

**Enfield 2017**  
**Wednesday, 15th July 2015, 10am**  
**Decision Notes and Actions Arising**

**Attendees LBE**

Tony Gilling  
 Mark Stone  
 Nadine Clark (note taker)  
 Part time: Sally Kanabar-Wilson,  
 Lynda Wreyford, Irene Papasavva

**Trade Unions**

Christine Sesstein (Unison)  
 Terry Smith (Unite)  
 Anna Woodcock (GMB)  
 Tracey Adnan (Unison)

Richard Owen (GMB)

**Apologies:**

Paul Bishop (Unison)

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<b>1</b>	<b>Finance</b>	
	<p>Sally Kanabar-Wilson presented</p> <p>Meet and Greet meetings were held on 6 and 7 July (two sessions per day) - a 'mop up' meeting for staff who were unable to attend is scheduled for this afternoon.</p> <p><b>Options meetings</b>                      20 requests have been received and meetings have started. Pension and redundancy information is provided at these meetings.</p> <p>The last day of service is less clear for Finance staff than was the case for PDP because Finance staff will be required to work their notice, anything from a month to three months, which will result in a range of leaving dates. Rather than risk over-estimating redundancy and pensions entitlements by going for a date, say in December, the last day of service for estimates will be Friday, 16 October.</p> <p>Circa 85 affected staff, seven of which have been classified with 50:50 roles. This means that the duties and responsibilities of their roles fall within two hubs. An example of this would be where 50% of an employee's role involves Finance activities and 50% of the role involves Business Support / Admin. In this scenario, if s/he did not get a job within the Business Support hub s/he could apply for roles within Finance hub.</p> <p>At present staff on secondment who obtain substantive jobs in the new hubs are not being called back from their secondments to take up their new substantive posts. It would be a business decision if this is required in the future and on a case by case basis.</p> <p>TUs will be invited to the consultation meetings which will be held for one month commencing towards the end of July.</p> <p><b>Voluntary Redundancies</b>                      The last day of the consultation period will be the deadline for HR to receive voluntary redundancy requests. HR will undertake a running review of requests during the consultation period and inform the relevant head of service that a request has been received so dialogue with management can commence immediately.</p> <p>At the end of the consultation period James Rolfe and TG will review the requests collectively and make a decision on each request. Staff will be advised of the process at both options and consultation meetings.</p> <p>Staff working their notice period will allow for handover / transfer of skills. Management need to be mindful of areas where there are specific functions about which only a few staff are knowledgeable. Enfield would wish to release staff wherever possible,</p>	SKW

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	however this may not be possible for everyone as business needs are paramount. (SKW left the meeting)	
<b>2</b>	<b>Business Support</b>	
	<p>Lynda Wreyford presented</p> <p>The consultation period closed on 10 July and feedback is being reviewed. The final structure will be signed off by 17 July.</p> <p>Following feedback on the scale 4 posts in the new structure (currently 30), the roles have been reviewed again and the extra duties and complexity of some of the duties in both the activity teams warrant these posts to be graded as scale 5, however this is subject to sign off. The final structure may, therefore, not include any scale 4 posts.</p> <p>On 13 July an email was sent to all staff in the cohort advising that the consultation period had closed, feedback was being considered and the final structure details will be emailed on 17 July. In the communication of 17th details on all the posts in the new structure, the application and assessment process will be provided.</p> <p><b>Timescales</b></p> <p>Applications</p> <ul style="list-style-type: none"> <li>• Team Leaders - applications accepted between 17 July - 2 August midnight. Open ringfence across the whole area.</li> <li>• Other posts - applications accepted between 17 July - 7 August.</li> </ul> <p>Assessments</p> <p>Assessments will take place between 17 July and 7 August for scale 3 up to SO1. The Situational Judgement Assessment can be taken any time during the timeline period. Other assessments will be supervised and held at the Civic Centre at an appointed time.</p> <p>Assessments for scale 3 will cover data entry and reading comprehension. Scale 4 to MM1 will cover computer literacy, office skills and following office instructions.</p> <p>Team Leader posts</p> <p>Assessment deadline is 7 August, 5pm. Shortlisted staff will receive a WAVE Assessment 4 - 9 August. Interviews will be held between 11 - 14 August.</p> <p>Staff must submit and complete their assessment within timelines as otherwise they are jeopardizing their chance of progressing through to the interview stage. All staff meeting the timelines will be guaranteed an interview, except for MM1 posts where shortlisting will take place.</p> <p>HR are in contact with staff on maternity leave and also reviewing how to accommodate term time only work patterns. Staff on long term sickness are being reviewed on a one to one basis, however two members of staff have requested voluntary redundancy.</p> <p><b>Redundancies</b></p> <p>Staff have been notified that the end date for redundancy requests is 12noon on 20 July.</p> <p>To-date 67 requests for voluntary redundancy have been received covering all grade ranges across different departments and ADs have been contacted to check whether these are business critical staff. It is anticipated that all staff will be able to be released,</p>	

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	<p>however this still needs to be confirmed. Staff will be informed of the outcome of their request for redundancy by 24 July. 19 August is the date for issuing notices and staff will be required to work during their notice periods to support the transition to the new structure.</p> <p>Staff on long term sickness absence with serious health problems and who have requested redundancy will be released immediately after the structure is approved.</p> <p>There are two members of staff on flexi retirement and it has been agreed will be kept on as supernumerary staff within the structure until their flexible retirement date in the first half of next year.</p> <p>Staff on fixed term contracts were excluded from the ringfence. Due to the number of requests for redundancy the anticipated number of compulsory redundancies is considerably less than originally anticipated. HR will now contact the excluded fixed term contract staff to invite them to apply and complete assessments on the understanding that they will only be considered for any vacancies remaining at the end of the initial interviews.</p> <p>(LW left the meeting)</p>	
<b>3</b>	<b>Trade Union questions</b>	
	<p>TG circulated the responses to the four questions raised by the TUs at the LJW.</p> <p><b>Q1</b> <i>What is Ernst &amp; Young doing in HHASC Strategy &amp; Resources for the next four months and how much is it costing?</i></p> <p>Response covered in the circulated document and further verbal detail provided by MS. MS stated that this was a pilot and there will be no changes to staff terms and conditions, no reduction in staff numbers and no TUPE situation. Enfield will be bringing in additional skills, knowledge and support from Ernst &amp; Young to maximise the successful delivery of the £5.7m savings identified within this year's budget savings from improved procurement and commissioning activity relating to HHASC. This is a 4 month pilot and the pilot is designed to show if the model will work. If the model is successful then Enfield will be likely to extend and look at a formal tender exercise regarding our longer term procurement and commissioning model.</p> <p>MS further advised that Enfield together with five London boroughs are discussing a potential joint procurement for some social care services. Discussion has only taken place at director and assistant director level at this point in time. Further detail will be provided by Bindi Nagra at the next meeting.</p> <p><b>Q2</b> <i>Request for a briefing from the Council on integration with Health, the creating of a North London Clinical Commissioning Group and the Manchester Model.</i></p> <p>Papers were circulated with today's meeting papers - Bindi Nagra to be invited to the meeting of 29 July to provide an update.</p> <p><b>Q3</b> <i>Request for a breakdown of the costs of the 2017 team by month since January 2015.</i></p> <p>Full response covered in the circulated document. MS further added that the Council's change programme is Enfield 2017. This is now Enfield's council wide transformation team.</p> <p>MS agreed to provide a quarterly update on the breakdown costs of Enfield 2017,</p>	<p>TG</p> <p>TG</p> <p>TG</p>

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	<p>highlighting the reasons for any major changes.</p> <p><b>Q4 Request for figures for the total spend on agency staff and consultants on a per month basis for the last 12 months.</b></p> <p>TG to send a full response . Currently the spend is over £1m per month, however over the next year it is hoped that this figure will come down. Consideration also needs to be given to Enfield Homes bringing over agency workers from 1 April and the deliberate policy adopted by the council of utilizing agency staff to temporarily fill posts so that they are available for redeployment opportunities. MS mentioned that the spend on agency staff in IT may well increase over coming months and this was understood by those present</p>	<p>MS / TG</p> <p>TG</p>
<b>4</b>	<b>Customer Gateway</b>	
	<p>MS referred to the circulated paper which covered:</p> <p><b>Enfield 2017 Gateway Services</b> Background Gateway Timeline Next period</p> <p><b>Enfield 2017 Assessments</b> Programme structure Delivery phasing</p> <ul style="list-style-type: none"> <li>Finalise evidence and verification framework/policy (July 2015): MS will present an item on the principles at the next meeting.</li> </ul> <p>Sally McTernan to be invited to an August meeting to provide an update on the Assessment Hub.</p> <p>MS to ensure that the TUs are included on the distribution list for 'E2017: Talking Transformation' emails. <i>Post meeting note: MS can confirm that TUs were added to the distribution list in April 2015.</i></p> <p>Affected Population list to be sent to the TUs by MS, aiming for Monday, 20 July.</p> <p>(MS left the meeting)</p>	<p>TG / MS</p> <p>TG</p> <p>MS</p>
<b>5</b>	<b>Directorate Restructures</b>	
	<p>Irene Papasavva attended</p> <ul style="list-style-type: none"> <li>Paul Sutton, Head of Youth and Family Support Service – TG provided details on a restructure in the Youth Offending Unit. There are no reductions of posts but there may be a mismatch in terms of the new posts. Tus to contact Paul Sutton for further information.</li> <li>Jeff Laidler, Head of Sustainability IP advised that an additional Project Manager MM2 post will be created in the Sustainability team. The post will go to redeployment this week.</li> </ul> <p>• Web Team TK was unable to attend today's meeting and will be invited to the meeting of 29 July.</p> <ul style="list-style-type: none"> <li>Customer Gateway updates - from August IP will provide updates to this forum.</li> <li>Customer Gateway - KR did not attend today's meeting as the budget envelope has not yet been received. KR to attend the meeting of 29 July.</li> </ul>	<p>TUs</p> <p>TG / TK</p> <p>TG / IP</p>

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	<ul style="list-style-type: none"> <li>• Tenancy and Estate Management review - TUs commented on how well this review is being managed by Ann Otesanya. There are some lessons to be learnt on good practice. The evaluations of the JDs will be completed on 17 July. Recruitment will commence in September, with a complementation date of October.</li> </ul> <p>(IP left the meeting)</p>	TG / KR
<b>6</b>	<b>Minutes of the last meeting 1 July 2015</b>	
	Items actioned.	
<b>7</b>	<b>Any other business</b>	
	None.	
	11.45am finish	
	<b>Next meeting</b> <b>Wednesday, 29th July 2015, 10am – 11.30am, 3<sup>rd</sup> Floor Meeting Room</b>	

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