

**Enfield 2017**  
**Wednesday, 1st July 2015, 10am**  
**Decision Notes and Actions Arising**

**Attendees LBE**

Tony Gilling  
 Nadine Clark (note taker)  
 Part time: George Grant, Sally  
 Kanabar-Wilson, Morna Carroll  
 Lynda Wreyford

**Trade Unions**

Christine Sesstein (Unison)  
 Paul Bishop (Unison)  
 Anna Woodcock (GMB)  
 Terry Smith (Unite)

**Apologies**

Mark Stone  
 Emma Carrigy  
 Tracey Adnan

		<b>OWNER</b>
<b>1</b>	<b>Accommodation</b>	
	<p>Item presented by George Grant.</p> <p>The presentation tabled detailed the remodeling programme for the Civic Centre. The new design incorporate lessons learnt from the refurbishment of the 10th floor. The £15.5m budget was signed off by Cabinet in November 2012. Phase 1 (floors 9 - 3) will be completed by March 2017.</p> <p><b>Timescales</b>            Floors 9 and 8 completed September 2015            Floor 7 completed by March 2016            Floors 6 and 5 completed by September 2016            Floors 4 and 3 completed by February 2017</p> <p><b>Floor 2</b>            Remodeling of the second floor is dependent on the decision awaited regarding the future of the restaurant, however the remodeling can be brought back into the contract.</p> <p><b>B Block</b>            B Block is included in the overall £15.5m budget. Consideration is being given to the potential of bringing forward the B Block refurbishment rather than it following on from Phase 1, however this is dependent on our ability to vacate the floor for refurbishment.</p> <p><b>Royal Free London NHS</b>            Heads of Terms for the 10th floor has been signed but the lease has still to be signed. Leasing of the 9th and 8th floors has been requested by the Royal Free but the lease has still to be signed.</p> <p>(GG left the meeting)</p>	
<b>2</b>	<b>Business Support</b>	
	<p>Lynda Wreyford presented</p> <p>Currently into the third of the four week consultation period, 10 July being the last day to receive feedback. The final structure will be agreed w/c 13 July once all feedback has been reviewed.</p> <p>Expressions of interest - open from 17 July – 31 July for Team Leaders and 17 July to 7 August for all other senior/support officers.</p> <p>Assessments - 10 July – 7 August.</p> <p><b>Interviews</b>            11 – 14 August (Team Leaders)</p>	

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		<b>OWNER</b>
	<p>24 August – 4 September (Officers)</p> <p>Staff can apply for more than one post but will only need to attend one interview (unless applying for Team Leader and a lower graded post). We will take into account when someone has applied for more than one role and will tailor the interview accordingly – e.g. a question appropriate for each grade, a question specific to the service area, partly generic and partly service area based question.</p> <p>HR are mindful that some staff may have summer leave booked and are endeavouring to accommodate staff needs - for example by having assessments undertaken prior to going on leave and attending interview towards the end of the process. Also, SJT can be undertaken at a time convenient to the individual and can be done at home.</p> <p>TUs were concerned that this is a rushed process and is causing anxiety for staff who go on leave not knowing whether they have been successful or not in the recruitment process. Management responded that budget constraints and timescales need to be met and HR is trying to be as flexible as possible to accommodate staff leave arrangements with extended periods during which assessments and interviews can be undertaken.</p> <p><b>Voluntary Redundancy requests</b> To date, 54 requests for voluntary redundancy have been received. It is anticipated that these staff will be given a decision within two weeks of the close of the consultation period (i.e. by 24 July).</p> <p>Proposals for issuing notices of redundancy are as follows:-</p> <ol style="list-style-type: none"> <li>1. HR will first review and agree voluntary redundancy requests from staff on long term sick. Four staff currently fall into this category and PILON will be offered.</li> <li>2. Other “volunteers” when agreed, will be issued notice on 19 August.</li> </ol> <p><b>Compulsory Redundancy</b></p> <ol style="list-style-type: none"> <li>3. Displaced staff (someone who is unsuccessful in the application process or who has not applied for a role) will be issued notice on 14 September.</li> </ol> <p>PILON will not be offered in cases 2 and 3 above as there will be a need for a handover / skill transition period. The TUs felt it was unfair not to offer staff PILON and that staff will be unhappy with this.</p> <p>(LW left the meeting)</p>	
<b>3</b>	<b>Policy, Data, Performance</b>	
	<p>Sally Kanabar-Wilson and Morna Carrol attended for this item</p> <p>Three displaced staff left on 30 June. Lesson learnt is that minimum two week period is required to allow for staff discussions, redeployment matching process, PILON discussions with managers - the PDP process was very rushed at the end. Only two days after last interview for HR actions.</p> <p>Two staff want to work their notice period - leaving dates are 31 August and 30 September.</p> <p><b>Redeployment</b> Details of posts not filled in PDP to be forwarded to the TUs by lunch time today. <i>Post meeting note: this was actioned pm same day.</i></p>	<b>SKW</b>

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<b>4</b>	<b>Finance Hub</b>	
	<p>ADs and HOS have been requested to validate staff in the affected populated list for the Finance hub. Some challenges have been received and are being reviewed now. Lesson learnt is to ensure that the correct hub is identified for staff as soon as possible</p> <p>Meet and Greet meetings start 6 July. Invites to be sent to the TUs. <i>Post meeting note: Mike Reynolds sent an email to invite the TUS.</i></p> <p>Implementation date has been aligned to that of Business Support, 19 October.</p> <p>Emma Carrigy to forward 'affected population' figures regarding the Finance structure. <i>Post meeting note: email circulated with the details 1 July.</i></p>	<p>SKW</p> <p>EC</p>
<b>5</b>	<b>Gateway / Assessment Hubs</b>	
	<p>Kate Robertson will lead Gateway Services, and reporting to KR will be two Heads of Service.</p> <p>Sally Mcternan will lead the Assessment Hub activity, and reporting to her will be three heads of service. Discussions to be held on which staff are to be ringfenced.</p> <p>There will be a 'lift and shift' of Geoff Waterton (Head of Collection) and Lesli Gallivan (Head of Benefits and Divisional Services) teams in the near future, date to be confirmed.</p> <p>Staff options meetings will start 10 July. Because of the nature of the service, PILON will not be offered.</p> <p>Management advised that staff and HR meetings have been well received. TUs advised that they had not received any feedback from their members</p> <p>SMcT will be invited to a future meeting to provide an update on the Assessment Hub.</p>	TG
<b>6</b>	<b>Directorate Restructures</b>	
	<p>No Directorate Restructures to report.</p> <p><b>Web Team</b> PB requested an update on the Web Team restructure. SKW advised that a staff consultation meeting was due to have been held 30 June but did not take place.</p> <p>A service restructure must be brought to this forum before engaging with staff. Tim Kidd / Mike Weston to be invited to the next meeting to present an update.</p>	TG
<b>7</b>	<b>Training opportunities</b>	
	<p>TUs reported that PDP staff felt that they were given good training opportunities i.e. CV preparation, interview skills.</p> <p>TG confirmed that room 6 has been blocked out until December 2015 for HR use to hold training courses. The L&amp;D team is working to maximum resource and delivery to date.</p> <p>(SKW &amp; MC left the meeting)</p>	
<b>8</b>	<b>Minutes of the last two meetings</b>	
	<p><b>17 June Minutes</b></p> <ul style="list-style-type: none"> <li><b>Library Service</b> Kate Robertson to attend the next meeting to provide an update.</li> </ul>	TG

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	<ul style="list-style-type: none"> <li>• <b>Tenancy and Estate Management Review</b> CS informed that no invitation to attend the staff consultation meeting had been received. CS to follow up with Irene Pappasavva.</li> </ul> <p><b>24 June Minutes</b> No actions outstanding.</p>	CS
<b>9</b>	<b>Any other business</b>	
	<p><b>Attendance at Enfield 2017 meetings</b> TUs were disappointed at today's non-attendance of Mark Stone and Emma Carrigy. TG will follow this up.</p>	TG
	11.35am finish	
	<p><b>Next meeting</b> <b>Wednesday, 15th July 2015, 10am – 11.30am, 3<sup>rd</sup> Floor Meeting Room</b></p>	

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