

**Enfield 2017**  
**Wednesday, 7th October 2015, 10.10am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Andy Johnson - item 1 <u>Part time:</u> Sally Kanabar-Wilson, Lynda Wreyford, Jane Parsley Nadine Clark (note taker)	<b>Trade Unions</b> Tracey Adnan (Unison) Paul Bishop (Unison) Terry Smith (Unite) Richard Owen (GMB) Anna Woodcock (GMB)	<b>Apologies:</b> Christine Sesstein (Unison)  Mark Stone Sally McTernan
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		<b>OWNER</b>
<b>1</b>	<b>Restructures</b>	
	<p><b>Restructure Report of Enfield Careers Service - Andy Johnson presented</b></p> <p>A detailed proposed restructure report, including existing and proposed structures, were circulated at the meeting.</p> <p>As part the savings that Enfield Council are required to make over the next four years, the Careers Service are proposing to streamline the management of the service by deleting the 1.2 fte Operational Manager post at MM2 and 3 MM1 posts. The proposed managerial structure will be 1fte operational manager at an anticipated MM2 grade and 1 team Manager at an anticipated MM1 grade.</p> <p>There are currently 12.6 fte advisers and it is proposed that these will be reduced to 10fte. It is proposed that of the 10 fte adviser posts 4 fte posts should be LDD advisers and located with SEN services.</p> <p>AJ advised that further consideration and research in the proposed structure is still required. The proposed implementation date of 1 January 2016 may not prove realistic and suggested a date closer to March 2016.</p> <p>PB raised his concern at the concept of moving SEN away from the Career Services.</p> <p>Staff meetings to be scheduled shortly. TUs will be invited.  <small>(AJ left the meeting)</small></p>	AJ
<b>2</b>	<b>Finance</b>	
	<p><b>Sally Kanabar-Wilson presented</b></p> <p>There are 52 posts in the final structure including four heads of service posts.</p> <p>The recruitment process for HAY graded posts has concluded. There are 11 x MM2 posts of which 6 have been filled. There is 1 x HOS Technical Services post, which has not been filled and this role, together with the remaining 5 MM2 posts, are in redeployment. The closing date for applications for these posts is 11 October.</p> <p>Three staff (1 x MM2 and 2 x MM1) who applied unsuccessfully for MM2 posts and who did not wish to apply for officer roles have been placed under notice.</p> <p><b>Officer recruitment</b> - there are 44 members of staff currently without posts in the hub, (excludes those who volunteered for redundancy) five of which are part time, applying for 38 officer posts ranging between PO1 to scale 4. Assessment stage has been completed and interviews conclude 9 October. Moderation is planned for 13 October, however as two of the Heads of Service are unavailable, the moderation may be delayed until 15 October. Following moderation, staff will be informed of the role being offered to them and then HR will await final outcomes (confirmation that the offer has</p>	

Author	Nadine Clark	Classification	official	Date of First Issue	15 Oct 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 1 of 4

		<b>OWNER</b>
	<p>been accepted). Displacements (i.e. employees who applied unsuccessfully for officer posts) should be known by 13 October. Due to this timetable HR will not be able to issue role confirmation letters until w/c 19 October, once staff have been put into their new roles on SAP.</p> <p><b>Moderation process</b> Verification was sought by the TUs on the moderation process being used for the Finance Hub and details of any lessons learnt from the Business Support moderation process. TUs felt that staff could be placed in positions which do not necessarily meet their skill sets or experience.</p> <p>TUs cited examples of members who have expressed concern that they may not be sufficiently equipped for their new roles. TUs requested assurance that staff will not face capability due to a lack of service knowledge. All agreed that managers must provide adequate training and support for staff in their new roles. It was confirmed that redeployment trial periods would apply.</p> <p>PB advised that he did not think that best fit for the business was used in the Business Support moderation process. Although it is good to offer staff who scored highest in the recruitment process their first preference, TUs felt that the needs of the business should have priority over staff preference.</p> <p>It was agreed to receive feedback later in the meeting from LW on the Business Support moderation process.</p> <p>Note: Regarding Business Support moderation process - It was established (see LW feedback below) that first preferences were agreed wherever possible, however business needs were paramount and therefore all job offers took business needs into account. It was agreed that Finance Hub moderation process would be conducted in the same manner.</p>	
<b>3</b>	<b>Restructure in Business &amp; Economic Development</b>	
	TG to follow up circulation of the restructure report to the TUs.	TG
<b>4</b>	<b>Business Support</b>	
	<p><b>Lynda Wreyford presented</b></p> <p><b>Moderation process</b> LW advised that the first choice preference will be agreed if skill sets are met, however a full review of the skill sets of other staff is undertaken and business needs would take precedence over preferences if necessary. LW advised that individual cases have been examined where there has been a strong business case to change the initial preference. Work is still on-going regarding the structure, some staff are still working their notice period and supporting the new incoming staff. Any risk areas are being looked at by the team leaders and HOS to deploy staff working notice periods.</p> <p>TUs confirmed that were satisfied with how the moderation process is managed.</p> <p>(SKW left the meeting)</p> <p>Implementation date of the new structure is 19 October.</p> <p>12 of the 14 Team Leaders are in place with one of the Team Leaders temporarily managing two areas. Productivity Team Leader role is being managed by Enfield 2017 at the moment.</p> <p><b>Structure</b> 18 x scale 5 posts to be filled</p>	

Author	Nadine Clark	Classification	official	Date of First Issue	15 Oct 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 2 of 4

		<b>OWNER</b>
	<p>7 x scale 3 posts to be filled All SO1 posts recruited to</p> <p>All vacant posts are in redeployment and approx. 10 candidates are being interviewed this week.</p> <p><b>Voluntary Redundancy</b> 9 requested redundancies are being processed in October.</p> <p>Three unsuccessful staff in the recruitment process leave this month and six in November.</p> <p><b>Redundancy</b> The nine staff members who were unsuccessful and put on redundancy notice can apply for roles through redeployment. HR is also investigating whether the skill sets of these individuals are suitable for roles in other departments. HR will work with these staff and offer them every support to identify suitable alternative employment if possible.</p> <p>53 staff who applied for voluntary redundancy and one non-voluntary leave on 10 November.</p> <p>LW is liaising with one member of staff on long term sickness to agree an assessment date.</p> <p>(LW left the meeting)</p>	
<b>5</b>	<b>Customer Gateway</b>	
	<p>The consultation process finishes this week. Over 200 options meetings have been requested.</p> <p><b>Pension details</b> TG to speak with Julie Barker to ensure that staff requesting pension information receive this in a timely manner so they can make an informed decision.</p>	TG
<b>6</b>	<b>Assessment Hub</b>	
	<p>Apologies were received from Sally McTernan. Jane Parsley attended for this item.</p> <p>Staff consultation meetings are now completed. Mop-up meetings are scheduled for Thursday and for next week. 82 option meetings have been requested of which 33 have been held. There has been good engagement between staff and management on the new structure. JP further advised that pension information is being received on time.</p> <p>Formal consultation will end 2 November. (JP left the meeting)</p>	
<b>7</b>	<b>Minutes of 23 September 2015 meeting</b>	
	<p><b>Estate Management Review</b> TG to progress this with Simon James. TG advised that he was pushing for the posts to be advertised ASAP.</p> <p><b>Redundancy Policy</b> TG confirmed that the new Redundancy Policy does not bar staff from seeking employment with <b>Schools</b> or other local authorities.</p> <p><b>Memo of Understanding</b> TS and PB presented their written comments to TG. TG requested that any further comments are sent to him ahead of the next meeting. Item for discussion at the next meeting.</p>	TG / TUs

Author	Nadine Clark	Classification	official	Date of First Issue	15 Oct 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 3 of 4

		<b>OWNER</b>
<b>8</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• <b>Outstanding action from 26 August minutes</b></li> </ul> <b>Reprovision Project</b> <i>PB requested BN to provide the success criteria which will be used to assess the effectiveness of Ernst &amp; Young sourcing model in commissioning.</i>  <i>Post 7 October meeting note: reminder sent to BN.</i> MS to provide a full update on this item at the meeting of 21 October.	TG / MS
	11.35am finish	
	<b>Next meeting</b> <b>Wednesday, 21st October, 10am – 11.30am, Tony Gilling's office</b>	

Author	Nadine Clark	Classification	official	Date of First Issue	15 Oct 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 4 of 4