

**Enfield 2017 Trade Union meeting
Wednesday, 9 March 2016 10.15am
Decision Notes and Actions Arising**

Attendees LBE

Tony Gilling
Mark Stone
Diana Weston
Julie Barker
Sally McTernan
Marc Gadsby
Elina Kumpina
Karl Arthur

HR

Sally Kanabar-Wilson,
Flora Stevens, Lynda Wreyford
Nadine Clark (note taker)

Trade Unions

Paul Bishop (Unison)
Christine Sesstein (Unison)
Anna Woodcock (GMB)
Rob Freeth (GMB)

Apologies

Richard Owen (GMB)
Tracey Adnan (Unison)
Terry Smith (Unite)

		OWNER
	Start time of future meetings - it was agreed to move the start time of future meetings to 10.30am.	TG
1	Schools and Childrens Services	
	<p>Diana Weston & Flora Stevens presented</p> <p>For the Early Years Team the saving for 2016 -2017 are:-</p> <ul style="list-style-type: none"> • Base budget £250k • DSG £20k <p>For the Play Team the savings for 2016 -2017 are:-</p> <ul style="list-style-type: none"> • Base budget £56k • DSG £48k <p>Total savings £364K</p> <p>Play Development The proposal is to consult with staff and look at alternative providers. 6 posts / 4 staff are in the affected population. A staff consultation meeting is scheduled for 11 March followed by 30 days formal consultation period. A DAR will be prepared and sent to the trade unions.</p> <p>Early Years' Service Savings of £235k are required. 20 staff are in the affected population. During informal staff discussions a number of initiatives were suggested and these are being looked at - for example some staff may want to only work term time.</p> <p>A staff consultation meeting will be held on 11 March at which potential options will be discussed. A 30 day formal consultation period commences thereafter.</p> <p>Edmonton Children's Centre - Diana Weston & Flora Stevens presented Staff consultation meetings held and letters have been issued and redeployment notices sent to staff. Once the 30 days consultation period is over, parents will be written to. The last day of service will be 19 August. (DW & FS left the meeting)</p>	
2	Exchequer Hub Update - Julie Barker & Sally Kanabar Wilson presented	
	The structure and JDs were issued to all parties on 4 March. The closing date for expressions of interest for voluntary redundancy was 7 March and all 14 requests received have been approved by James Rolfe and Tony Gilling. Of the 14 requests one staff member has been given an extended notice period due to business needs. Staff will be notified of the outcome of their voluntary request by end of the day 10 March. Staff will be invited to attend an individual consultation meeting during w/c 14 March and will be given notice of redundancy (voluntary). Notice periods will take	

Author	Nadine Clark	Classification	official	Date of First Issue	16 March 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 1 of 3

	<p>effect for all from 21 March.</p> <p>Recruitment The recruitment process will run from 10 to 24 March and will be a three stage process - application process & job role preference form, skills assessment applicable to the grade applied for and an interview. Staff applying for more than one role will only attend one interview.</p> <p>Although assimilation for some roles has taken place, recruitment is still an open process with job opportunities at various levels from MM1 to Scale 4.</p> <p>The recruitment process is planned to end on 24 March. However it may run into the following week, depending on the number of applications received. JB will be holding a moderation meeting to review outcomes and job role preferences on 30 March. (JB & SKW left the meeting)</p>	
3	Assessment Hub - Sally McTernan presented	
	<p>SMcT requested the trade unions to advise her of any concerns raised by their members as she was not aware of any major issues within the workforce.</p> <p>15 staff have volunteered to have extended notice periods through to end April due to a delay in the release of the IT. User testing will be undertaken by Enfield 2017 rather than user staff as the testing requires a certain level of technical knowledge. On 10 March user accepting testing will be done. On 11 March the 22 volunteers identified as IT champions will be making final preparations to cascade the learning throughout the organization. The IT champions will focus on this role rather than their normal workload which will be covered by the 15 staff given extended notice periods.</p> <p>The trade unions had no questions. (SMcT left the meeting)</p>	
4	Procurement & Commissioning Hub - Lynda Wreyford presented	
	<p>The tender for the joint service is nearing completion. Staff consultation has been delayed and the timescales will be known in the next 2/3 weeks.</p> <p>Head of Service posts will be reviewed as part of the first phase so they can be involved in the recruitment process of staff below them. The number of Heads of Service roles in the structure is not yet known and once known ring fence detail will be presented at this forum. (LW left the meeting)</p>	LW
5	Directorate Restructures	
	<p>Learning and Development The report will be sent to the trade unions today. Five posts have been deleted. The three posts available will be ringfenced to the affected staff next week. One member of the team is retiring, one has secured a post outside the Council and one post is a vacancy.</p>	TG
6	Adult Social Care - Marc Gadsby presented	
	<p>MG gave a verbal briefing on the proposal to make a fixed term Well Being Services Manager post permanent. This role is an important part of the Local Authority Trading Company going forward and it makes sense for the role to be a permanent post.</p> <p>The trade unions agreed to the proposal. (MG left the meeting)</p>	
7	Minutes of the meeting 24 February 2016	
	<p>Caretaking staff - weed spraying training TG advised that he has spoken with Paul Davey regarding the concerns raised by staff and that PD has agreed to meet with the trade unions. CS advised that she has a scheduled meeting with PD next week but as she is on leave a sub. has been</p>	

Author	Nadine Clark	Classification	official	Date of First Issue	16 March 2015
Owner	Tony Gilling	Issue Status	final	Doc Number: v2	Page 2 of 3

	<p>arranged.</p> <p>Passenger Transport - query on two posts raised by AW TG handed AW a copy of his email to Simon Gardner. The staff are in the hub and seconded to Passenger Transport due to the nature of the service and to ensure effective delivery of the service.</p> <p>SG to be invited to the next meeting to provide a briefing on the services that the Operational Support Hub provides to Passenger Transport.</p>	TG
8	Skills for Work - Elina Kumpina and Karl Arthur	
	<p>A proposed restructure report covering the deletion of hairdressing tutor posts was tabled at the meeting. The report provided details on the rationale for the restructure, timescales, existing structure and proposed structure with grade costs and expected grades. The proposed restructure will see a reduction of 4.1 FTE posts to 2.5 FTE.</p> <p>Budget figures - the difference of £19,947.00 will be met through other well performing areas.</p> <p>PO1 Senior Tutor - fixed term post. TG to provide advice to Maxine Reed (Head of Service).</p> <p>Verbal details were provided on administrative and business delivery roles that are being created. Discussion took place on whether this recruitment process and the proposed restructure could be dove tailed. TG will speak further on the matter with Maxine Reed (Head of Service).</p> <p>PB requested income figures for the previous two years. (EK and KA left the meeting)</p>	<p>TG</p> <p>TG</p> <p>EK</p>
9	Any other business	
	<p>13th April meeting Due to TG's annual leave, it was agreed to cancel the meeting of 6 April and replace with a meeting on 13 April. Diane Adams to send meeting invite.</p>	DA
	11.25am finish	
	<p style="text-align: center;">Next meeting Wednesday, 23 March 2016 10.30am – 12.00noon, Tony Gilling's office</p>	

Author	Nadine Clark	Classification	official	Date of First Issue	16 March 2015
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