

Enfield 2017
Wednesday, 23rd September 2015, 10.05am
Decision Notes and Actions Arising

Attendees LBE

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

Trade Unions

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

Apologies:

Paul Bishop (Unison)
 Sally McTernan

		OWNER
1	Finance	
	<p>Sally Kanabar-Wilson presented</p> <p>Voluntary redundancies 18 requests for voluntary redundancy have been received and approved. Staff were notified of the decision on 14 September and notices issued on 21 September. One request still to be considered.</p> <p>Options meetings - 84 staff are on the affected population list and 40 of them had requested an options meeting.</p> <p>Of the 84 staff 11 are 50:50 Business Support / Finance and of these two staff have been appointed to team leader roles in Business Support, two others have accepted other Business Support posts and six have been offered other roles. Potentially 10 of the 11 will have roles in Business Support.</p> <p>1 employee is 50:50 Finance / Gateway and 2 employees are 50:50 Finance / Procurement</p> <p>There are 52 posts in the final structure including 4 HOS posts.</p> <p>60 staff have completed on-line assessments.</p> <p>Deadline for applying for posts graded below MM1 is 27 September.</p> <p>A moderation process will be undertaken in the next three weeks. The full extent of any displacements will be known by 12 October.</p> <p>The TUs had no matters to raise. (Sally Kanabar-Wilson & Vanessa Tanner)</p>	
2	Minutes of 9th September meeting	
	<p>Estate Management Review TG confirmed that two posts have been agreed to move to Shaun Rogan's team and staff will be able to apply for the posts at the same time as applying for the posts in the Estate Management review. The recruitment process will commence in the next few weeks.</p> <p>TG will follow up DAR sign off.</p> <p>Re-engagement after Redundancy TG advised that the new policy had raised a lot of concern among staff and acknowledged that during this time of major change for staff, issuing the policy now was not the most appropriate time, but it needed to be done.</p>	TG

Author	Nadine Clark	Classification	official	Date of First Issue	23 Sept 2015
Owner	Tony Gilling	Issue Status	draft	Doc Number: v1	Page 1 of 3

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	<p>TG informed that Business Support staff have been emailed regarding the new policy. The new policy will not apply to staff who are in current Enfield Council employment or stop staff applying for posts in Enfield schools where they have the power of appointment.</p> <p>Agency staff A statement needs to be included on Matrix so that a check can be made whether the agency staff has been made redundant by Enfield in the past two years. TG to progress with Sue Davies.</p> <p>Agency Review Board MS to ensure that the information presented to the Agency Review Board includes detail on whether the individual is a former LBE employee.</p>	<p>TG</p> <p>MS</p>												
3	Business Support													
	<p>Lynda Wreyford presented</p> <p>Head of Service - Simon Gardner has been appointed.</p> <ul style="list-style-type: none"> • 139 staff applied for posts. • Offers of appointment were issued on 18 September. • Three staff chose not to apply for any role and have not applied for voluntary redundancy. HR has been in contact with these individuals to arrange redundancy consultation meetings. • Nine staff were below the minimum requirement for any post in the hub - eight have now attended redundancy consultation meetings and the ninth person will have a meeting on 25 September. • Proposed date for issuing redundancy notices is 30 September. • The unfilled posts will go out to redeployment. <p>LW cited examples of queries received by HR following offers of employment being made - for example requests for specific working patterns, confirmation of where the post will be based. TG reiterated that staff need to be flexible as this is part of the agreed principles for the new model. Management will endeavor to be accommodating but the needs of the business need to be met. Roles may change in the future and there could be opportunities for staff to move around within the hub. (CS arrived to the meeting)</p> <p>A lot of questions are being dealt with through the FAQs, however some individual responses have been sent in some instances. Enfield 2017 is collating the requests for SJA and assessment feedback. (LW left the meeting)</p>													
4	Assessment Hub													
	<p>MS presented in the absence of Sally McTernan</p> <p>Strategic Transformation Board has approved the proposed structure. There are 280/290 staff in the affected population.</p> <p>Three candidates are being interviewed today for three HOS posts.</p> <p>Timeline</p> <ul style="list-style-type: none"> • MS will email the complete timeline to the TUs today. • Staff consultation meetings start 28 September followed by a 30 day formal consultation period which will end 2 November. • There will be two recruitment waves. • The new structure will be implemented 19/20 January 2016. 	<p>MS</p>												
	<table border="1"> <tr> <td>Author</td> <td>Nadine Clark</td> <td>Classification</td> <td>official</td> <td>Date of First Issue</td> <td>23 Sept 2015</td> </tr> <tr> <td>Owner</td> <td>Tony Gilling</td> <td>Issue Status</td> <td>draft</td> <td>Doc Number: v1</td> <td>Page 2 of 3</td> </tr> </table>	Author	Nadine Clark	Classification	official	Date of First Issue	23 Sept 2015	Owner	Tony Gilling	Issue Status	draft	Doc Number: v1	Page 2 of 3	
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		OWNER
	<p>This is a complex hub consisting of three interlinked areas - Benefit Assessment, Income/Debt and People Assessment. Staff will be able to move across the hubs, however some functions require a link to a statutory officer, so cannot be generic.</p> <p>Options meetings Management requested that TUs inform their members that they need to be patient and everyone will be afforded this opportunity.</p> <p>There will be a dedicated email address through which staff can address their queries.</p> <p>TG confirmed that that the Learning & Development team has an additional member of staff. Details of a programme of training courses covering CV preparation and interview skills has recently been released.</p> <p>Invites to the Consultation meetings to be sent to the TUs by Danielle Burrowes. DB to also send the slide presentation to the TUs.</p> <p>(Jane Parsley left the meeting)</p>	NC/DB
5	Memo of Understanding	
	<p>Mark Stone presented</p> <p>Prior to leaving the meeting TA advised that the document is with Unison's legal team for review. AW advised that GMB is awaiting feedback from their legal team.</p> <p>MS advised that the Memo of Understanding is a simplified and shortened version of the one the Council uses with a wide range of partner agencies and forms part of the councils PSN accreditation. However, where ever possible management will endeavor to amend to accommodate TU comments.</p> <p>MS requested that comments be sent to him ahead of the next meeting so a full discussion can be held on 7 October.</p>	TUs / TG
6	Directorate Restructures in Business & Economic Development	
	<p>Restructures in Business & Economic Development Irene Papasavva presented</p> <p>Neil Isaac - Inward Investment Report The team restructure is moving forward. The report will be circulated to the TUs next week. MS advised that there are two roles that need to be moved to an appropriate hub. IP to follow the matter up with Neil Isaac.</p>	IP
	Gateway Services	
	<p>Irene Papasavva presented</p> <ul style="list-style-type: none"> • 120 requests for staff options meetings have been booked of which 60 have already been held. • 17 requests for voluntary redundancy have been received. • Consultation finishes 11 October. • Application process starts 16 October. 	
7	Any other business	
	None	
	11.35am finish	
	Next meeting Wednesday, 7th October, 10am – 11.30am, Tony Gilling's office	

Author	Nadine Clark	Classification	official	Date of First Issue	23 Sept 2015
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