

Enfield 2017
Wednesday, 16 December 2015 10.10am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling
 Sally McTernan
 Kate Robertson
 HR: Irene Papasavva
 Nadine Clark (note taker)

Trade Unions

Terry Smith (Unite)
 Paul Bishop (Unison)
 Christine Sesstein (Unison)
 Richard Owen (GMB)
 Anna Woodcock (GMB)

Pip Constantinou (Unison)

Apologies

Mark Stone
 Tracey Adnan (Unison)
 John Whistlecraft (GMB)

		OWNER
1	Assessment Hub	
	<p>Sally McTernan presented</p> <p>Recruitment of management roles concluded. Next round of interviews start tomorrow through to 23 December. Wherever possible staff are being interviewed during their working hours, and where this is not possible staff are given back the time. The outcome of the recruitment process will be known in the New Year.</p> <p>Voluntary redundancy - TG to advise the TUs of the voluntary redundancy figure. The last day of service will be 6 March 2016</p> <p>Compulsory redundancy figure - TUs will be informed of the definitive figure in January 2016 after the recruitment process has concluded.</p> <p>WASH and Homeless Prevention team - there will be changes to the reporting lines within this team. No changes to staffing numbers, roles or grades and the new team structure will be more coherent.</p> <p>Lessons learnt - Management need to be mindful of staff who have only applied for one role and are subsequently informed of having been unsuccessful in their job application. Management will ensure a more understanding approach in the future and ensure that individuals are offered full support/assistance.</p> <p>Payment of PILON - PB requested an update on the case of an employee where the TUs feel it would be appropriate for PILON to be agreed. A discussion took place. TG would need assurance that a precedent was not being set. TG confirmed he will reply to the TUs by cop 17 December. (Sally McTernan left the meeting)</p>	<p>TG</p> <p>TG</p> <p>TG</p>
2	Directorate Restructure	
	<p>David Phillips, Manager Assessment & Intervention Team, SCS presented</p> <p>DP provided a verbal briefing on the proposed changes to the current organizational structure of the Moorefield Family Assessment Team. The key drivers for the changes are the overall need to seek salary savings.</p> <p>Current structure Manager - David Phillips, MM2 1 x Deputy Manager, MM1 1 x Senior Practitioner, MM1</p> <p>The proposed structure would see the deletion of 1 x MM1 role realizing a cost saving of £51k.</p> <p>Initial discussions have been held with the two affected staff members, one of whom has</p>	

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	<p>the TUs need to be informed of this, otherwise the information should be provided.</p> <p>Section 188 The next letters will be issued in March'16 covering three months from 1 April'16. TG confirmed that he will also send same to the regional office.</p>	
4	Gateway Hub	
	<p>Kate Robertson presented</p> <p>Vacancies Vacancies advertised internally to agency staff and apprentices. The deadline for applications is 20 December. 46 applications for CSO roles are in the process of being completed and 8 have been submitted. Some interviews are being held today.</p> <ul style="list-style-type: none"> • 2 x scale 6 posts - 6 applications received. • 0.5 of a PO2 (statutory complaints role) - 2 applications received. • 1 x P02 maternity cover post is currently being advertised. • 0.5 FTE Library Resources Unit post being advertised <p>Once as many roles as possible have been offered and accepted, any outstanding vacancies will be known by mid-January 2016. A lot of the CSO roles will be flexible and shift working patterns.</p> <p>Christmas rotas have been planned and January'16 through to March'16 are being planned now.</p> <p>30 notice letters have been issued and staff options meetings have been held. HR are meeting with staff this week who turned down job offers. Potentially a further 6/7 notice letters will be issued next Monday. CSO - there is one compulsory redundancy as the staff member did not reach the minimum pass mark.</p> <p>KR will provide an update at the 27 January'16 meeting.</p> <p>Additional time off to prepare job applications and attend job interviews KR clarified the process in place for staff to be granted time off to prepare job applications, attend job interviews etc. Staff will be granted reasonable time off with pay during their notice period, however staff need to inform their manager of the specific time required off so management can rota them off.</p> <p>In regard to the example cited by CP of an individual's request for time off, the individual needs to give their manager for consideration a proposal detailing the time off required. CP to discuss the matter further with Irene Papasavva.</p> <p>Nepotism TG advised that the Council had to take a pragmatic view as not to do so would have led to a tribunal claim. To resolve any conflict of interest KR advised that annual leave, sickness absence and PARs would be managed by her. Going forward, KR will be looking for a long term solution. Currently KR only has limited management roles, but going forward there will be more flexibility to look at options.</p> <p>(KR/IP left the meeting)</p>	<p>KR</p> <p>CP</p>
5	Any other business	
	None	
	11.40am finish	
	Apologies - Terry Smith	

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	Next meeting Wednesday, 6 January 2016 10am – 11.30am, Tony Gilling's office	
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