

Enfield 2017
Wednesday, 6 January 2016 10am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling
 Mark Stone
 Sally McTernan
 HR: Sally Kanabar-Wilson, Vanessa
 Tanner, Morna Carroll.
 Nadine Clark (note taker)

Trade Unions

Tracey Adnan (Unison)
 Paul Bishop (Unison)
 Christine Sesstein (Unison)
 Richard Owen (GMB)
 Anna Woodcock (GMB)
 John Whistlecraft (GMB)

Terry Eastwick (Unite)

Apologies

Terry Smith (Unite)
 Pip Constantinou (Unison)

		OWNER
1	Finance Hub	
	<p>Sally Kanabar-Wilson and Vanessa Tanner presented</p> <p>Interviews for the HOS technical role will take place tomorrow and MM Finance Manager interviews will be held next week.</p>	
2	Exchequer Services Hub	
	<p>Sally Kanabar-Wilson and Vanessa Tanner presented</p> <p>SKW and VT will be meeting with the lead officers, Julie Barker and Simon Lord (E2017), on 11 January to discuss the draft report and structure. The service is working towards an implementation date of 1 April.</p> <p>There are 69 staff in the affected population. Once the data has been validated at the meeting of 11 January, the affected population list will be sent to the TUs together with the draft restructure report.</p> <p>Julie Barker will be invited to the next meeting on 27 January to provide an update before starting formal staff consultation.</p> <p>It was agreed that should Julie Barker need to meet with the unions before 27 January, then an extraordinary meeting will be held. (SKW & VT left the meeting)</p>	TG
3	Procurement and Commissioning Hub	
	<p>Meetings with the relevant ADs have taken place regarding staff undertaking procurement and commissioning functions. 40/50 staff are in the affected population and staff will be lifted and shifted into the central hub with effect from 1 February. Discussions are on-going with directors and by 14 January the affected population list will be finalized and sent to the trade unions. A staff meeting will be held w/c 25 January to explain the lift and shift process.</p> <p>MS confirmed that the shared service agreement with Waltham Forest will end 31 January '16 as Enfield's future design model does not match that of Waltham Forest.</p>	
4	Directorate Restructures	
	<p>Morna Carroll presented</p> <ul style="list-style-type: none"> Restructure Report by the Head of Operations Parks & Street Scene <p>The restructure report proposes the transfer of housing bulk waste collection staff to street cleansing operations within the departments Public Realm Division.</p> <p>The main purpose of this restructure is to streamline service management across the department, to integrate service operations to maximise productivity and performance to remain competitive for the future.</p>	

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It is proposed to transfer 4 operational posts with budget transfer effective from 27 July 2015.

Bulk waste collection team:

No staff remain following transfer but 4 x vacant posts will be deleted from Council Housing and 4 posts will be created in Street Scene as follows:

Deletion of 2 x scale 3 driver posts from housing.

Deletion of 2 x scale 2 bulk waste collection staff from housing

Creation of 2 x scale 3 street scene driver posts

Creation of 2 scale 2 sweeper posts

Posts will be open to redeployees.

- Alma Estate Regeneration Manager

To deliver the 10 year estate renewal programme, it is proposed to create a MM2 role paid by HRA and capitalized against the project.

- Building Control Team

The Building Control team is currently carrying 4 vacancies and is looking to undertake a review of its structure. In advance of this, there is an opportunity to take through Matrix a temporary agency appointment at the Training Assistant Building Control level.

This person could occupy one of the vacant SO1 posts in the team, however as it has proven difficult to recruit to a SO1, the service is proposing to appoint at Scale 6 level. The budget allocated to this position would cover the costs of this appointment.

- Waste Enforcement Officer posts.

Following the transfer of two Waste Enforcement Officer Posts and one Principal Waste Enforcement Officer post from Regulatory Services in Planning, Highways & Transportation to Public Realm, the proposed report outlines the creation of three additional Waste Enforcement Officer posts.

The main purpose of this restructure is to ensure sufficient resource is in place to tackle the increasing waste crime within the borough.

It is proposed to create three additional Waste Enforcement Officer posts effective from October 2015.

The existing budget covers the three substantive post plus running costs which includes the Operation Payback service. The proposal to increase staff resources by a further three Waste Enforcement Officers will cost a further £107k which will be funded from existing budgets within the Public Realm Division.

Waste Enforcement team

Three posts will remain: two Waste Enforcement Officers and one Principal Waste Enforcement Officer and three posts will be created as follows:

3 x Waste Enforcement Officers posts Scale S02.

It has not been possible to recruit to the Principal WEO (currently graded at MM1), therefore some management duties will be removed from the post so that it can be regraded – anticipated to be at PO2 - and offered internally as a secondment opportunity for a period of six months.

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	<p>MC will forward the above four restructure reports to the TUs.</p> <ul style="list-style-type: none"> • Tenancy and Estate Management restructure. MC provided an update: <p>There are 23 Neighbourhood Officer posts in the new structure. Six posts have been filled through the ringfence and to date there are 14 applications in progress from staff on redeployment and internal staff. Closing date for applications is 11 January.</p> <p>2 Halls Special Projects Officers are currently being advertised, closing date for applications is 11 January.</p> <p>Three Neighbourhood Managers and one Principal Housing Manager posts will go out to advert next week.</p> <p>Following concerns received from staff on secondment, CS requested if confirmation in writing can be given that their substantive role will remain and on completion of their secondment, they will return to their substantive post. TG agreed to this and will action.</p> <p>(MC left the meeting)</p>	<p>MC</p> <p>TG</p>			
5	Minutes of the meeting held on 16 December 2015				
	<p>Trading Company Report agreed by Cabinet.</p> <p>Reardon Court - correction to minutes, text should read: Early warning redundancy letter.</p> <p>People Transport TG to look into whether the 2 agency members of staff are part of the Business Support Hub or service delivery.</p> <p>Ernst and Young TG confirmed that James Rolfe will attend the next meeting to explain i) success criteria looking back ii) tendering for the co-sourced partnership and what is being sought from this arrangement. Once the report has been signed off by CMB, MS will circulate same to the TUs.</p> <p>Gateway Hub Interviews for scale 4 roles taking place over the next two weeks.</p> <p>Three issues raised by JW:</p> <ul style="list-style-type: none"> • The last minutes stated <i>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.</i> <p>JW requested clarification on which roles 'will be flexible and shift working patterns' as staff have been informed that from 18 January there will only be one shift of 9am – 5pm. JW presented to TG a copy of an email from Vicki Morgan on this matter.</p> <ul style="list-style-type: none"> • Tier 2 calls – callers are having to wait up to one hour to be answered. JW asked what measures are management going to put in place do to reduce this waiting time. • Leavers – why are leavers being asked late in the process whether they can stay longer than their notice period for business continuity reasons. 	<p>TG</p> <p>TG / MS</p>			
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	TG advised that he will look into the above three matters. Nepotism TG has nothing new to report and he continues to work on the matter.	TG
6	Assessment Hub	
	<p>Sally McTernan presented</p> <p>The first stage of the recruitment process to the Assessment Hub is completed. 120 interviews were held.</p> <p>Moderation was concluded yesterday and the data is currently being checked. Staff will be notified on Thursday and Friday whether they have been successful or not. At this stage approximately two staff have been unsuccessful and will go onto redeployment. Unsuccessful candidates are being informed of opportunities in other areas i.e. Housing Services.</p> <p>There are approximately 15 vacancies (scales 4 and 5). There has been difficulty recruiting to income debt roles (scale 5).</p> <p>Any concerns can be raised directly with SMcT.</p> <p>The final structure will be circulated with the minutes. (SMcT left the meeting)</p>	SMcT / TG
7	Any other business	
	None	
	11.00am finish	
	<p>Next meeting Wednesday, 27 January 2016 10am – 11.30am, Tony Gilling's office</p>	

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