

**Enfield 2017 Trade Union meeting  
Wednesday, 1 November, 10.35am  
Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Diana Weston Andrew Lawrence John Griffiths Note taker - Nadine Clark	<b>Trade Unions</b> Christine Sesstein (Unison) Paul Bishop (Unison) Tracey Adnan (Unison) Terry Smith (Unite) Anna Woodcock (GMB)	<b>Apologies</b> Matt Mills (GMB)
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		<b>OWNER</b>
<b>1</b>	<b>Change of meeting format</b>	
	From January 2018 the Enfield 2017 Trade Union meeting and the Local Joint Group meeting will be combined into one fortnightly meeting held on Wednesdays at 10.30am. Agenda items are to be sent to Diane Adams.	ALL
<b>2</b>	<b>Passenger Transport - update on Recruitment</b>	
	TG advised that the ATR has been approved for the Passenger Assistant roles. The JD has yet to be agreed and is being reviewed by AW. Timeline to be determined for the completion of the JD.  The recruitment of the drivers will commence when the issues of the hours has been resolved.	AW
	<b>Regeneration and Environment recruitment update</b>	
	<b>Executive Director Regeneration and Environment</b> Interviews are being held next week.  <b>On Monday night 3 candidates went through to the final interviews next week for the position of Executive Director Regeneration and Environment and 7 were shortlisted for the post of director of operations in the Regeneration and Environment directorate.</b>  <b>Director of Operations</b> The closing date for applications was 27 October. It is anticipated that the successful candidate will take up the role in the New Year.	
<b>3</b>	<b>Early Years restructure</b>	
	Diana Weston and Andrew Lawrence presented  The rationale for the proposed restructure is to achieve medium term financial plan savings and to ensure greater consistency in approach for schools and PVI settings by beginning the merger of the Early Years' and School Standards & Schools Support services. It will be a phased approach as the funding position for both teams will not be known until January 2018.  Details of the affected population were provided to the TUs.  <b>Ringfence</b> - DW / AL to discuss further with HR the staff that will be within the ringfence.	DW / AL

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	<p><b>Timeline</b> A staff meeting is scheduled for Monday, 6th November and the 30 day formal staff consultation period will then commence. TUs will be invited to the staff meeting.</p> <p><b>The report will be prepared at the end of the 30 day formal staff consultation period. Diana Weston and Andrew Lawrence will return to this forum when the report is ready.</b></p> <p>Detailed background notes and organisational structure charts to be forwarded to the TUs. <b>Information emailed to the TUs on 2 November.</b> (DW &amp; AL left the meeting)</p>	<p>DW / AL</p> <p>DW / AL</p>
<b>4</b>	<b>First Aiders</b>	
	<p>John Griffiths attended</p> <p>JG attended today's meeting to allay allegations that the allowance paid to first aiders has ceased.</p> <p>In order to determine the number of first aiders required for each building, a risk assessment is undertaken. There is a lot of interest from staff to be trained as first aiders so they can use their training outside of the work place. While there is a budget to train additional first aiders above the minimum number identified through the risk assessment, JG pays, and will continue to pay, for these staff to be trained. The staff are, however, informed that they will not receive an allowance as there are already sufficient numbers of trained first aiders.</p> <p><b>Emergency first aid training for Loaders on refuse trucks</b> TS requested that loaders on refuse trucks be offered the opportunity to attend a one day emergency first aid training course. JG agreed to arrange the training. TS to provide JG with the names of staff.</p> <p><b>Update from John Griffiths:</b> <b>Emergency aid happy to pay but have not received any names from management as of yet? To remind TG to provide names to JG.</b></p> <p><b>High-Vis clothing - change of colour</b> It was agreed the matter should be referred to the Health and Safety Committee.</p> <p><b>Update from John Griffiths:</b> <b>JG is taking the HI -VIs action to the corporate health and safety committee in January.</b></p> <p>(JS left the meeting)</p>	<p>TS / JG</p>
<b>5</b>	<b>Notes of the previous meeting, 18 October</b>	
	<p><b>Homelessness Reduction Act 2017 (HRA)</b> The recruitment of additional resources to meet the increase of duties.</p>	

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	<p>TG advised that management is keen to develop internal staff to fill the new roles. The adverts will not be released all at the same time and there will be a managed phased approach.</p> <p><b>Hubs Review</b> Julie Mimmagh is preparing a report on the analysis of the focus group findings. The report will go to EMT in December and any recommendations will be implemented after the New Year.</p> <p><b>Library DAR</b> TG to obtain of the DAR and circulate to the TUs.</p> <p><b>Update from Sally McTernan:</b> <b>There is no outstanding library DAR – all the staffing issues connected with the library are sorted as part of the main report and the new structure has been in place since last Monday.</b></p> <p><b>Independence and Well Being Enfield (IWE) Enablement</b> TG to circulate the information received from Doug Wilson. <b>(Report sent to TUs)</b></p> <p><b>Cheviots - post deletion</b> TG to follow up receipt of the restructure report from Sue Roberts.</p> <p><b>Updated response from Sue Roberts:</b> <b>There was a consultation meeting with the staff member and HR adviser last week, staff member now has 10 days consultation period to consider options available.</b></p> <p><b>We will then be clearer if she will consider the vacant SW post that we have at Cheviots or whether there is another post in the Council that she intends to apply for.</b></p> <p><b>As she is a qualified Social Worker, it is unlikely that there will be a redundancy situation.</b></p> <p><b>Anne will ask Tony Theodoulou to sign and approve the report once this is confirmed.</b></p> <p><b>Regeneration and Planning Division restructure</b> TG to obtain details. <i>Post meeting note: information emailed to the TUs on 3 November.</i></p> <p><b>The affected population details received from Oluyemisi Morgan-Raiwe as per action from the meeting of 18 October:</b></p> <ul style="list-style-type: none"> <li>• <b>Mark Wathen</b></li> <li>• <b>Anna Loughlin</b></li> </ul>	<p>TG</p> <p>TG</p> <p>TG</p>
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	<ul style="list-style-type: none"> <li>• <b>Andy Bell</b></li> <li>• <b>Owen Plummer</b></li> <li>• <b>Amanda Jootun</b></li> <li>• <b>Stephen Downing</b></li> </ul> <p><b>Plans for Whitewebbs Park Golf Course</b> Affected population – TG to follow up receipt of information.</p> <p><b>The affected population list was circulated to TUs on 7 November.</b> <b>The potentially affected members of staff at Whitewebbs Golf Course are:</b></p> <ul style="list-style-type: none"> <li>• <b>G Arnold</b></li> <li>• <b>D A Brooks</b></li> <li>• <b>D K Phillips</b></li> <li>• <b>N Collins</b></li> <li>• <b>C Laurie</b></li> <li>• <b>L Pearman</b></li> <li>• <b>C Payne</b></li> </ul>	
	12.15pm meeting end	
	<p><b>Next meeting</b>  <b>Wednesday, 15 November 2017 10.30am – 12 noon</b>  <b>Tony Gilling's office, 4<sup>th</sup> flr</b></p>	

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