

**Enfield 2017 Trade Union meeting
Wednesday, 23 March 2016 10.30am
Decision Notes and Actions Arising**

Attendees LBE

Tony Gilling
Sally McTernan
Simon Gardner
Nadine Clark (note taker)
HR: Vanessa Tanner
Irene Papasavva

Trade Unions

Paul Bishop (Unison)
Christine Sesstein (Unison)
Tracey Adnan (Unison)
Richard Owen (GMB)
Rob Freeth (GMB)
Anna Woodcock (GMB)

Terry Smith (Unite)
Pip Constantinou

Apologies

Mark Stone

		OWNER
1	Public Health	
	TG advised the unions of a proposed restructure the public health function in the SCS directorate which will see the reduction of 2 FTEs and it is anticipated this will be achieved through freezing a vacancy and voluntary redundancy.	
2	Minutes of the last meeting 9 March 2016	
	<ul style="list-style-type: none"> • Procurement & Commissioning Hub Nothing to report. • Caretaking staff - weed spraying training CS will provide an update after she has met with Paul Davey. • Skills for Work TG discussed with Maxine Reed (Head of Service) on whether it would be possible to align the proposed Skills for Work restructure with the administrative and business roles being created. The agreed view was that this will not be possible due to the specialized nature of the Skills for Work roles. MR will now start consulting with the trade unions. <p>PB informed that the requested income figures for the previous two years had not been received. NC to follow up.</p>	NC
3	Exchequer Hub - Vanessa Tanner presented	
	<p>The outcome of the voluntary redundancy requests have been issued to staff and to date all except one member of staff has had an individual consultation meeting.</p> <p>Recruitment Skills assessments have been undertaken and interviews are being held this week.</p> <p>A moderation meeting is scheduled for 31 March. (VT left the meeting)</p>	
4	Directorate Restructures - Irene Papasavva	
	<p>Regeneration and Environment</p> <ul style="list-style-type: none"> • Sustainability Team - for governance reasons the team will be moved from the current AD's portfolio to Nicky Fiedler's portfolio. • Tenancy Estate Management A proposed restructure report regarding 1.5 FTE Halls Officers will be sent to the trade unions. 	
5	Assessment Hub - Sally McTernan presented	
	SMcT advised that there were no matters to report on since the last meeting.	

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	<p>IT systems are currently in test and working towards getting the systems 'live'.</p> <p>SMcT asked the trade unions to raise any concerns they may have with her. (SMcT left the meeting)</p>	
6	Operational Support Hub - Simon Gardner presented	
	<p>Passenger Transport Some staff in the Operational Support hub have been deployed in the Passenger Transport service because of the nature of the work these staff undertake.</p> <p>Staff in the Operational Support Hub should be interchangeable, but this is not always possible due to certain skill set requirements. Passenger Transport has certain expert roles so more staff will be trained to cover staff absences due to annual leave, sickness etc, however staff do not need to be based at the depot as support can be provided remotely.</p> <p>SG is working to get the team in place and the two staff working in this area will start following completion of DBS checks.</p> <p>Of the two staff that will cover this area, one has been recruited and the other is currently awaiting checks to be signed off. (SG left the meeting)</p>	
7	Any other business	
	<ul style="list-style-type: none"> • Contact Centre CP cited examples of waiting times of up to 1 hour and when answered, the CSA is unable to assist due to lack of training which causes more frustration and annoyance for the customer. This is now the main billing time which is an extremely busy period. <p>TG advised that to assist with the current situation, approval to recruit agency staff had been received and ten workers engaged to provide cover until permanent staff start in mid-April.</p> <ul style="list-style-type: none"> • Web site Discussion was held on the accessibility and ease to use the web site to self serve.. The trade unions stated that the site is not user friendly and does not include basic transaction functionalities to allow self serve by the public. <p>MS to present an update at the next meeting on the timelines for the delivery of self serve functionalities.</p> <ul style="list-style-type: none"> • Section 188 The next Section 188 will be issued shortly covering the period 1 April to 30 June. <p>Today's meeting was PC's last attendance at this forum. PC was thanked for her contribution and support at this forum and for her services to Enfield.</p>	TG / MS
	11.25am finish	
	<p style="text-align: center;">Next meeting Wednesday, 13 April 2016 10.30am – 12.00noon 3rd floor meeting room</p>	

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