

Enfield 2017
Wednesday, 21st October 2015, 10.05am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling, Mark Stone,
 Kate Robertson, Stephen Skinner
 Hayley Coates. Nadine Clark (note
 taker). HR: Sally Kanabar-Wilson,
 Irene Papasavva, Lynda Wreyford,
 Jane Parsley, Vanessa Tanner
 Morna Carroll.

Trade Unions

Paul Bishop (Unison)
 Christine Sesstein (Unison)
 Terry Eastwick(Unite)
 Anna Woodcock (GMB)
 Pip Constantinou

Apologies:

Richard Owen (GMB))
 Tracey Adnan (Unison)
 Terry Smith (Unite)
 Sally McTernan

		OWNER
1	Regeneration Executive Support	
	<p>Hayley Coates presented</p> <p>A review of the Regeneration and Environment Executive Support was undertaken due to the expansion of the department following the reintegration of Enfield Homes. In addition job roles have evolved over time and the current JDs have not been updated to reflect this. Five options were considered by DMT and the preferred option is to establish a Senior PA to line manage the PAs and additionally to create a strategic function outside of Executive Support to support wider departmental integration and development. Subject to job re-evaluation, the proposed structure will see the PA scale standardized to scale 6 across the function.</p> <p>Current structure:</p> <ul style="list-style-type: none"> • 1 x FTE Business Manager (PO2) • 6 X FTE PAs (3 x SO1, 3 x Sc 6) • 1 X FTE PA – temporary agency cover <p>The proposed structure will see the deletion of one Business Manager post, one PA post and one temporary PA post realizing a cost saving of £60k, taking into account the additional costs associated with a Senior PA and the creation of a new strategic role across the department.</p> <p>Proposed structure:</p> <ul style="list-style-type: none"> • 1 x Senior PA (estimated to be SO2 but subject to job evaluation) • 4 x generic PAs (estimated to be Sc 6 but subject to job evaluation) <p>The proposed implementation date is early January 2016.</p> <p>In addition, it is proposed that a Regeneration and Environment Development Manger post is established, expected to be MM2 but subject to job evaluation, on 1 April 2016.</p> <p>Staff are aware that a review has been undertaken but have not yet been informed of the findings.</p> <p>A staff consultation meeting will be held on 22 October followed by a 30 day formal consultation period.</p> <p>HC to send the restructure report together with names of the affected population to the TUs. TUs to also be sent invitations to the formal consultation meetings. (HC left the meeting)</p>	HC
2	Memo of Understanding	
	TG informed that the Memo of Understanding would be discussed at a separate meeting to be scheduled.	TG

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MS advised that management will endeavour to be as flexible as possible and following discussion with the TUs anything that is discretionary could be changed, however the Council needed to adhere to nationally set data and security standards.

3 Finance

Sally Kanabar-Wilson presented the update

- 6 MM2 posts offered and accepted and employees commenced new roles on 19 October.
- 5 MM2 posts currently being advertised internally and via redeployment.
- No applications received for these roles to date. Management is therefore looking to externally advertise these posts and the Head of Service Technical Expert post.
- Moderation was completed on 15 October for scale 4 to PO1 officer positions.
- 2 additional posts, PO1 and scale 6, have arisen within Deputyship. These posts were ring-fenced to Finance Hub staff and staff were appointed to these during Moderation.
- Staff were notified of the outcome of their applications on 16 October
- 4 staff did not reach the pass mark set. Redundancy consultation meetings have been scheduled for this week. Staff will be placed under notice effective from 26 October.
- 38 staff were offered roles following Moderation. The deadline for acceptance is 12 noon on Thursday 22 October.
 - ◊ 7 staff were offered lower graded posts – as at 21 October, 3 staff have accepted.
 - ◊ 18 staff were offered higher graded posts - so far 16 have accepted.
 - ◊ 13 staff were offered same graded posts - so far 11 have accepted.
- Should all 38 staff accept roles that were offered to them there will be 4 x scale 4 vacancies remaining.

(SKW & VT left the meeting)
(PB, LW and IP arrived to the meeting)

4 Business Support

Lynda Wreyford presented the update

The Business Support Hub went live on 19 October.

The Hub still has a small number of vacancies left to fill at Scales 5 and 3. Following Redeployment interviews, of the 17 staff offered posts 13 have accepted. As some of these staff are not yet displaced they will be working their notice period and the majority will move into the hub in 3/4 weeks time.

Staff currently working their notice periods are supporting the new incoming staff. Some staff have moved to other areas to offer additional support and some of the current admin apprentices are giving support in areas where not all posts have been filled, until permanent appointments are made.

(Kate Robertson joined the meeting)

HR is offering the opportunity to staff to increase their hours where there are vacancies in the hub and when it will not be to the detriment of a redeployee.

Gateway - 10 staff at risk in the Gateway hub have been successful in securing posts in Business Support.

PC informed staff feel they are not receiving detailed information i.e. what the role entails and where they will be based. MS responded that these are generic roles designed to be flexible and that management are trying to accommodate staff preferences where possible but need to work to the principles for the new model and it would be misleading to imply to staff that they would always have a fixed base or undertake fixed tasks.

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	<p>Apprentices - TG reconfirmed that apprentices can only apply for a vacant post if a post has failed to be recruited to through redeployment and internal advertising. Apprentices are supernumerary and they are not affecting the overall numbers.</p> <p>(LW left the meeting) Jane Parsley arrived to the meeting</p>	
5	Gateway	
	<p>Kate Robertson presented</p> <p>Staff consultation concluded on 11 October and the feedback received resulted in changes to the proposed structure being made. The final structure and JDs went live on the Enfield Eye last Friday. KR to send a link to the TUs.</p> <p>MM roles - interviews will take place w/c 2 November and the successful candidates will then participate in the recruitment process for the lower scale posts.</p> <p>The deadline for receipt of expressions of interest for redundancy was 16 October and 65.5 FTEs have been received. TG and James Rolfe will be reviewing and making a decision on these expressions of interest.</p> <p>At the start of the process the target to reduce staff numbers by was 105 FTEs and the new structure has 146 FTE posts. If all expressions of interest are approved this will leave 142 staff wishing to stay and applying for 140 posts although there will be some mismatched skills, part-time staff etc. There were 48 vacant posts filled by agency workers at the start of the process and in the last month over 10 agency workers have left and are continuing to leave due to uncertainty. In addition, approximately 20 staff have resigned since the start of the consultation due to personal circumstances or being successful in getting other employment. Management anticipate a shortfall of approximately 30 staff but are confident that the roles can be filled within the existing workforce. KR advised there will always be a turnover of staff in these roles due to the nature of the roles / nature of the market.</p> <p>A discussion took place on a pragmatic approach to address the issue of any shortfall in staff numbers. Roles would be offered to all redeployees and then to internal recruitment. A key question related to the existing agency workers, many of whom have been here for some time due to KR's decision to have no permanent recruitment for the last year, but who are now choosing to leave because of the uncertainty. Possible solutions included i) inviting existing agency staff to apply for the roles at the same time as internal recruitment ii) open external recruitment to which the Enfield agency workers could apply alongside external candidates. Given the dynamics of the market place and the specific situation in Gateway Services, inviting agency works to apply for the roles would be a one off occasion and management would not be setting a precedent.</p> <p>The TUs were requested to consider this matter and provide feedback at the next meeting.</p> <p>PC and PB passed comment on scale 5 staff being unhappy that PRP is being taken away. TG responded that it was a market supplement and there was no longer a justification for keeping it as the jobs market was different and the assessed grade fairly reflects the requirement of the new roles.</p> <p>(KR left the meeting)</p>	<p>KR</p> <p>TUs</p>
6	Assessment Hub	
	<p>Jane Parsley presented</p> <p>There are 241 staff in the cohort. 132 options meetings have been held with another 40 scheduled for this week. Some expressions of interest for redundancy have been received. All agreed that careful management of redundancy requests will be required. JP confirmed that if a member of staff does not accept the offer of a suitable alternative / matched role and their refusal is deemed to be unreasonable, the member of staff would forfeit their right to a redundancy compensation payment.</p>	

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	(JP left the meeting)	
7	Restructure	
	<p>Highway Services - Stephen Skinner presented</p> <p>Amendments to Highway Services Organisation Structure The report described proposals for a number of amendments to the current organisational structure for Highway Services. The proposed amendments were detailed on structure charts showing existing and proposed arrangements. New / amended posts being highlighted in red, indicative grades shown where they have not yet been evaluated.</p> <ul style="list-style-type: none"> • SK to circulate the report with the current and proposed organisational structure charts to the TUs. <p>The key drivers for the changes are the overall need to seek salary savings where possible and the aim to be more commercial where appropriate by recharging salary costs and increasing income to Highway Services and the Council. A review of the use of individual long-term agency staff, converting these roles to either permanent or fixed term posts where there is an established workload and a business case going forward.</p> <p>There will be no staff redundancies / no staff detriment with the proposed structure which will bring stability to the team.</p> <p>The TUs had no questions. (SK left the meeting)</p>	SK
8	Minutes of 7 October 2015 meeting	
	<p>Estate Management Review - Morna Carroll attended The report is being signed off today. The recruitment process is not yet finalized but the aim is to commence ASAP.</p> <p>Ernst & Young - Reprovision project TG will organize a separate meeting with the TUs, Bindi Nagra and Mark Stone.</p>	TG
9	Any Other Business	
	None.	
	11.40am finish	
	Next meeting Wednesday, 4th November 2015 10am – 11.30am, Tony Gilling's office	

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