

Enfield 2017 Trade Union meeting
Wednesday, 29 November 2017, 10.40am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling

Christine Webster (dialled in)

Keezia Obi

Paul Everitt

Paul Sutton

Jeremy Pilgrim (dialled in)

Andrew Golder

Note taker - Nadine Clark

Trade Unions

Christine Sesstein (Unison)

Paul Bishop (Unison) (dialled in)

Terry Smith (Unite)

Tracey Adnan (Unison)

Anna Woodcock (GMB)

Apologies

Matt Mills (GMB)

		OWNER
1.	Deletion of Head of Learning & Development post	
	<p>The Chief Executive was unable to attend today's meeting and TG provided the rationale for the deletion of the Head of Learning and Development post.</p> <p>TG acknowledged the concerns of the TUs regarding the deletion of the post and confirmed that this will be kept under review.</p> <p>Enfield is moving towards more generic managers and leaders, with managers having a wider portfolio. Over the next six months TG will be giving more support to the Head of HR Operations while she gets embedded into the L & D aspect of the role. It was agreed that we would proceed with the restructure.</p>	
2	Audit & Risk Management Service restructure	
	<p>Christine Webster presented (dialled in)</p> <p>CW made reference to the previously circulated proposed restructure report.</p> <p>Insurance & Audit Manager (MM2) - the role manages three functions - insurance, internal audit and risk management. The post holder is leaving the Council in the New Year and it is considered unlikely that the service will be able to recruit an individual with knowledge and experience in both insurance and internal audit. The report proposes the deletion of this post and responsibilities of the post be split.</p> <p>Insurance and Risk Monitoring Manager (MM1) - it is proposed to delete this post and create an Insurance Manager post (indicative MM1).</p> <p>Internal Audit Manager (MM1) - the proposed restructure would see this vacant post deleted and a new post of Internal Audit & Risk Manager (indicative MM2) created.</p> <p>CW advised that an assimilation approach is preferred to avoid a compulsory redundancy situation.</p> <p>Timeline</p> <p>A formal meeting with the affected member of staff is scheduled for today and the individual will then have ten days to consider their options.</p> <p>A team meeting is planned for 13 December. The meeting invite will be sent to the TUs.</p>	CW

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	<p>1 February 2018 is the proposed go live date.</p> <p>The TUs were content with this approach. (CW left the meeting)</p>	
3	Learning & Development Consultant – HHASC Transformation	
	<p>Keezia Obi presented</p> <p>KO provided a verbal briefing on the creation of a new post of Learning & Development Consultant – HHASC Transformation graded at MM1 which is specifically to support staff through Transformation activity within Adult Social Care. The post will be advertised internally in line with the current culture of not recruiting agency staff.</p> <p>The TUs were content for the advert to be released. (KO left the meeting)</p>	
4	Civic Centre Restaurant restructure	
	<p>Paul Everitt attended</p> <p>PE referred to the circulated proposed restructure report which covers the next stage of the Civic Centre restaurant restructure. The restructure report proposes the creation of three roles:</p> <ul style="list-style-type: none"> • Catering Services Manager and Head Chef will be introduced to the service to create a new catering business of healthy food for service in the Civic Centre Restaurant and for conferences and meetings across Cultural Services. • Catering Services Assistant Manager and Development Chef to focus on new menu development and to deputise for the Manager. The postholder will focus solely on the Civic Centre restaurant. • Front of House Operations Assistant (part time) to ensure that the front of house operations are co-ordinated under the supervision of the Manager. <p>Target date for implementation is end January 2018.</p> <p>There are no redundancy implications and the costs will be met by bringing together vacant and casual posts to create these roles.</p> <p>PE will be targeting and promoting this recruitment campaign through numerous organisations to encourage a diverse range of applicants.</p> <p>The TUs agreed to this approach.</p> <p>PE further advised that Enfield is working with a company to source locally produced provisions / groceries that will help to make menus more affordable. (PE left the meeting)</p>	
5	Resources Development Service Restructure	
	<p>Paul Sutton presented</p> <p>PS briefed on the circulated proposed restructure of the Resources Development Service which is funded from the statutory services element of the</p>	

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	<p>dedicated schools grant (DSG). Not only has the service reduced in size over several years but the workload and responsibilities have diminished. The funding is now being further reduced. To meet current and future workloads within budget the proposed restructure recommends:</p> <p>Deletion of 1x PO1 Resources Officer Creation of 1 x SO1 Resources Officer (26 hours per week)</p> <p>PS will be meeting with the affected member of staff.</p> <p>Timeline – 1 April 2018 implementation.</p>	
	<p>Restructure report - Resources Development Service Paul Sutton presented</p> <p>The proposed restructure report circulated to the TUs recommends the Head of Service role expanding in responsibility and taking on a wider remit and the deletion of the vacant Business Manager post.</p> <p>The JD for the new role of Head of Service for Improvement, Practice and Partnerships has still to be evaluated.</p> <p>The TUs were in agreement with this approach (PS left the meeting)</p>	
6	Property Services review	
	<p>Jeremy Pilgrim joined the meeting by telephone and gave a verbal overview of the Property Services review.</p> <p>The role of permanent Head of property services will shortly be advertised.</p> <p>Going forward a restructure will take place which will include Corporate Landlord Policy team transferring to Property Services. Engagement with trade unions will take place in Spring 2018 when the new head of service undertakes an organisational review and a recommendation is made on where Property Services sits within the authority and what services will sit within Property Services. (JP left the meeting)</p>	
7	Digital Media and Marketing Manager	
	<p>Andrew Golder presented</p> <p>A verbal briefing was given by AG. A service review undertaken concluded that the service needs to offer a more focused digital marketing service to customers. To achieve this a Digital Media and Marketing Manager role is required. The new PO1 role will replace an existing vacant press officer role.</p> <p>The TUs were in agreement for the recruitment process to start. (AG left the meeting)</p>	
8	Notes of the previous meeting, 15 November 2017	
	<p>LBE's HR team has won an award of 'Personnel Award for Career Returners Scheme' .</p> <p>Women Career Returners Programme Enfield is working in partnership with an organisation with a view of having</p>	TG / ALL

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	<p>another cohort of Career Women Returners next year. The TUs advised that they will promote this programme. TG will provide further information to the TUs.</p> <p>Cultural Audit The Cultural Audit will be discussed fully at the next meeting. Jo Clemente will attend.</p> <p>TUs commented that management need to be mindful of the varied approaches to staff management throughout the authority.</p> <p>PRP for Hay graded staff</p> <ul style="list-style-type: none"> • Incremental progression through experience. • JNC terms and conditions remain. • No flexi time scheme. • Grades will be reviewed in Spring 2018. • Change of employment contract - TG's current view is that there is not a need to change contracts of employment. Further discussion between management and the trade unions is required. • TG will start consultation with the trade unions in January 2018. 	TG
8	Any other business	
	CS - apologies for next meeting TS - apologies for 10 January 2018 meeting	
	11.55am meeting end	
	<p>Next meeting Wednesday, 13 December 2017 10.30am – 12 noon Tony Gilling's office, 5th flr</p>	

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