

**Enfield 2017 Trade Union meeting
Wednesday, 26 July 2017, 10.30am
Decision Notes and Actions Arising**

Attendees	LBE Tony Gilling Paul Everitt Kathy Hall Sue McDaid Matt Watts Shima Tailor Note taker - Nadine Clark	Trade Unions Paul Bishop (Unison) Tracey Adnan (Unison) Anna Woodcock (GMB) Matt Mills (GMB) Terry Smith (Unite)	Apologies Christine Sesstein (Unison)
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		OWNER
1	Restructure Civic Centre Restaurant	
	<p>Paul Everitt presented</p> <p>PE referred to the circulated proposed restructure report and confirmed that staff had been informed of the proposed restructure.</p> <p>The department consists of one full time Chef Supervisor and 10 part time General Kitchen Assistants (GKA) who work a variety of fixed part time hours and one of whom is nominated GKA chef and one is GKA Kitchen Porter. The diverse working patterns have highlighted a weakness in the structure, particularly when the Chef Supervisor is absent from work due to annual leave etc as there is no one who can deputise. The proposed restructure will lead to an improved and consistent delivery of the service by creating two new full time roles:</p> <ul style="list-style-type: none"> • Food and Beverages Assistant (scale 3) • Kitchen Porter (scale 1c) <p>The remaining 13 hours will be left in the structure and used as casual hours to support the service during times of annual leave and sickness absence.</p> <p>Ring fence to the affected population.</p> <p>Implementation date - as soon as possible following consultation with the TUs.</p> <p>TUs gave their agreement to the above approach.</p> <p>London Living Wage - incorrect figure quoted in the report to be amended. (PE left the meeting)</p>	PE
2	Restructure - Learning Consultant PSHE/SRE	
	<p>Kathy Hall attended</p> <p>The tabled proposed restructure report provided full details.</p> <p>As a result of successful income generation measures which have secured funding from both local public health sources and wider scale external grant funding there is the need to create a new post incorporating</p> <ul style="list-style-type: none"> • the leadership of PSHE / Sex and Relationship Education / Teenage Pregnancy Prevention initiatives. • the management of externally grant funded education projects agenda which is increasingly a critical aspect in the continuation and future of the Schools Standards and Support Service as a whole. <p>Public Health "Healthy Schools Programme" will fund 50% of the costs of this</p>	

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	<p>post and an EEF grant funding the other 50% costs.</p> <p>It was agreed that further discussion is needed on the grade of the new post, whether it is Soulbury or LGA. (KH left the meeting)</p>	TG / KH
3	Regulatory Services - Housing Enforcement Team	
	<p>Sue McDaid presented</p> <p>SMcD briefed on the circulated proposed restructure report covering the creation of five two-year fixed term contracts in the Housing Enforcement team.</p> <p>The Private Sector Housing Enforcement team successfully bid for funding from the DCLG to continue with work on tackling rogue landlords. There is insufficient capacity within the teams to deliver this project without the proposed 5 fixed term posts. Whilst the funding has not yet been received, it is proposed that the recruitment process commences in the interim.</p> <p>The grant will fully fund the costs of 5 posts comprising of:</p> <ul style="list-style-type: none"> • 4 x Housing Enforcement Officer posts SO2 • 1 x Planning Enforcement Officer post SO2 <p>Timeline - implementation by mid-September 2017.</p> <p>The TUs were in agreement for the recruitment process to commence. (SMc D left the meeting)</p>	
4	Restructure - creation of Marketing Officer role	
	<p>Shima Taylor and Matt Watts attended</p> <p>The circulated report provided the background and justification to support the creation of a new Marketing Officer role on an initial three-year fixed term contract. This dedicated resource, based within the corporate Communications and Marketing Team, will wholly focus on marketing activity that supports income generation and promotion of the Councils paid for services.</p> <p>The role will be funded for the first 6months from within the division but the expectation is the role will be self-sufficient. If at any point the role is not self-sufficient or able to meet the income targets and outcomes expected, then the role will be reviewed at this point.</p> <p>The JD is anticipated to be evaluated at PO1.</p> <p>The TUs were in agreement with this approach.</p>	
5	Restructure - Bereavement Service	
	<p>Shima Taylor and Matt Watts attended</p> <p>Contents of the tabled proposed restructure report were noted.</p> <p>As the Bereavement Service area has developed more focus on income opportunities to enable a long-term sustainable service, the responsibilities of the Bereavement Officers have changed and become more complex. A true reflection of what is required is needed. TG will examine further the options going forward and arrange to discuss these options with PB.</p> <p>Agreement was given to proceed. (ST & MW left the meeting)</p>	TG / PB

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6	Minutes of the last meeting, 12 July 2017	
	<p>Adult Social Care Passenger Transport Gary Barnes to be invited to present an update at the meeting of 23 August.</p> <p>Capital Team NC to follow up circulating a copy of the DAR to the TUs.</p> <p>Restructure Out of Hours Home Care Service TUs advised that dates of formal staff consultation meetings have not been received. NC to follow up. <i>Post meeting note: 26 July Jon Newton emailed an update to the TUs.</i></p> <p>Reduction of differentials created by the London Living Wage AW advised that an agreement has been reached only with Education, however it has not yet been implemented</p> <p>Recruiting Refuse and Recycling posts Approximately 100 applications have been received. A shortlisting exercise is underway. At this stage of the recruitment process no implementation date can be advised.</p> <p>HR representation at Morson Road depot TS had no feedback to report from staff on the approach put forward by TG for HR staff surgeries to be held at Morson Road depot on a quarterly basis.</p>	<p>TG</p> <p>NC</p> <p>NC</p>
7	Agenda items for CMB / LJG 15 August 2017	
	Agenda items were provided and noted by TG.	
8	Any other business	
	None	
	11.50am meeting end	
	<p style="text-align: center;">Next meeting Wednesday, 23 August 2017 10.30am – 12 noon Tony Gilling's office, 4th flr</p>	

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