

## Enfield 2017/TU Meeting

**Wednesday 24 February 2016 10.00 am  
Decision Notes and Actions Arising**

### Attendees

#### LBE

Tony Gilling  
Diana Weston  
Jan Hickman  
Flora Stevens  
Sally McTernan  
Lynda Wreyford  
Anna Loughlin  
John Griffiths  
Sally Kanabar-Wilson  
Vanessa Tanner  
Diane Adams (Note-Taker)

#### Trade Unions

Paul Bishop (Unison)  
Christine Sesstein (Unison)  
Tracey Adnan (Unison)  
Pip Constantinou (Unison)  
Terry Eastwick (Unite)  
Anna Woodcock (GMB)  
Richard Owen (GMB)

		<b>Action</b>
<b>1.</b>	<b>Swimming Instructors Restructure – Jan Hickman</b>	
	<p>This proposal sets out to reduce the contractual swimming instructors' contracted weeks by two weeks per year from September 2016 – 11 staff.</p> <p>In February 2015 the LBE transport costs increased from £26 to £45 per hour and this has had a significant effect upon the schools swimming budget; it is now running at a deficit.</p> <p>Headteachers will not pay the large increase for transport. To try to maintain the school swimming programme attempts are being made to reduce the cost of the service. This may be possible if there is a reduction in the number of weeks pupils have swimming lessons. Generally, pupils in Enfield swam for 15 weeks per year but with the arrival of 'Competition Managers' in every LA, (School Sport Government funding 2007-2010), the programme was increased to incorporate a competitive swimming gala for every pupil.</p> <p>Cutting the gala and reducing the programme back to 15 weeks should not have a detrimental effect upon the standards of swimming achieved.</p> <p>The school swimming team is funded from a buy-back with schools so there will be no affect upon the Council's core funding.</p>	
<b>2.</b>	<b>Cheviots Restructure – Flora Stevens for Sue Roberts</b>	
	<p>Cheviots children's disability service is an integral part of Enfield's Joint Service for disabled children. The service integrates the specialist social work service which manages cases from referrals including child protection, looked after children and care proceedings, short breaks which are delivered by the centre's specialist team, commissioned short breaks and personal budgets.</p> <p>The restructure proposal is to delete one manager's post. However there is a vacant team manager post at MM2 level available. This may be a ringfence possibility to avoid a compulsory redundancy.</p>	

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		Action												
<b>3.</b>	<b>Edmonton Children's Service Restructure – Diana Weston</b>													
	<p>(Restructure Report Attached)</p> <p>The lease for the Edmonton Children's Centre is due to expire in January 2017. It is proposed not to renew the lease and to close the remaining day-care at South Mall by 31 July 2016. The local area has efficient provision for day care, all of which is currently rated by Ofsted as either outstanding or good.</p> <p>If the closure of the day care provision is ended, this will lead to the deletion of 11 posts leading to either redundancy or redeployment of the following:</p> <table border="0"> <tr> <td>Day Care Manager</td> <td>PO1</td> </tr> <tr> <td>Admin &amp; Finance Officer</td> <td>SO2</td> </tr> <tr> <td>Deputy Day Care Manager</td> <td>SO2</td> </tr> <tr> <td>Senior Early Years Practitioner x 2</td> <td>Sc5</td> </tr> <tr> <td>Early Years Practitioner x 5</td> <td>Sc3</td> </tr> <tr> <td>Housekeeper</td> <td>Sc4</td> </tr> </table>	Day Care Manager	PO1	Admin & Finance Officer	SO2	Deputy Day Care Manager	SO2	Senior Early Years Practitioner x 2	Sc5	Early Years Practitioner x 5	Sc3	Housekeeper	Sc4	
Day Care Manager	PO1													
Admin & Finance Officer	SO2													
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Housekeeper	Sc4													
<b>4.</b>	<b>Business &amp; Economic Development Restructure – Anna Loughlin</b>													
	<p>(Restructure Report Attached)</p> <p>An opportunity has arisen to create a post in the Business &amp; Economic Development Team to monitor and support the employment and training opportunities through Enfield Housing's Strategic Alliance Framework and R&amp;E. The post will be funded 100% through contributions made by contractors in the framework on securing a contract - £90k pa. The post has been evaluated at PO1 £45k including on-costs on a FTC for one year in the first instance.</p> <p>This post has been agreed by the Director etc and will be an opportunity for staff facing redundancy in the department and should be ringfenced for the immediate team in the first instance before extending to officers in redeployment.</p>													
<b>5.</b>	<b>Assessment Hub Update – Sally McTernan</b>													
	<p>The Assessment Hub is progressing. All staff are in post – there are five vacancies.</p> <p>The Management Team has now met – all went well. Teams are now in place.</p> <p>Recruitment started on training (show and tell).</p> <p>Staff are getting used to the IT the customers will be using. There has been lots of feedback re testing of products.</p> <p>First tranche of staff will be leaving next week. Some staff in business critical areas may be asked to stay longer.</p> <p>The Hubs will be accommodated at John Wilkes House and two floors of the Civic Centre, B Block and 7<sup>th</sup> Floor Civic Centre.</p> <p>There are a couple of problem areas re redundancies.</p>													

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<b>6.</b>	<b>Procurement &amp; Commissioning Hub Update – Lynda Wreyford</b>	
	<p>Meet &amp; Greets completed three weeks ago.</p> <p>Transfer of staff completed on 1 February 2016.</p> <p>40 people are in the affected population, four people asked for options meetings. LW meeting two people from the affected population next week.</p> <p>PB stated that there have been complaints from staff having to go to Canary Wharf for training particularly because the training was compulsory.</p>	
<b>7.</b>	<b>Community Safety Unit Restructure - Julie Mimmagh for Andrea Clemons</b>	
	<p>(Restructure Report Attached)</p> <p>The report sets out a proposal for the restructure of the Community Safety Unit in order to reduce management costs but improve front line service provision to tackle antisocial behaviour irrespective of housing tenure and manage crime issues.</p> <p>There is currently a manager post which is also overseeing a separate piece of work in offender management which is due to end in March 2016. ASB management issues have been covered by one of the ASB team acting up as team leader and by the Community Safety manager.</p> <p>There is currently 11.5 full time staff including managers. Under the new structure this will increase by one FTE to 12.5 posts but with reduced management tiers and a stronger focus on delivery. The ASB and crime manager post also currently oversees the gangs work. This will be led by one of two new PO2 posts.</p> <p>One manager post MM2 currently a temporary post will move to the Performance hub.</p> <p>The restructure will see the deletion of an MM2 post, along with the acting up arrangement to PO2 team leader. Two permanent PO2 team leader roles will be created. One further SO1 post is to be created to assist with the increased workload from taking over Council Housing cases. The Temporary Efficiency &amp; Change Manager post, the ASB &amp; Crime Manager post will also be deleted.</p> <p>It is proposed that the creation of two permanent PO2 posts will be sufficient to cover the ASB team.</p>	
<b>8.</b>	<b>Exchequer Hub Update – Sally Kanabar-Wilson</b>	
	<p>The Exchequer hub is in the final week of the formal consultation period which will come to a close on 26.2.16.</p> <p>58 heads (excluding JB) in the AP, 51 full time, 7 part time. 42.5 FTE posts in the proposed structure JDs have been received by HR The majority of posts have been evaluated. Further evaluation panel for outstanding JDs is Thursday p.m. 25.2.16.</p> <p>There has been one significant change to the proposed structure. The Exchequer Income Officer role within Cashiers has been evaluated at Scale 5, not Scale 4. This has been communicated to staff.</p>	

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	<p>There have now been 11 redundancy requests received.</p> <p>Redundancy applications will be considered by JB on 8 March and then by TG and JR on 9 March.</p> <p>There have been no changes to the planned timelines:</p> <p>Final structure with evaluated grades will be shared on 4.3.16, along with job descriptions and recruitment information.</p> <p>Opportunity to apply for posts commences 7 March and assessments and interviews take place up to 24 March 2016.</p>	
<b>9.</b>	<b>Health &amp; Safety Restructure – John Griffiths</b>	
	<p>(Restructure Report Attached)</p> <p>The realignment of Health, Safety &amp; Asbestos Management function and Enfield Homes required two permanent asbestos technical support posts to be transferred from Enfield Homes to LBE. This was a saving of £100k with effect from 1 April 2015.</p> <p>The current postholders' contracts are temporary and expire in March 2016 and the part time 0.5 FTE postholder has returned from maternity leave at this time. These two roles will not be a sufficient resource to ensure compliance for Corporate Landlord, ATRIUM asbestos management. The increased workload will require this additional permanent post to address the shortfall to ensure we meet with our statutory obligations. The two temporary posts will become permanent posts from 1 April 2016 and the 0.5 post will be filled by part time post from the officer who returned from maternity leave in January 2016. These two posts will be funded from existing budget.</p> <p>Another post within the current structure, Schools Professional Technical Officer is a yearly fixed term contract which will become a permanent post and the current officer will assimilate into this post. Full financial funding was transferred two years ago from Education and will be funded from the existing budget.</p>	
<b>10.</b>	<b>Minutes of Meeting 10 February 2016</b>	
	<p>Agreed.</p> <p>TG raised concerns on behalf of a member of staff who had been referred to in a recent UNISON newsletter article on the friends and family policy. The member of staff was concerned that as the article could clearly identify her, it undermined her position within the Council. The trade unions responded by stating that they were concerned about the operation of the policy and would keep pressing until a suitable solution is found.</p>	
<b>11.</b>	<b>Any Other Business</b>	
	<p>CS informed the meeting that she had received a call from caretaking staff asking them to sign a form to say that they would attend training to carry out weed spraying etc. Staff felt they were being pressurised to sign this. TG stated that he would meet with PD to discuss this.</p> <p>AW asked if TG would look at two posts that have been appointed to in the Passenger Transport to find out if they are in the hub, if they are not, TG would like to discuss why they are not. The trade unions are concerned that we are circumventing. DA to send an email to SG on behalf of TG.</p>	<p><b>TG</b></p> <p><b>TG</b></p> <p><b>DA</b></p>

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		<b>Action</b>
	<b>Next meeting</b> – Wednesday 9 March 2016 10.00 am – 11.30 am, 3 <sup>rd</sup> Floor Meeting Room	

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