

**Enfield 2017 Trade Union Consultation Meeting**  
**Wednesday, 7 February 2018, 10.30am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Jeff Laidler Ian Donaldson Bernice Harrild Note taker - Nadine Clark	<b>Trade Unions</b> Anna Woodcock (GMB) Matt Mills (GMB) Terry Smith (Unite) Paul Bishop (Unison) Veralyn Bent (Unison)	<b>Apologies</b> Tracey Adnan (Unison) Christine Sesstein (Unison)
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		<b>OWNER</b>
<b>1.</b>	<b>Dying to Work Charter</b>	
	A customised copy of the Dying to Work Charter is being prepared by the TUC for a signing ceremony by the trade unions, the Chief Executive and HR. TG will notify the TUs once the charter is ready for signing.	TG
<b>2.</b>	<b>Restructure Sustainability Service</b>	
	<p>Jeff Laidler presented</p> <p>JL gave a verbal briefing on the proposed restructure to the Sustainability Service. In July 2017 the Sustainability team's Energy Conservation Engineer retired and in April 2018 the Council's Energy Officer leaves. In a small team, this is a significant change that has prompted a review of the service's business model.</p> <p>It is proposed to rebuild the Sustainability Service and create a uniform commissioning model with a core team able to quickly seize and respond to new commercial opportunities. This will involve tendering for (i) specialist support employed on a fixed-term basis as required, to support the development of innovative and large-scale energy projects (ii) an Energy Bureau. Discussion on the affected population took place.</p> <p>JL to circulate the proposed restructure report to the TUs today for their comment and feedback. <i>Post meeting note: reported circulated 7 February.</i></p> <p>JL will start formal staff consultation tomorrow. (JL left the meeting)</p>	<p>JL</p> <p>JL</p>
<b>3</b>	<b>Neighbourhood Coordinator's Team</b>	
	<p>Ian Donaldson attended</p> <p>The report seeks authorisation to recruit an additional officer into the structure of the Neighbourhood Coordinator's Team (referred to as Halls, Garages and Projects Team), a pivotal requirement to support Council Housing's Policy change for use of Garages and increase HRA revenue stream.</p> <p>The report proposes the creation of:</p> <ul style="list-style-type: none"> <li>• 1 x SO1 Halls, Garages and Projects Team Officer, full time. Initially the post will be a secondment opportunity for one year. It is anticipated that post will become a permanent post.</li> </ul> <p>Recruitment to be open to all staff.</p>	

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	<p>Timeline - new structure implemented on 1 April 2018.</p> <p>ID to circulate the report to the TUs. <i>Post meeting note: report circulated 7 February.</i> (ID left the meeting)</p>	ID
<b>4</b>	<b>Creation of Leasehold Assistant post in Home Ownership Services</b>	
	<p>Bernice Harrild attended</p> <p>The proposed restructure covers the creation of a permanent Leasehold Assistant post (Scale 4) to be established in Home Ownership Services. The post was originally filled on an agency basis and then became a two year fixed term contract in June 2015. This post is the central point of contact for the Home Ownership Team, with responsibility to manage, monitor and maintain all queries in accordance with lease regulations and Right to Buy legislation.</p> <p>All agreed that assimilation applies.</p> <p>The TUs were agreement for the post creation.</p> <p>BH to circulate the report to the TUs. <i>Post meeting note: report circulated 7 February.</i></p> <p>Discussion on a second scale 4 post that is currently filled on a secondment basis took place. BH was informed that the role has to be advertised. (BH left the meeting)</p>	BN
<b>5</b>	<b>Public Health Restructure consultation</b>	
	Deferred to 21 February 2018 meeting.	
<b>6</b>	<b>Minutes of previous meeting, 24 January 2018</b>	
	<p><b>Cultural Audit</b> The TUs advised that in terms of the feedback sessions, staff need to know the causable factors behind the survey results. TG will follow up with Jo Clemente and Julie Mimmagh.</p> <p>TG to ensure that feedback sessions are arranged at sites away from the Civic Centre.</p> <p><b>IWE</b> <b>TUPE transfer of Social Care Passenger Assistants</b></p> <ul style="list-style-type: none"> <li>TG to speak with the Chief Executive on progressing the TUPE transfer.</li> <li>TUs expressed their concern on the low staff morale given the length of the process.</li> <li>TU requested an update by Marc Gadsby at the next meeting.</li> </ul> <p><b>Organisation Review</b> TG tabled the set of design principles at the TU meeting yesterday. TG will invite Ian Davis to attend the next meeting for this item. Post meeting note – Ian cannot attend so Tony will present.</p> <p><b>Pay Award</b> The TUs confirmed that consultative ballots had been issued with a March closing date.</p>	<p>TG</p> <p>TG</p> <p>TG</p> <p>TG</p> <p>TG</p>

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	<p>TG will forward to the TUs this afternoon the draft bulletin communication from the Chief Executive to the whole staff group on the pay award.</p> <p>The TUs will be included in the circulation of this pay award bulletin as well as subsequent weekly staff bulletins issued by the Chief Executive known as Culture Matters. A specific portal has been established for feedback and comment from staff on the content of the bulletins.</p> <p><b>Refuse team recruitment</b> TS advised the financial implications regarding recruiting a pool of refuse staff are still being reviewed by the finance team.</p>	TG
<b>7</b>	<b>Any other business</b>	
	<p>PB item</p> <ul style="list-style-type: none"> <li>• Homelessness Reduction Act - on 18 October 2017 Valerie Pearce attended the Enfield 2017 Trade Union meeting. <ul style="list-style-type: none"> <li>○ Income Maximising Officers - PB raised concern on the change to the job description of Income Maximising Officers.</li> <li>○ TG to speak with Valerie Pearce on the nature of the changes. If there are changes to the JD then appropriate support and training should be put in place.</li> </ul> </li> </ul>	TG
	11.50am meeting end	
	<p><b>Next meeting</b> <b>Wednesday, 21 February 2018 10.30am – 12 noon</b> <b>Tony Gilling's office, 5<sup>th</sup> flr</b></p>	

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