

Enfield 2017 Trade Union Consultation Meeting
Wednesday, 21 February 2018, 10.30am
Decision Notes and Actions Arising

Attendees	LBE Tony Gilling Kathy Hall Jan Hickman Note taker - Nadine Clark	Trade Unions Anna Woodcock (GMB) Matt Mills (GMB) Terry Smith (Unite) Paul Bishop (Unison) Veralyn Bent (Unison) Tracey Adnan (Unison)	Apologies Christine Sesstein (Unison)
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		OWNER
1	Governor Support Service	
	<p>Kathy Hall presented</p> <p>KH provided a verbal briefing on the review currently being undertaken of the Governor Support Service which seeks to have a sustainable and leaner model.</p> <p>The proposed restructure would see the deletion of the Governor Support Service Manager role grade MM1 and all of the three SO1 permanent Governor Advisors aka as Clerks (the grade of the two remaining permanent Clerks would change to PO1 from SO2). Two new posts would be created at PO1 and would be called Governance Advisor/Quality Control Officers and the existing SO1 Advisors would be eligible for this new role. KH advised that informal discussions with the affected population indicated potentially some of the redundancies could be met through voluntary redundancies.</p> <p>Selection methods need to be discussed with the trade unions.</p> <p>Pool of casual Clerks A recruitment campaign will be undertaken to increase the pool of casual Clerks.</p> <p>The TUs raised concern on the casual employment status of the pool of Clerks. As a compromise it was agreed that wording would be included in the DAR giving an undertaking from the employer to seriously consider transferring the casual staff to contracts for the financial year 2019/20 in the event of the service proving to be successful.</p> <p>DAR to be circulated to the trade unions and the item presented at the next meeting on 7 March by either KH or Clara Seery tba. (KH left the meeting)</p>	<p>KH</p> <p>KH / TG</p>
2	Proposal to TUPE Swimming Instructors to Fusion	
	<p>Jan Hickman presented</p> <p>An extensive discussion on the proposal to TUPE Swimming Instructors to Fusion took place. The TUs opposed the proposal citing significant concerns including the financial standing of Fusion, staff retention difficulties, health and safety issues. JH informed that an alternative option of keeping the service in-house is not viable. Better monitoring of the current contract with Fusion was suggested by the TUs.</p>	

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	Once JH has received the financial implications of the proposal, the report will be sent to the TUs.	JH
Restructure - Physical Education (PE) Team - School Games Organisers		
	<p>Jan Hickman presented</p> <p>A verbal briefing was given by JH. The proposed restructure report seeks authorisation to appoint two 0.2 FTE Physical Education (PE) Team members whose roles will be titled School Games Organisers on fixed term contracts from September 2018 to August 2020.</p> <p>The rationale for these appointments is because an existing full time team member is going part time from 31 March 2018. This service is going to be restructured in the next ten months but before this happens, it is necessary to appoint to this post so that the service maintains its high standards of delivery in schools.</p> <p>The TUs were in agreement with the proposed approach subject to seeing the restructure report.</p> <p>JH to send the report to the TUs. <i>Post meeting note: report emailed to TUs 21 February 2018.</i></p>	JH
Restructure - Physical Education (PE) Team - PE Advisers		
	<p>Jan Hickman presented</p> <p>JH provided a verbal briefing on the proposed restructure of the Physical Education (PE) Team.</p> <p>The report seeks authorisation to reduce the Physical Education (PE) Team from 4 FTE specialist teachers to 2.9 FTE. The report proposes the deletion of the post of PE Adviser from the structure with effect from 31 December 2018 and create a new structure to take effect from January 1st 2019.</p> <p>The PE Team are a 100% traded service with schools and with shrinking budgets, it is anticipated that the buy-back may be less than in previous years. It is important for the sustainability of the service to become leaner.</p> <p>The TUs were in agreement with the proposed approach subject to seeing the restructure report.</p> <p>JH to send the report to the TUs. <i>Post meeting note: report emailed to TUs 21 February 2018.</i> (JH left the meeting)</p>	JH
3	Organisation Review – Design Principles	
	<p>The management structure being reviewed covers Chief Executive down to MM1. The proposed draft structure will be tabled at the next meeting on 7 March.</p> <p>Timetable – consultation over March, review during April and May, new structure in place from June.</p>	TG
4	Cultural Audit	
	Feedback sessions are scheduled to be held at Morson Road on 7th and 8th March at 10.30am, 12.30pm and 2pm.	

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	<p>Culture Matters newsletter, 16 February This new regular communication has been introduced in response to feedback from the Cultural Change Audit that staff want more regular communications on the changes being undertaking to improve the organisation. PB commented that the content of the newsletter was lightweight. TG advised that staff feedback has been received.</p> <p>The five areas of weakness to focus on are:</p> <ol style="list-style-type: none"> I. Customer experience II. Total influence III. Employee involvement IV. Fairness of appraisals V. Use of rewards <p>Improving on these five areas of weakness has already started through:</p> <ol style="list-style-type: none"> I. Drafting a customer experience strategy II. Pushing decisions down the management structure III. Introduction of the employee forum IV. Starting from scratch with a new scheme V. Consulting with staff <p>HR Team Workshop on Cultural Change Weaknesses and strengths were discussed and actions agreed to improve the service. A more flexible less prescriptive approach is required.</p>	
5	Minutes of the last meeting 7 February 2018	
	<p>Dying to Work Charter Plans are being finalised for the signing ceremony to take place during the next meeting on 7 March 2018.</p> <p>IWE - TUPE Transfer of Social Care Passenger Assistants TG advised that the report is going to a meeting of the Executive Management Team in the next two weeks on a decision whether or not to TUPE transfer the Social Care Passenger Assistants. MG will be invited to the next TU Consultation meeting on 7 March 2018.</p> <p>Pay Award It was noted that the JNC employers will not make a pay offer until after the results from the NJC dispute.</p> <p>Refuse team recruitment Jon Sharkey will attend the next meeting regarding the pool of six loaders and four drivers.</p> <p>Incoming Maximising Officers TG referred to the response received from the service informing that there is no change to the job descriptions or duties of the SO1 Incoming Maximising Officers. This contradicts what members have told the TUs. TG will respond to the email copying in the TUs.</p>	<p>ALL</p> <p>TG</p> <p>TG</p> <p>TG</p>
6	Any Other Business	
	<p>Communal Services Property Services Phase 2 AW requested an update on the Technical phase 2 stage. TG will arrange for Madeleine Forster and/or Catherine Charlton to attend the next meeting.</p>	<p>TG</p>

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12noon meeting end		
	Next meeting Wednesday, 7 March 2018 10.30am – 12 noon Tony Gilling's office, 5th flr	

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