

Enfield 2017 Trade Union Consultation Meeting
Wednesday, 16 May 2018, 10.30am
Decision Notes and Actions Arising

Attendees	LBE Julie Mimmagh Tony Gilling Judith Page Irene Papasavva Olga Drovandi Note taker - Nadine Clark	Trade Unions Anna Woodcock (GMB) Matt Mills (GMB) Paul Bishop (Unison) Christine Sesstein (Unison) Tracey Adnan (Unison) Terry Smith (Unite) Veralyn Bent (Unison)	Apologies Chris Marsh
------------------	---	--	---------------------------------

		OWNER
	Red Lion Homes JM to check why PB's request for a briefing on Red Lion Homes was not on today's agenda. PB agreed to have the item deferred to the next meeting.	JM
1	Notes of the previous meeting 2 May 2018	
	Assessment Hub – potential changes in roles PB advised that a meeting is scheduled tomorrow and he will feedback at the next meeting.	PB
	Transfer of Adult Passenger Transport service to IWE <ul style="list-style-type: none"> • Marc Gadsby will provide an update at the next meeting. • JM to liaise with Doug Wilkinson and invite him to the next meeting. <p>It was noted that the minutes omitted Veralyn Bent as an attendee.</p>	JM JM
2	Property Services Phase 2	
	Judith Page, Irene Papasavva presented All job descriptions have been circulated to staff apart from the Senior Surveyor job description which is anticipated to be circulated today. Affected population - an additional member of staff has been identified as at risk bringing the total to 7. Assimilation – these staff have received copies of both old and new job descriptions. Frequently Asked Questions - JP is preparing a FAQ document for circulation to staff on Friday, 18 May. Job Description of Surveyors – CS advised that staff feel the JDs appear generic. JP informed that the 'weighting' column differentiates between the various Surveyor roles. Project Manager roles – none of the applicants met the four essential criteria. JP offered interview feedback but not all applicants have took up the offer. JP will re-issue a communication offering interview feedback.	JP

Author	Nadine Clark	Classification	official all staff	Date of First Issue	18 May 2018
Owner	Julie Mimmagh	final		Doc Number: v2	Page 1 of 3

	<p>TUs advised that some staff are unhappy with how the restructure has been handled and are demoralised. Staff consultation started without all JDs being available. JP advised that the preparation of the JDs took longer than originally anticipated due to existing JDs not being in the correct format and a significant number had to be typed from scratch. JP has met with all staff at risk to try and allay their fears and confirmed ring fencing will apply to them</p> <p>Timeline</p> <ul style="list-style-type: none"> • New structure to be in place September 2018. • JP will canvass staff today on whether they want the consultation period extended beyond the current end date of 21 May. JP will prepare a timeline plan based on the feedback received. <p>(JP and IP left the meeting)</p>	JP
3	Culture Change	
	<p>Tony Gilling attended</p> <p>TG to send to the TUs the Action Plan which focuses on five areas:</p> <ul style="list-style-type: none"> • Aims / values • Organisation structure • HR processes and systems – HR is an enabling function • Job are created appropriately – JDs will be reviewed to make them more meaningful • Leaders and managers have the right skills and behaviours to act as role models <p>A link to the Action Plan will be included in the next Culture Matters. A Culture Change update will be a standing agenda item for this forum by TG.</p> <p>Morson Road Depot TG to agree with TS a date to visit the Morson Road Depot.</p>	<p>TG</p> <p>JM / TG</p> <p>TG</p>
4	Culture Change	
	<p>TG attended an Executive Management Team Away Day yesterday where they agreed a new workforce strategy. The strategy will be published as a link in the next Culture Matters newsletter.</p> <p>(TG left the meeting)</p>	
5	Principles of Managing Absence & Attendance Policy	
	<p>Olga Drovandi attended</p> <p>OD reported that no feedback was received from the TUs and that she is reviewing some additional comments received from HR colleagues before publishing the document.</p>	
6	Creation of Assistant Educational Psychologists posts	
	<p>Olga Drovandi attended</p> <p>OD presented a verbal briefing on a proposed new structure for 2.0 FTE fixed term (for 1 year) Assistant Educational Psychologists (Assistant Educational Psychology Soulbury Scale, 1-4).</p> <p>The Department for Education (DfE) has allocated funding to Enfield for 2018 /</p>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	18 May 2018
Owner	Julie Mimmagh	final		Doc Number: v2	Page 2 of 3

	<p>2019 financial year. The grant is to enable Local Authorities to improve the quality of its collective responsibility and delivery in relation to Special Educational Needs and Disability (SEND).</p> <p>Sandwell Whole School Well-Being Charter (Public Health) Public Health has confirmed funds to commission Enfield Educational Psychology Service to deliver the Sandwell Whole School Well-Being Charter Mark with the aim of improving the Well-Being of the Whole School Community.</p> <p>With the collective funds above, it is proposed that 2.0 FTE fixed term (for 1 year) Assistant Educational Psychologists (Assistant Educational Psychology Soulbury Scale, 1-4) are recruited to fulfil the projects described.</p> <p>OD to circulate the proposed structure report to the TUs for their consideration. <i>Post meeting note: report circulated 16 May.</i> <i>(OD left the meeting)</i></p>	OD
7	Regional Adoption Agency	
	<p>JM referred to the circulated Adopt London North – Regional Adoption Agency May 2018 Newsletter and her meeting with North London Project Manager and HR representatives from all councils within North London.</p> <p>The proposal is for central government to establish four regional adoption agencies to provide a more holistic approach for adoptions services in London (North, South, East and West). It is proposed North London goes live in April 2019 but implementation could be delayed to ensure everything is ready.</p> <p>Decision and consideration on whether it is a secondment arrangement or TUPE needs to be considered from now. JM will keep the TUs informed as and when further information is received. Staff need to be informed as soon as possible.</p>	JM
8	Any other business	
	<p>August Quarterly Chief Exec Meeting</p> <ul style="list-style-type: none"> Agreed that the date is brought forward to July to avoid the summer holiday period. New Directors to be invited to introduce themselves, their service etc 	JM JM
meeting end 12.20pm		
<p>Next meeting Wednesday, 30th 2018 10.30am – 12 noon Tony Gilling's office, 4th flr</p>		

Author	Nadine Clark	Classification	official all staff	Date of First Issue	18 May 2018
Owner	Julie Mimmagh	final		Doc Number: v2	Page 3 of 3