

Enfield 2017
Notes of Extra Ordinary Trade Union Meeting

Date: Money 18 January 2016 – 11.30 am
Venue: Mark Stone's Office, 6th Floor

Attendees LBE

Julie Mimmagh
 Sally Kanabar-Wilson
 Vanessa Tanner
 Julie Barker
 Olu Ayodele
 Jess Khanom
 Diane Adams (note-taker)

Trade Unions

Tracey Adnan (Unison)
 Richard Owen (GMB)
 Anna Woodcock (GMB)

Apologies

Paul Bishop (Unison)
 Pip Constantinou (Unison)

		ACTIONS
1.	Exchequer Services Hub	
	<p><i>Julie Barker's presentation attached</i></p> <p>Julie Barker attended the meeting to provide the unions with an update before starting formal staff consultation on 25-27 January. The development of the new Exchequer Hub will provide flexible and consolidated function for the Council while contributing to the savings targets required through the Enfield 2017 Programme.</p> <p>Restructure Service Changes</p> <p>This service will be strengthened rather than reduced. Assimilation will apply to some of the Hub posts. Current staff will be included in the restructure and posts made available for staff to apply.</p> <p>Pension Service</p> <p>The Pension Board has requested that this pension service is strengthened rather than reduced as the Council is unable to achieve savings if it is reduced. Current staff will be included in the restructure and posts made available for all staff in the pension service to apply.</p> <p>Payroll Service</p> <p>The proposal for this service is to develop a strategy to increase income rather than savings by reducing staff which would jeopardise the current delivery of services and income achieved. All current staff will be included in the restructure and posts made available for all Exchequer staff to apply.</p> <p>Accounts Receivable Service (AR)</p> <p>This service will continue to be located within Exchequer Services.</p> <p>Debt recovery (unpaid invoices) relating to Social Care clients will move together with 3 FTEs to the Assessment Hub whilst the production of invoices and reminders etc will</p>	

Author	Diane Adams	Classification	official	Date of First Issue	18 Jan 2016
Owner	Julie Mimmagh	Issue Status	Final	31.minutes.Enfield 2017	Page 1 of 2

		ACTIONS
	<p>continue to be managed by the AR Team. Debt relating to Sundry Debtors will continue to be managed in the interim by Exchequer as the Council moves to payment up front and the development of system interfaces where upfront payments cannot be achieved.</p> <p>Cashiers Service</p> <p>Customers are being encouraged to pay bills either on line or by direct debit. The secure cash collection service will be withdrawn from 1 April 2016. Schools will need to find alternative arrangements and the Exchequer Service team will obtain the service from an external provider. TUPE will apply so the current four van drivers will transfer to the new secure cash collection provider.</p> <p>Accounts Payable Service (AP)</p> <p>The Council's purchase to pay process is centralised in Exchequer. The Procurement Admin Team will now be included in the Procurement & Commissioning Hub. In April 2016, the management of direct payments to clients in Children's services will be transferred to Exchequer; no staff will transfer.</p>	
2.	Finance Hub Recruitment Update	
	<p>Olu Ayodele presented – restructure report attached</p> <p>SKW explained that the Finance Manager interviews have finished and will notify unions at next meeting if they have all been filled or if there are any vacancies.</p> <p>OA - There is a new fixed term post, Companies Accountant. Will need specific skills set as there are differences for dealing with company accounts. Post will be created and recruited to ASAP. A draft JD has been submitted.</p>	
3.	Sports Development Restructure	
	<p>Jess Khanom's presentation attached</p> <p>SKW shared the restructure report.</p> <p>JK - A 30 day consultation for comments/questions will take place from 20 January - 17 February. The focus will be around digital agenda. 1 March – final feedback on staff comments with an individual response within 7 days of receipt. Final arrangements for applying for posts and job descriptions will be fed back. 8 March, recruitment will proceed.</p> <p>The Sport & Physical Activity Officer post is a new, more senior role which will be graded higher due to the different responsibilities. Posts will be ringfenced to Sports Development Officers.</p> <p>Staff advised to attend L&D training for interview/presentation skills etc.</p>	
	<p>Next meeting</p> <p>Wednesday 27 January 2016 10.00 am – 11.30 am - 3rd Floor Meeting Room</p>	

Author	Diane Adams	Classification	official	Date of First Issue	18 Jan 2016
Owner	Julie Mimmagh	Issue Status	Final	31.minutes.Enfield 2017	Page 2 of 2