

**Enfield 2017 Trade Union meeting  
Wednesday, 18 May 2016 10.35am  
Decision Notes and Actions Arising**

**Attendees LBE**

Tony Gilling  
Julie Mimmagh  
Andy Johnson  
Sue McDaid  
Michael Toyer  
Stephen Skinner  
Doug Wilson

Irene Papasavva items 7 & 8  
Nadine Clark (note taker)

**Trade Unions**

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

**Apologies**

Tracey Adnan (Unison)  
Mark Holland (GMB)

		<b>OWNER</b>
<b>1.</b>	<b>FRCS Restructure Report</b>	
	<p>TG referred to the tabled report. Summary of restructure - three staff in FRCS have recently been appointed to jobs outside of Enfield Council. This provides opportunities to streamline the department's management structure. The report covers:</p> <ul style="list-style-type: none"> <li>• Merger of the AD Customer Gateway and AD Assessment Hub into a new AD role following the departure of the AD Customer Gateway in August and deletion of the two predecessor roles. The appointment as a result of assimilation of AD Assessment Hub to that new role.</li> <li>• Head of Assisted Service - continuation for at least 12 months of the role given the imminent departure of the current incumbent. In the first instance to recruit internally and, if necessary, externally.</li> </ul> <p><b>Confidential Item</b></p> <ul style="list-style-type: none"> <li>• Acting Head of Leisure Services - with the imminent departure of the current incumbent, that the current Acting Head of Cultural Services will temporarily cover the responsibilities of the Acting Head of Leisure Services and this post will remain vacant pending a restructure review in April 2017.</li> <li>• Head of Business Support - the current temporary role will continue until the end of the financial year and will be reviewed in December 2016 to ensure this timescale remains correct.</li> <li>• AD Governance - TG verbally advised that the current incumbent will retire end of June and this post will be deleted from the structure.</li> </ul>	
<b>2.</b>	<b>Serco - Staff Transition Arrangements - TUPE</b>	
	<p>Julie Mimmagh presented</p> <p>JM provided a verbal update and the notes of same will be circulated with today's minutes. JM confirmed that the transfer of the staff will be on 1st July 2016. Currently there are 38 staff involved in the TUPE process but the number is changing. This figure does not include the interims which are still being reviewed and are not covered under the TUPE regulations. (JM left the meeting)</p>	NC
<b>3.</b>	<b>Restructure in School Improvement Service</b>	
	<p>Andy Johnson presented Progression &amp; Pathways Team, School Improvement Service, SCS</p> <p>Due to the removal of large amounts of the Dedicated Schools Grant (DSG) funding, previously allocated to support 16-19 partnership development, the Progression &amp;</p>	

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	<p>Partnership Team is no longer able to deliver services in the current format. Funding reductions will be effective from 1 April 2016. The loss of the DSG funding means that the service can no longer maintain the post of Progression and Pathways - Project Officer and it is proposed to delete the post from the current structure chart. This will allow for savings to be made against both the DSG and a contribution towards the Council Core Budgets 2016/17.</p> <p>The trade unions agreed for a formal process to begin. (AJ left the meeting)</p>	
<b>4.</b>	<b>Minutes of the last meeting 4 May 2016</b>	
	<p><b>Enfield Public Health</b> TG confirmed that a request for voluntary redundancy has been received and approved.</p> <p>TG's report on Public Health looking across the whole Council will be ready third week in June.</p> <p><b>Youth Offending Unit (YOU), Parent Support Unit (PSU) and Teenage Pregnancy Unit (TPU)</b> The three restructure reports presented by Paul Sutton have not been circulated to the TUs. To be followed up with PS.</p> <p><b>Procurement and Commissioning Hub</b> Affected population information has not been received by the trade unions. NC to follow up with Felicity Cox-Smith.</p> <p><b>Executive Support</b> TG informed that an informal approach to the restructure is on-going with staff still considering their options.</p> <p><b>Local Authority Trading Co (Latc)</b> Feedback awaited from Marc Gadsby on PB's request for a position on the Executive Board. TUs have not received the Business Plan including a five year cash flow statement and Income and Expenditure details. NC to follow up the action with MG.</p>	<p>NC</p> <p>NC</p> <p>NC</p>
<b>5.</b>	<b>Restructure in Housing Enforcement Team</b>	
	<p>Sue McDaid presented</p> <p>The tabled restructure report detailed the background to the proposed restructure to the Housing Enforcement Team and provided current and proposed structure charts. It is proposed to substitute a Senior Enforcement Officer PO1 role with a SO2 Housing Enforcement Officer post. Despite attempts to recruit to the PO1 post, it has been vacant for a number of years and filled by agency workers. The post is once again vacant as the current agency worker has recently left. As the post under review is vacant there is no redundancy implication and is a redeployment opportunity.</p> <p>The trade unions agreed to the proposed restructure. (SMcD left the meeting)</p>	
<b>6.</b>	<b>Restructure Strategy &amp; Service Development, HHASC and SCS</b>	
	<p>Doug Wilson presented</p> <p>The current Head of Strategy &amp; Service Development within HHASC manages the service development function across adults with disabilities and older people. Within Children's Services there is a Head of Service Development post (actual job title is Head of Integrated Commissioning) which is vacant and three Service Development Manager posts. This proposed restructure will move responsibility for day to day management of service development within Children's Services to the existing Head of Strategy &amp; Service Development post and the HOS post within Children's Services will be deleted. Agreement</p>	

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	<p>has been reached with Enfield CCG to jointly fund a further Service Development Manager post (they are already jointly funding a SD manager post for Learning Disabilities and the single SD officer post. This restructure and joint funding arrangement will result in a cost reduction saving to the Council equivalent to an MM2 post. In addition, the current Service Development Manager with responsibility for Carers will assume additional responsibility for Mental Health. That post has been increased from 0.7fte to 1fte to account for the additional responsibilities.</p> <p>Line management of the current Head of Drug &amp; Alcohol Services (HoS1) will also transfer from the AD for Strategy &amp; Resources (HHASC) to the Head of Strategy &amp; Service Development in order that all service development functions sit within a single service.</p> <p>The proposed restructure will result in a recruitment process to three posts - 2 x MM2 and 1 x scale 6.</p> <p>DW to circulate the proposed restructure report to the trade unions for their consideration.  <i>Post meeting note: actioned 24 May 16.</i>  (DW left the meeting)</p>	DW
<b>7.</b>	<b>Restructure Regeneration and Environment</b>	
	<p>Michael Toyer presented</p> <p><b>Business Head of Economic Development</b>  The current incumbent has returned from a secondment role and whilst on secondment the post was not filled. The proposed restructure will see the deletion of this post as there is no funding for this role. An informal discussion has been held with the post holder as there is a risk of redundancy.</p> <p>MT is still preparing a draft restructure report which will be circulated to the trade unions in one week's time for their review.</p> <p><b>Skills for Work Services - Hair Education and Training Services (HEAT)</b>  The Hair Education and Training Services made a significant loss in 2015/16 and MT's report is proposing to close this service as it is now no longer viable. 5.1 FTE are at risk. The 13 apprentices will be accommodated elsewhere i.e. colleges.</p> <p>The proposed restructure report will be completed in three weeks at which time it will be circulated to the trade unions.</p> <p>The trade unions requested that the affected staff are immediately informed of the proposed restructure.  (MT left the meeting)</p>	<p>MT</p> <p>MT</p>
<b>8.</b>	<b>Restructure Report - Regeneration and Environment</b>	
	<p>Stephen Skinner presented</p> <p><b>Highway Services</b>  The tabled report proposes to amend one post in the current structure for Highway Services in order to facilitate the return to work of a staff member from long term sick leave. The member of staff would prefer to return to a less senior role on a permanent basis.</p> <p>Discussions have been held with HR and it was agreed that the service could offer a PO2 role upgraded from a PO1. No redundancies are anticipated from the proposed restructure.</p> <p>The trade unions agreed with the proposed restructure.  (SK and IP left the meeting)</p>	

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<b>9.</b>	<b>Any other business</b>	
	<p><b>Management posts deleted as part of cost savings</b></p> <ul style="list-style-type: none"> <li>• MM1 role within Strategy, Partnerships, Engagement &amp; Consultation - TG to forward report to the trade unions.</li> <li>• FRCS - Head of Transformation - TUs advised that they were not aware of this post deletion. TG to forward the report to the trade unions.</li> </ul> <p>Flexible retirement</p> <ul style="list-style-type: none"> <li>• HHASC - from June 1st the AD Adult Social Care starts flexible retirement.</li> </ul> <p><b>Changes to June meetings</b> 1st and 15th June meeting - cancelled</p>	<p>TG</p> <p>TG</p> <p>TG / DA</p>
	12noon finish	
	<p style="text-align: center;"><b>Next meeting</b> Wednesday, 8th June 2016 10.30am – 12.00noon</p>	

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