

## Trade Union Consultation Meeting

Wednesday, 29<sup>th</sup> March 2023, 10.30am, Microsoft Teams

### Decision Notes and Actions Arising

#### Attendees LBE

Julie Mimmagh, Chair  
Shemelia Lewis, Note Taker

#### Presenting Officers:

Rafique Ullah  
Olga Philbrook  
John Grimes  
Suzanne Rowson  
Sarah Fryer

#### Trade Unions

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

#### Apologies

Tracy Adnan (Unison)  
Nick Long (Unite)

		OWNER
1.	<b>Youth Development Service</b>	
	<p><i>Rafique Ullah and Olga Philbrook presented</i></p> <p>The Youth Development Service has secured £704,484 from Mayor of London's New Deal for Young people to deliver a mentoring programme in Enfield. Young people in need are entitled to have access to a personal mentor and to quality local youth activities, the service would like to improve the life chances and opportunities for these young people by enabling them to access the additional provision available via the New Deal programme.</p> <p>This funding is for the duration of 18 months. The programme is expected to commence from 1st July 2023. To deliver the mentoring programme, it is proposed to create the following posts:</p> <ul style="list-style-type: none"> <li>• <b>x1 FTE Mentoring Programme Coordinator</b>, anticipated grade Prof Level 2 (fixed term)</li> <li>• <b>x4 FTE Youth Work Mentor posts</b>, anticipated grade Prof Level 1 (fixed term)</li> </ul> <p>The overall cost for the proposed posts is forecasted to be £323,021 with pension, on-cost and annual increment.</p> <p>CS asked will the service use the difference left in funding and the forecasted spending for other uses or to extend the contracts? RU responded the other fund that we have available is to commission other providers within the Community to provide the Community aspects of the program, which is activity-based mentoring. Not all young people require intensive mentoring. Some young people would just require some support and guidance and then divert them into positive activities where they do something they like such as boxing, music, or other activities along those lines. This is with the support from a trusted adult.</p> <p><b>Actions:</b> None</p>	

	<b>TU's had no objections to proceeding</b>	
<b>2.</b>	<b>Highways Routine and Reactive Maintenance Team restructure</b>	
	<p><i>John Grimes resented</i></p> <p>The Director of Environment and Operational Services identified a number of proposals leading to budget savings for 2023/24. The following post within Highway Services was identified to be deleted in order to achieve an annual net saving of £45,000 with effect from 1<sup>st</sup> April 2023.</p> <ul style="list-style-type: none"> <li>• <b>1 x Footway Crossing Technician</b></li> </ul> <p>This role carries an income target charged to the Vehicle Crossover code. The duties will be spread amongst the remaining Highway Maintenance Team, who will recharge their time spent on footway crossovers, ensuring that the income target is met. Currently there are two SO1 Footway Crossing Technicians in post and the restructure will result in this being reduced to one. Post holders will have ring fenced rights for this role.</p> <p>PB asked have you spoken to the affected individuals? JG responded No not yet, waiting to start the consultation first and wanted to speak with TU colleagues prior to speaking to the affected staff. PB asked when will the service consult with the Highway Officers about redistributing the duties of the deleted role? JG responded that it will be done at a similar stage. Just for clarification, in in the existing job descriptions of the Highway Officers, there is already the ability to carry out and conduct this work. It's just that this particular focus was on footway crossings.</p> <p><b>Actions:</b> Invite TU colleagues to the consultation meetings</p> <p><b>TU's objected to this proposal and their objection is noted</b></p>	
<b>3.</b>	<b>Virtual School</b>	
	<p><i>Suzanne Rowson and Olga Philbrook presented</i></p> <p>The Virtual School is an integrated vehicle between social services and education for children with a social worker supporting them to help close the gap in education attainment with their peers. The virtual school has now expanded to include all children with a social worker including post looked after children. The number of children coming into care has increased along with those with complex needs e.g. the national average of those with EHCP is 27% and Enfield is at 41%.</p> <p>Currently the Virtual School has one full-time teacher, the Senior Advisory Teacher and SENCO (PO2). It is proposed to delete this post and create a new post of Assistant Head of the Virtual School (anticipated grade MM2). There are currently no management posts to support the Head of the Virtual School in the strategic direction of the service which has seen significant growth in recent years.</p> <p>This restructure is also seeking to make permanent the vacant PEP Champion post. It is an existing role in the structure which has been funded via the PPG on a temporary basis. This will become a permanent part-time post (0.6, 52 weeks per annum) graded at PO1.</p> <p>PB asked Are the flexi-staff teachers? SR responded One of them is a teacher. Only one person is affected by the change who is a Senior teacher and that is to be</p>	

	<p>restructured as an Assistant head. PB asked will the displaced member of staff be ringfenced to the new post? SR responded Yes, they will be as they have all the relevant qualifications and skills for the Assistant Head post.</p> <p><b>Actions:</b> None</p> <p><b>TU's had no objections to proceeding</b></p>	
4.	<b>Apprentice Team</b>	
	<p><i>Sarah Fryer presented</i></p> <p>Due to the savings requirement within the Council, it has been proposed to 'de-hub' the apprenticeship function into each directorate, removing the requirement for the Apprentice Levy Manager and Apprentice Placements Manager. The functions which are currently carried out by the team will have a proposed new allocation.</p> <p>The proposed new model is set out below:</p> <ul style="list-style-type: none"> <li>• <b>Apprentice recruitment (HR)-</b> It is proposed that apprentice recruitment will sit with the HR/OD service who will work with relevant directorates using existing recruitment/HR business management channels. Each directorate already has tailored HR/OD support for recruitment, and this will continue.</li> <li>• <b>Identifying and consulting with a training provider (Line Managers/Directorate Business Managers)-</b> This would be conducted by the recruiting manager with support from their Directorate Business Manager as part of the process <u>before</u> engaging with HR recruitment where new posts are being created or would be managed internally with line managers where personal development opportunities using the Levy are being advanced. Providers need to be involved in the recruitment process to ensure that the chosen candidate is also eligible and suitable for the apprenticeship. There is an approved list of training Providers that Directorates must use and will be able to access through the UK government website.</li> <li>• <b>Support to 'New' Apprentice management/Personal Development apprenticeships (Directorate owned/HR supported)-</b> Individual teams within Directorates will assume direct responsibility for the management and ongoing support of new-intake apprentices in their areas. This could be coordinated through Departmental Business Managers attached to Directors or be more formally part of the recruiting line managers responsibilities. There will be a limited role for HR to assist with ongoing apprenticeship management queries.</li> <li>• <b>Portal management of the programme (Apprentice Line Managers/Directorate Business Managers)-</b> Once a successful Levy opportunity was agreed, this activity would need to be picked up by Departmental Business Managers. All relevant staff would need to be familiar with the ESFA guidance for using the Levy Portal.</li> <li>• <b>Provision of reporting and monitoring returns (Apprentice Line Managers/Directorate Business Managers)-</b> There is no longer a statutory reporting requirement for the Levy Scheme prescribed by Government. However, we should be mindful of transparency, accountability and how we are evidencing equalities requirements through engaging the Levy, as well as information provision for Council Members, FOIs and other interested parties.</li> </ul>	

	<p>PB commented that this is not a wise decision to make as this will affect the service and the work the apprenticeship team does for the Council.</p> <p>JM asked when are you proposing to start the formal consultation? SF responded it is proposed to start the consultation next week Tuesday, but it may get delayed until after Easter due to one of the members of staff being on sick leave. Regardless of this, it is planned to move forward with the communications with Executive Directors, the implications of this restructure so they can have any input they wish to on the consultation. PB asked if all the Executive Directors aware of this? SF responded They are aware of this and will be reminded for the consultation.</p> <p>CS asked will the people who are going to be maintaining the programme need training? SF responded yes training will be provided as they will need to be aware of the ESFA handbook.</p> <p><b>Actions:</b> Invite TU colleagues to consultation meetings</p> <p><b>TU's objected to this proposal and their objection is noted</b></p>	
5.	<p><b>Strategic Planning &amp; Design</b></p>	
	<p><i>May Hope presented on behalf of Helen Murch</i></p> <p>The overall purpose of the restructure is to support the delivery of the Local Plan and the linked Traveller Plan. The programme and budget for both Plans have been agreed by EMT in the summer 2022. Since then, the work has been progressing well, being on programme and in budget.</p> <p>Since EMT's agreement in the summer 2022, the programme has been revisited and accelerated by 6 to 7 months. The accelerated programme requires additional capacity, personnel, and the commencement of workstreams, hence the need for two additional posts. The proposals will be funded from the reserves, agreed by EMT.</p> <p>It is proposed to create 2 new fixed term posts in the Local Plans team. This will be under the following:</p> <ul style="list-style-type: none"> <li>• <b>1 x PO2 Principal Planner</b> (2-year fixed term)</li> <li>• <b>1 x PO1 Senior Planner</b> (2-year fixed term)</li> </ul> <p>AW asked if these are 18-month contracts? MH responded No they are 2 years fixed term contracts. The finance is linked to the reserves that we have for the local plan work. PB asked what exactly does this mean? MH responded that there is money set aside in order to prepare the local plan.</p> <p>CS asked for an explanation of the traveller's local plan. MH responded we have a statutory duty to address Gypsy and Traveller needs. We've set out the intention in the local plan to prepare a Gypsy and Traveller local plan that's separate from the overall local plan. We want to cover a very bespoke topic area in a separate plan and try to get that through an examination as well.</p>	

	<p>CS asked when will the service put these roles out for recruitment and will you be recruiting internally or externally? MH responded as soon as possible and will start internally first.</p> <p><b>Actions:</b> None</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>6.</b>	<b>Notes of previous meeting, 15<sup>th</sup> March 2023</b>	
	<ul style="list-style-type: none"> <li>• TU colleagues have not been invited to the consultation meeting for the drivers</li> <li>• GMB colleagues need an invite for consultation with health and safety restructure and strategic property consultation meetings.</li> </ul>	JM
<b>7.</b>	<b>Any other business</b>	
	JM to find out what is happening with the coffee cart	
	<p style="text-align: center;"><b>Next meeting</b></p> <p style="text-align: center;"><b>Wednesday, 12th April 2023 10.30am</b></p> <p style="text-align: center;"><b>Microsoft Teams meeting</b></p>	