

**Enfield 2017 Trade Union Consultation Meeting**  
**Wednesday, 24 January 2018 10.40am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Catherine Charlton Aaron Walker Marc Gadsby Yemi Morgan-Raiwe Note taker - Nadine Clark	<b>Trade Unions</b> Paul Bishop (Unison) Anna Woodcock (GMB) Terry Smith (Unite)	<b>Apologies</b> Matt Mills (GMB) Tracey Adnan (Unison) Christine Sesstein (Unison)
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		<b>OWNER</b>
<b>1.</b>	<b>Dying to Work Charter</b>	
	TG apologised for not having The Dying to Work Charter ready for signing. Item deferred to the next meeting.	TG / NC
<b>2.</b>	<b>Cultural Audit</b>	
	<p>TG referred to the previously disseminated circumplex / circular diagram that summarises the current and ideal operating cultures.</p> <p>The three step process is: awareness / acceptance / action. In February work on the 'action' process will begin. All agreed that reaching the culture that Enfield is aspiring to achieve, and for the programme to be successful, could take up to two years.</p> <p>A more collaborative and listening approach is required. Some areas currently being reviewed include PRP and the Appraisal Process. A forum on the Appraisal Process will be held on 15 March at 2pm in the Conference Room.</p>	
<b>3.</b>	<b>Communal Services</b>	
	<p>Catherine Charlton and Aaron Walker attended</p> <p>A verbal briefing was given by CC. A review of working practices and job roles identified duplication in roles and Communal Services are seeking to introduce generic working to increase flexibility within the service. The restructure report proposes a generic job description for the role of Estate Service Operative by merging the job descriptions for the posts of Handy Person, Estate Based Caretaker and Estate Service Operative.</p> <p>To support the required need for increased flexibility and also resilience within the service, the service is seeking to establish 39 Scale 2 caretaking generic roles recruiting 25 to reduce the current reliance on agency staff. These posts will replace the previously established posts in the structure mentioned above. The roles will be advertised internally first. The remaining 14 'new' scale 2 posts will be covered by agency staff until further notice to help retain a degree of flexibility within the service.</p> <p>No redundancies are anticipated as a result of the proposed structure changes.</p> <p>CC to circulate the proposed restructure report to the TUs. <i>Post meeting note: report emailed to the trade unions 24 January.</i></p> <p>CC provided verbal details on a number of service reviews that are underway,</p>	CC / NC

Author	Nadine Clark	Classification	official all staff	Date of First Issue	26 January 2018
Owner	Tony Gilling		final	Doc Number: v2	Page 1 of 3

	<p>which are focussing on the customer requirement/service officer first, before the staffing resources to deliver services are identified.</p> <p><b>Property Services Phase 1 and Phase 2 paper</b></p> <p>Actions on CC:</p> <ul style="list-style-type: none"> <li>to liaise with Madeleine Forster for a briefing paper to be prepared for presentation to the trade unions. <i>Post meeting CC emailed Madeleine Forster and a paper on both phases is being drafted.</i></li> <li>forward the briefing paper to Nadine Clark ahead of the next Trade Union Consultation meeting of 7 February.</li> <li>attend the Trade Union Consultation meeting of 21 February. An invite will be sent.</li> </ul> <p>(CC and AW left the meeting)</p>	<p>CC</p> <p>TG</p>
<b>4.</b>	<b>IWE update</b>	
	<p>Marc Gadsby attended and provided a verbal update</p> <p><b>TUPE transfer of Social Care Passenger Assistants</b></p> <p>The Executive Director of Finance has reviewed and requested amendments to the business case which Doug Wilson is progressing. At this time, and as the recipient of this service, MG is unable to give a timeline for the transfer of the transport function. For information, there are currently 25 people on the waiting list for Transport to Rose Taylor and this is having an impact on the business.</p> <p>MG provided information on Northamptonshire County Council's decision to re-integrate their trading company on the basis of their financial position.</p> <p><b>Collection of Passenger Assistants (PAs) from home</b></p> <p>An in-depth discussion took place. MG confirmed his preference is for Passenger Assistants to make their own way to one of the four hubs in the borough. MG was advised that at 121 meetings the majority of staff were in agreement with this approach but some did raise their concerns. IWE hope to informally resolve this issue but needs to consider the economic and technical organisational issues so the provision is not to the detriment of the business and affect the service. AW reminded all that a decision was made in 2013 to collect PAs from home. As it is a TUPE transfer conditions of service are protected. AW suggested that improved routing could help in resolving the issue. If a flexible co-produced solution does not emerge, then there may be a need to review and consult on available options.</p> <p><b>Enablement</b></p> <p>MG advised that there is currently a consultation on the change of shift patterns. PB stated that the TU does not want split shifts. PB will speak with Melanie Wood on the matter.</p> <p><b>Bridgewood House</b></p> <p>The majority of nursing staff are agency. Care staff are permanent. There have been some issues around staffing levels on some units and the ratio of staff to resident which is 2½:12. MG's expectation going forward is that more complex units will have staffing allocated based on assessed need.</p>	<p>PB</p>

Author	Nadine Clark	Classification	official all staff	Date of First Issue	26 January 2018
Owner	Tony Gilling		final	Doc Number: v2	Page 2 of 3

	There is a high level of sickness and later this week MG will receive a sickness absence report which will assist in understanding any patterns of sickness absence. Sickness absence is reported to the Health and Safety Committee of IWE. PB will contact Chris McClean if he has any further questions. (MG left the meeting)	PB
<b>5.</b>	<b>Regeneration and Planning - Neighbourhood Regeneration &amp; Estate Renewal</b>	
	Yemi Morgan-Raiwe presented  YMR referred to the proposed restructure report circulated at the meeting covering Neighbourhood Regeneration & Estate Renewal. A draft report was previously presented at this forum in October 2017 and subsequent feedback received from staff consultation has been incorporated in this revised report.  It was noted that the five members of staff at risk have been formally consulted and options agreed.  The TUs acknowledged that it was helpful to have the Consultation Responses included in the restructure report.  The TUs were content with the approach outlined in the restructure report. (YMR left the meeting)	
<b>6.</b>	<b>Organisation Review</b>	
	At the meeting of 7 February TG will present a set of design principles which will be used to inform restructures going forward. Formal consultation will start in March on a proposed restructure of Directors and ADs for implementation May 2018.	TG
<b>7.</b>	<b>Minutes of previous meeting, 10 January 2018</b>	
	<b>National Pay Award</b> London Employers met with the trade unions yesterday to make the London pay offer.  <b>Hubs Review</b> Update at the next meeting.	TG
<b>8.</b>	<b>Any other business</b>	
	<b>Refuse team recruitment</b> TS requested assistance from TG with regards to a delay being experienced with the Finance Team regarding recruiting a pool of refuse staff.	TG
	12.05pm meeting end	
	<b>Next meeting</b> <b>Wednesday, 7 February 2018 10.30am – 12 noon</b> <b>Tony Gilling's office, 5<sup>th</sup> flr</b>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	26 January 2018
Owner	Tony Gilling		final	Doc Number: v2	Page 3 of 3