

Enfield 2017 Trade Union meeting
Wednesday, 19 October 2016 10.30am
Decision Notes and Actions Arising

Attendees	LBE Tony Gilling Paul Kearsy Lorraine Davies Sue Roberts Nursal Livatyali Jenny Tosh Nadine Clark (note taker)	Trade Unions Paul Bishop (Unison) Christine Sesstein (Unison) Terry Smith (Unite) Mark Holland (GMB) Anna Woodcock (GMB)	Apologies Tracy Adnan (Unison) Rob Freeth (GMB)
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		OWNER
1.	Restructure - ICT and Transformation	
	<p>Paul Kearsy presented a verbal update A staff mop up session was held with on 17 October completing all overview sessions</p> <p>All main points around JDs have been shared with staff. Permanent and fixed term contract details have been provided to staff all caveated dependent on capital bid approval from Cabinet.</p> <p>FAQs are updated on a weekly basis and managers are holding feedback meetings with their staff.</p> <p>PK requested the trade unions to urge their members to formalise their comments on the proposed restructures in writing (email).</p> <p>JDs are with HR for evaluation and management are finalising the recruitment process at the moment re interview dates, tests etc.</p> <p>Ringfence TUs advised that they will give their views on the ringfence options at the next meeting.</p> <p>JDs TG to speak to HR colleagues on the release of the JDs. PK advised he is in agreement to release the JDs subject to finalisation of evaluation.</p> <p>Trading Company - PB requested an update which PK provided. The trading company is a digital investment by selling the Council's expertise / knowledge and technology to other Councils and service organisations. The project is at a very early stage and needs to establish what is realistic in terms of ambition. A decision will be taken in December on whether to progress with the trading company or not.</p> <p>The TUs advised that they have concerns on governance issues which they will raise at the Local Government Chief Executive meeting on 15 November. (PK left the meeting)</p>	<p>TUs</p> <p>TUs</p> <p>TUs</p> <p>TUs</p>
2.	Residential Homes - Coppice Wood and Bridge House	
	<p>Lorraine Davies presented a verbal update The award of the contractor is going to November Cabinet, with formal appointment mid-December which will coincide with the completion of the 70 bed unit build.</p> <p>FAQs, rota preparations etc have been prepared for the new provider.</p>	

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	<p>TUPE consultation will start once the new provider is appointed. LD confirmed that staff have been kept informed on the progress of the build and that she will attend the next two staff meetings. Staff will be informed that this is a TUPE and not a redundancy situation.</p> <ul style="list-style-type: none"> • LD to advise the TUs of the staff meeting dates. <p>The decant of the residents is currently being looked at and staff have started the assessment of the residents. The new provider will also be looking at nursing care staff. A number of beds have been sold to the CCG for the decant of patients from Chase Farm Hospital.</p> <p>Coppice Wood will be the first to decant followed by Bridge House.</p> <p>LD to advise the TUs of the number of staff in the affected population. LD estimates current staff numbers to be 50:50 LBE / agency but exact information will be provided.</p> <p>PB question Will the TUs be involved in the assessment of potential providers? LD to seek advice from Procurement and Commissioning.</p> <p>TUs requested sight of the evaluation criteria and details of the interested parties.</p> <p>LD agreed to arrange for a representative from Procurement and Commissioning to attend the next meeting to answer any questions on the process and award of the contractor.</p> <p>MH question What is the new provider's view on manager roles in the future? LD to provide details to the TUs. (LD left the meeting)</p>	<p>LD</p> <p>LD</p> <p>LD</p> <p>LD</p> <p>LD</p> <p>LD</p>
3.	Cheviots Service	
	<p>Sue Roberts provided a verbal update The proposed restructure is of Centre Worker Services based at Cheviots which provides a service seven days a week for families with children who have been diagnosed with a disability and the centre offers services to assist these families with their complex needs.</p> <p>Staff have been informed of the proposal which will see the deletion of the current structure to be replaced with a new structure which will have the same number of posts but will cost more. The new structure will reduce reliance on casual staff and will ensure that the service has highly skilled permanent staff. There will be 13 posts in the new structure and no redundancies are envisaged. The new roles will have more emphasis on working with families and with working in their homes.</p> <p>The early indication is that assimilation will not apply.</p> <p>Timeline – formal consultation will start from now, with end 2016 as a target date to complete the restructure.</p> <p>An affected population list will be sent to the TUs via TG.</p> <p>SR to circulate the report to the TUs via TG. (SR left the meeting) (graduates Jasper Keech and Egle Kareckaite joined the meeting)</p>	<p>SR / TG</p> <p>SR / TG</p>

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4.	Restructure report – Teenage Pregnancy Unit	
	<p>Nursal Livatyali presented A draft proposed restructure report was circulated at the meeting. The restructure is necessary due to continuing financial pressures which has seen funding cuts and the service can no longer sustain two teenage pregnancy (TP) posts.</p> <p>The report detailed the current and proposed structure which will see the deletion of two TP posts and the creation of a new TP post (Teenage Pregnancy Prevention Officer) which will include essential elements of TP work. The names of the affected population were provided by NL at the meeting.</p> <p>A new JD is being written and will be with HR for evaluation. It is expected to be evaluated at a SO1 or SO2 grade. HR are looking to ascertain whether there will be a case for assimilation.</p> <p>The new JD will be sent to the TUs as well as NL's JD.</p> <p>Timeline - NL would like to start formal consultation as soon as possible. NL to advise the TUs of the staff consultation meeting dates. (NL left the meeting)</p>	<p>NL</p> <p>NL</p>
5.	Last Minutes of meeting 5 October 2016	
	<p>Safe and Connected TG to follow up with Lorraine Davies regarding the alternative line management arrangements.</p> <p>Corporate HR TG advised that Vanessa Tanner has been appointed to the position of Senior Business Advisor and Flora Stevens is now full time as a Senior Business Advisor.</p> <p>People Transport TG informed that the restructure will proceed based on the model proposed by Nigel Jakubowski .</p> <p>Council Housing secondment CS will raise the issue of the secondment role with Madeleine Foster.</p> <p>Senior Managers Conference, 13 October TG referred to the presentation Customer Focus – Cultures and Behaviours.</p> <p>Good customer care needs to come from the top senior staff. The new culture will be managers modelling good behaviour and working at the frontline to see staff behaviour for themselves.</p> <p>The customer journey thoughts are being brought together to form a programme which will be shared with the TUs once completed. Thinking from a customer perspective, early intervention, staff engagement etc are required.</p> <p>TG reminded colleagues at the Senior Managers Conference of the process for restructures and engaging agency staff.</p>	<p>TG</p> <p>CS</p> <p>TG</p>
6.	Second phase of School Improvement Service Restructure	
	<p>Jenny Tosh presented a verbal update Reviewing management was the first part of the restructure and has been completed.</p>	

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	<p>Phase 2 is looking at the teams. The proposed restructure is of the Curriculum & Access Team which would see the deletion of two posts. In future the work would be commissioned out by a different process. There are two members of staff in the affected population.</p> <p>The report and the affected population list will be sent to the TUs.</p> <p>Ensen A verbal update was given.</p> <p>A report went to Cabinet and approval for developing a new model of service delivery was agreed. A trading company is currently being explored. JT is working on the business case which will go to Cabinet in January 2017. September 2017 would be the official start date of the new company. A draft report will be available around November / December. (JT left the meeting)</p>	JT
7.	Any other business	
	<p>Following the departure of the Customer Service Manager, management of the Access Centre will temporarily move to Mark Morgan.</p> <p>Local Governance Chief Executive meeting, 15 November PB's agenda item – governance on trading companies. PB to email TG.</p>	PB / TG
11.55am finish		
	<p style="text-align: center;">Next meeting Wednesday, 2nd November 2016 10.30am – 12.00noon Tony Gilling's office, 5th flr Civic Centre</p>	

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