

**Enfield 2017 Trade Union meeting
Wednesday, 28 June 2017, 10.35am
Decision Notes and Actions Arising**

Attendees	LBE Tony Gilling Marc Gadsby Sally McTernan Paul Sutton Note taker - Nadine Clark	Trade Unions Christine Sesstein (Unison) Paul Bishop (Unison) Tracey Adnan (Unison) Anna Woodcock (GMB) Terry Smith (Unite) Matt Mills (GMB)	Apologies
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		OWNER
1	IWE	
	<p>Marc Gadsby attended</p> <p>IWE/Trade Union Draft Constitution The following changes were agreed by all to be made by TG to the previously circulated draft document.</p> <ul style="list-style-type: none"> • Replace wording of the named trade union with 'all recognised trade unions'. • Point 5.3 - delete the word 'elected' and replace with 'appointed'. • Add the trade union logos. <p>The updated document will be reviewed by MG and then tabled at the next meeting for sign off by the four parties.</p>	TG / MG
	<p>Bridgewood House</p> <ul style="list-style-type: none"> • Recruitment <p>Almost a full complement of carers is in place. A Head Chef and Handy Man have been recruited. There are, however, still nurse vacancies to fill.</p> <p>Safe and Connected A draft paper proposing the transfer of Safe and Connected into the IWE has been prepared. If agreement is given to proceed, the consultation stage will start.</p> <p>Transport Subject to agreement to proceed, IWE may need to progress to acquiring an Operators Licence.</p> <p>Commissioning of vehicle Edge are mindful that the number of new vehicles to be commissioned for use by LBE may change depending on outcome of work with HHASC.</p> <p>The HHASC operational DAR to change transport arrangements is currently in progress and there are also actions to be undertaken for the IWE Executive Board.</p> <p>Reduction of differentials created by the London Living Wage TG provided the background detail. Discussions are on-going between HR and the trade unions. MG will arrange a separate operations discussion with the trade unions.</p> <p>Recruitment A Business Manager has been appointed.</p> <p>JDs are being prepared for Head of Innovation and Creativity and Commercial</p>	MG

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	<p>Director roles.</p> <p>Increase of charges at Park Avenue TA enquired whether services had been consulted regarding the increase in charges. MG confirmed that a full consultation process to which services had been invited to participate had taken place (MG left the meeting)</p>	
2	Proposed restructure to Council Assessments, Customer Services and Libraries	
	<p>Sally McTernan attended for this item</p> <p>SMcT circulated a Staff Consultation meeting pack presentation which outlines a proposed restructure. It is best practice to review the structures once they have been operational for a year to ensure they are fit for purpose. The consultation covers the following areas:</p> <ul style="list-style-type: none"> • Our Current operating Model • What we want to achieve • The Team Structure • Recruitment Process / HR Support • Next Steps and Timelines <p>Assessment - Income and Debt Discussion took place and it was agreed further work is required by SMcT and HR regarding how recruitment to the scale 6 posts will proceed.. POST MEETING NOTE - Vanessa tanner will attend the next meeting to clarify</p> <p>Libraries SMcT to arrange a full health and safety audit meeting with the trade unions. Independent health and safety reports to be sent to the trade unions.</p> <p>Timeline Staff workshops are being held on 3rd and 4th July. The formal one month staff consultation period opens 10th July.</p> <p>A DAR will be prepared once the formal consultation period ends.</p> <p>SMcT offered to meet with the trade unions outside of this forum as required. (SMcT left the meeting)</p>	<p>SMcT</p> <p>SMcT</p>
3	Property Services	
	<p>Jeremy Pilgrim did not attend, therefore item deferred to next meeting. POST MEETING NOTE Tony has met with Jeremy who has stated that at this point in time the report is not ready to table. He will attend the meeting the TU meeting when it is ready.</p>	TG
4	YFSS, SRE Strategy and Operational Support Unit (SSOSU)	
	<p>Paul Sutton presented</p> <p>PS referred to the circulated proposed restructure report. The two posts recommended for deletion are:</p> <ul style="list-style-type: none"> • SSOSU Manager, MM2 - the post was funded by a Public Health grant which was reduced substantially from 1 April 2017 and there is no longer the funding to sustain the post. The post is no longer viable or justifiable as too few people to manage. Staff currently managed by the post holder can be managed elsewhere. The post holder has expressed an interest in taking redundancy. 	

	<ul style="list-style-type: none"> Multi Media Your Engagement Officer, SO1 - funding for this post has ended and the post is vacant. <p>Target date for implementation of the new structure is mid-October 2017.</p> <p>The Trade Unions agreed to this approach. (PS left the meeting)</p>	
5	Minutes of the last meeting, 14 June	
	<p>Housing Property Services Restructure CS advised that she had not received any feedback from staff.</p> <p>Recruiting Refuse and Recycling posts on a permanent basis No further update except that application forms are expected to be available at the depot from Friday, 30 June.</p>	
6	Agency staff	
	<p>TG to circulate to the TUs by Friday, 30 June, CMB's message on the need to replace long term agency workers with permanent workers where it is clear that the post is required for the foreseeable future.</p> <p>Agency Worker/Recruitment Review Board (ARB) TG advised that the ARB board has been temporarily suspended. HR is working towards having a more streamlined process for making agency filled posts permanent.</p>	TG
7	HR support	
	<p>TG advised that he has discussed with his senior team the need for an improved working relationship and better communication between HR and the trade unions.</p> <p>HR representation at Morson Road depot The TUs proposed that HR staff should visit the depot on a regular basis and not just for specific pre-arranged meetings. It was also proposed that HR hold surgeries at the depot.</p> <p>TG advised that he would consider whether the creation of surgeries or more dedicated HR staff attached to the service is a viable option for corporate HR in the context of diminishing resources and the need to create a flexible HR service.</p>	TG
	Any other business	
	None	
	11.55am meeting end	
	<p style="text-align: center;">Next meeting Wednesday, 12 July 2017 10.30am – 12 noon Tony Gilling's office, 4th flr</p>	