that by recruiting qualified auditors this will allow more work to be completed in house, which will provide savings, rather than outsourcing this work through an external company such as PWC which is currently used.</p> <p>TO also explained that the current Counter Fraud Manager MM2 is also retiring and will soon be vacant. TO wants to change the grade of this post to MM1 to align it with other manager posts within the service.</p> <p>There are x2 vacant PO1 Counter Fraud Investigator roles which are going to be deleted.</p> <p>There are currently x3 Counter Fraud Apprentices which are coming to an end of their apprenticeship. TO would like to delete these posts and</p>	

	<p>create x1 Scale 6 Trainee Auditor post and x1 Scale 6 Counter Fraud Investigator Officer. There will be competitive interviews for these positions.</p> <p>TO also would like to move the Risk Officer and Data Protection to the Head of Legal Practice and Compliance to allow the team to focus on more internal audit and counter fraud.</p> <p>TO explained that the x1 vacant Scale 6 Data Protection Advisor post will be deleted as they haven't been able to successfully recruit to this role. In place TO would like to create x1 Scale 5 Support Officer to support with data protection and risk management work.</p> <p>AW raised concern that the Deputy Head of Internal Audit and Risk Management postholder will be expected to take on more responsibility but remain on the same HOS1 grade. TO explained that the Shared Head of Service from Waltham Forest only works 2.5 days per week with Enfield and explained that writing reports and leadership of the team is already carried out by the current Deputy Head of Internal Audit and Risk Management. CS raised a question regarding the extra responsibilities that the current Deputy Head of Internal Audit and Risk Management will have to take on. TO has spoken with this individual and they haven't raised any concerns regarding this arrangement. However, TO is happy to resubmit the JD for re-evaluation if necessary.</p> <p>PB asked if any of the JD's have been evaluated. TO replied that the JD's haven't yet been re-written or re-evaluated.</p> <p>TO would like to tell staff that she has had this discussion and that JD's are subject to re-evaluation. TU Colleagues have asked for TO to come back to a future meeting in the New Year with the evaluated JD's.</p> <p><b>TU colleagues raised their objections which was noted</b></p>	
<p><b>5.</b></p>	<p><b>Decision Notes and Actions Arising 6 December 2023</b></p>	
	<p>Glenn Stewart to provide written response</p>	
<p><b>6.</b></p>	<p><b>Any other business</b></p>	
	<p>There isn't anything on the agenda for the 3<sup>rd</sup> January so this meeting is to be cancelled. The next meeting will be the 17<sup>th</sup> January 2024</p>	