Enfield 2017 Trade Union meeting
Wednesday, 12 July 2017, 10.35am
Decision Notes and Actions Arising

Attendees	LBE	Trade Unions	Apologies
	Tony Gilling	Paul Bishop (Unison)	Christine Sesstein (Unison)
	Marc Gadsby	Terry Smith (Unite)	Tracey Adnan (Unison)
	Vanessa Tanner	Anna Woodcock (GMB)	
	Jon Newton	Matt Mills (GMB	
	Note taker - Nadine Clark		

		OWNER
1	**IWE update**	
	Marc Gadsby attended **IWE Recognition and Procedural Agreement** An updated document incorporating the agreed changes was reviewed, agreed and signed by the three trade unions and the IWE. TG will scan and send the signed document electronically to all. • **Appendix 1 Constitution of the Joint Negotiating and Consultation Committee (JNCC)** **Meetings** o It was agreed that meetings will be held on a quarterly basis. Caroline Moore, IWE Business Manager, will liaise with the trade unions to agree a programme of meetings. o The trade unions will provide the names of their representatives to the IWE Business Manager.	TG MG / CM TUs
	Recruitment • The advert for the Head of Innovation and Creativity (HOS1) has gone out. • Commercial Director - the JD is being evaluated. MG is seeking a locum in the interim period and hopes to have the role recruited to on a permanent basis by the Autumn. **Bridgewood House** Recruitment - two interim nurses have been recruited, however there are still vacancies to be filled. **Team Manager for Rose Taylor and Community Link** Three applications received. **IWE Managing Director** Due to the departure of the current Managing Director next month, consideration is being given to how this role will be undertaken going forward. **Safe and Connected** A draft paper proposing the transfer of Safe and Connected into the IWE is being prepared by HHASC. **Transport** A proposal is currently being drafted and will be sent to Gary Barnes this week. A split between large and small vehicles is still being discussed. Applications are being made for private hire operator licences. HHASC are considering the feasibility of using Dynamic Purchasing System for some of the routes. All parties agreed that MG will attend this forum as and when required to	

	provide updates on council issues. (MG left the meeting)	
2	**Creation of a Capital Finance Team**	
	Vanessa Tanner presented HR are awaiting for the DAR to be signed off. NC to circulate a copy. *Post meeting note: document still awaited from Finance team.* VT circulated a copy of both the current and proposed new organisational charts. As the number of external companies that Enfield supports has grown since the current temporary team was established, a larger and permanent team is now required. The MM2 Company Accounts Finance Manager and PO1 Company Accounts Senior Finance Officer roles require specialised knowledge and experience of commercial corporate accounting, while the SO1, scale 6 and scale 5 roles are more generic with transferable skills. The creation of this team will be an asset to the development and career progression across the team. PB enquired how would the risk be managed should a trading company wish to withdraw from using the services of the Capital Finance Team. TG advised that protocols had been agreed by CMB and the trading companies will access the support facility of Enfield unless there is a sound business reason to do otherwise. The TUs expressed their concern on the viability of making this a permanent team. The TUs requested that the risk needs to be clearly articulated in the DAR. TG thanked the trade unions for raising their concerns on the viability of a permanent structure.	NC
3	**Proposed changes to Assessment Gateway**	
	Vanessa Tanner presented **Assessment - Income and Debt** VT provided background on the rationale for the review of the current structure and why a recruitment process is required. An in-depth discussion took place on the various recruitment options for the scale 6 posts. Staff will be informed at the formal consultation that HR and the trade unions are in discussion regarding selection methods. Agreed actions: • VT to agree with Sally McTernan the start date of the formal 30 day consultation period. • TG and VT to further examine the various recruitment options discussed today. • TUs to be invited to the formal consultation. (VT left the meeting)	 VT TG / VT VT
4	**Out of Hours Home Care Service, also known as 'Crisis'**	
	Jon Newton attended JN referred to the circulated proposed restructure report concerning changes to the Out of Hours Home Care Service, also known as 'Crisis'. Prior to August, 2016, this service supported the Enablement Worker provision, which was part of Enfield's Enablement Service and provided care	

	staff in 'emergencies' when the home care market could not accommodate the requested support. Following the transfer of Enablement Worker provision to Independence and Well-Being Enfield (IWE), the Out of Hours Service (OOH) now sits separately to the organisation it serves, within the Enablement Service (Assessment and Review). The report recommends that the Out of Hours Service is no longer provided by LBE and that IWE will be responsible for out of office hours support to its staff. The following posts are recommended for deletion: • 2 x FTE Out of Hours Home Care Officers posts • 2 x Care Worker posts There are vacancies in the structure and the current substantive recruitment is one permanent Out of Hours Officer (18 hours), and one Temporary Out of Hours Officer (average 18 hours). **Timelines** • Formal 30 days staff consultation will start as soon as possible following consultation with the TUs. • Implementation date - December 2017. Affected population details were provided to PB. TUs were in agreement with the above approach. TUs to be invited to the formal consultation meetings. (JN left the meeting)	JN
5	**Minutes of the last meeting, 28 June**	
	Reduction of differentials created by the London Living Wage AW advised that she will be speaking with Gary Barnes. **Recruiting Refuse and Recycling posts** Closing date for applications is Thursday, 20 July. **HR representation at Morson Road depot** TG is considering attending Morson Road depot on a quarterly basis to hold HR staff surgeries. • TUs to check with their members if this approach would be of interest and helpful to staff.	AW TUs
6	**Any other business**	
	Civic Centre Restaurant Paul Everitt to attend the next meeting **August meetings** 9 August 2017 meeting will be cancelled as TG is on annual leave. 23 August meeting will take place.	TG TG
12.05pm meeting end		
	Next meting **Wednesday, 26 July 2017 10.30am – 12 noon** **Tony Gilling's office, 4th flr**	