

Enfield 2017 - Extraordinary Meeting
Wednesday, 24th June 2015, 10.10am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling
 Emma Carrigy
 Nadine Clark (note taker)
 Part time: HR: Sally Kanabar Wilson, Vanessa Tanner
 Item 1 Nicholas Bowater

Trade Unions

Christine Sesstein (Unison)
 Paul Bishop (Unison)
 Anna Woodcock (GMB)
 Richard Owen (GMB)

		OWNER
1	Customer Gateway - Heads of Service Recruitment	
	<p>Background: process agreed with the TUs is the appointment of two heads of service - one to lead on assisted service delivery and one to lead on electronic channels. Once appointed, the heads of service will then work on the detail for the structures beneath them. The budget envelope for Customer Gateway will be known second week July and Kate Robertson will be invited to present an update.</p> <p>Two options for appointing the two heads of service posts were presented at the meeting of 17 June and TUs requested one week to consider same. Management's recommended way forward is to ringfence to substantive PO1 and above in the affected population.</p> <p>TUs requested time to consider the options and will inform TG of their decision.</p> <p>NB to circulate to the TUs ringfence names for the two heads of service recruitment as well as the JDs.</p> <p>Social Care Access Team - NB confirmed that there are no PO1 and above.</p>	<p>TUs</p> <p>NB</p>
2	Finance Restructure	
	<p>Emma Carrigy(EC) briefed on this item.</p> <p>EC put forward the proposition that we should move forward with the finance restructure now. Staff included within this ringfence are approx. 60 FMS staff and approx. 50 staff within Financial activity from across departments and those undertaking P2P activity (raising POs, invoices etc). The aim is to make a 40% reduction in the cost of service.</p> <p>The rationale for pushing the timescale and taking this approach were provided by EC. A summary document of the discussions points will be circulated to all by EC which will include the Benefits and Reasoning, Timescales and Recommendations.</p> <p>The key reason for changing the timescale is to align it with the business support timeline. This would allow more opportunities for affected individuals thus reducing further the number of compulsory redundancies. Also, 22 members of staff are currently with the business support population who undertake some of the finance and exchequer activity and there is a risk that if those undertaking this activity are successful in getting a business support role, this could impact on business continuity as there will not be anyone to undertake this activity until the Finance model is live.</p>	<p>EC</p>

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Timescales

Activity	Dates
Head of Service conversations & structure design	Now –
Pre meet and greet stakeholder engagement	Now – 1 st July
Meet & greet meetings	6 th July – 10 th July
Reflection period	13 th July – 24 th July
Consultation meetings	27 th July – 31 st Julu
Consultation period	1 st August – 30 th August
Recruitment & Selection	7 th September – 25 th September
Application for MM roles	5 th Sept for 2 weeks
Application for all other roles	5 th Sept for 3 weeks
Interviews for MM roles	Week of the 21 st Sept
Interviews for all other roles	Week of the 28 th Sept
New structure active	19 th October

Business Support – final interviews 4 September, go live 1 October.

Finance – final interviews 4 October, go live 19 October.

Three options for consideration:-

1. Increase notice period of those with less than 8 weeks' notice.
2. Speed up Finance timetable which would mean shortening agreed process.
3. Move the implementation date for Business Support so it is later and meets the Finance go live date.

From an employee and programme delivery perspective option three is best. Options for being able to realise savings before implementation go live include removing any held vacancies, realise non critical agency staff, authorise those seeking voluntary redundancy.

A common notice date - Further consideration on this is required as birthdays and service anniversary have a bearing on the final redundancy figure.

Management feel a common implementation date of 15 October is the best way to protect employees.

In summary:

- Management believe that option 3 is the best approach
- Management agreed to consider when a common notice date would be and revert to TUs.
- Management agreed to send affected population list to the TUs today.

TG confirmed that having held discussions with the TUs today, formal sign off for the above will be made on 2 July.

(SKW left the meeting)

Agreement was reached at the meeting that the staff communication would be sent prior to the TUs contacting their shop stewards on 25 June. TUs will explain to their

EC / TG

EC / TG

EC

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		OWNER
	<p>members the justification for the decision taken.</p> <p>TG confirmed HR support is SKW and VT, Programme Manager is Mike Reynolds.</p> <p>(EC & VT left the meeting)</p>	EC / TUs
3	Skills for Work Service	
	<p>TG verbally provided the background to this item.</p> <p>The Skills for Work Service is headed by Maxine Reed and provides apprenticeships for NEETs. Within Regeneration and Environment apprentices are managed by Anna Loughlin. From discussions with local businesses it has become apparent that they do not believe that there are insufficient people within the community with the right skills sets..</p> <p>The proposal brought to today's meeting is to have one contact point so Skills for Work Service will be transferred from Eve Stickler to the line management of Neil Isaac and be fused as one service. It will be a 'lift and shift' on 1 August 2015. Internal apprentices will be managed by HR for placements within LBE, anything for external organisations will fall under Neil Isaac. Affected staff have been notified.</p> <p>PB requested to receive copies of the report</p>	TG
	11.10am finish	
	Next meeting Wednesday, 1 July 2015, 10am – 11.30am, 3rd Floor Meeting Room	

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