

Enfield 2017 Trade Union Consultation Meeting
Wednesday, 25 April 10.30am
Decision Notes and Actions Arising

Attendees	LBE Julie Mimmagh Kari Manovitch Olga Drovandi Jan Coshkouner Nadia Ahmed Geoff Waterton Paul Everitt Note taker - Nadine Clark	Trade Unions Anna Woodcock (GMB) Matt Mills (GMB) Paul Bishop (Unison) Christine Sesstein (Unison) Terry Smith (Unite)	Apologies Tracey Adnan (Unison) Tony Gilling
------------------	--	--	---

		OWNER
1	Proposed changes in Transformation	
	<p>Kari Manovitch attended</p> <p>Housing Systems Programme KM referred to the proposed restructure report. TUs commented that they had not had an opportunity to read the report which was only circulated yesterday. KM provided background detail and the rationale for the proposed restructure report.</p> <p>Responsibility of change programme and project management for the Housing Systems Programme has been moved from Council Housing to Transformation and IT which is where the expertise is for running projects and programmes within a central team. A lack of resources had been a challenge to the successful delivery of the programme and as agency staff incur higher staffing costs and do not present long term value for money, Transformation has identified fixed term contract opportunities in addition to the current staff structure, which will be more cost effective going forward. The report proposes the creation of 18-month fixed term contracts. The posts will be added to the existing Transformation and IT structure and will come under the Place & Enabling Transformation service area.</p> <ul style="list-style-type: none"> • 1 x Transformation Manager, MM2 • 1 x Programme Stream Lead, MM1 • 3 x Systems Thinking Analysts, MM1 • 2 x Change Officers, PO1 • 1 x IT Programme & Projects Manager, MM2 • 2 x SSA, PO1 <p>A Programme Manager role has been successfully recruited to through the Career Returners programme.</p> <p>The TUs agreed to the above approach.</p> <p>Transformation Place & Enabling - Transformation Manager role KM referred to the circulated proposed restructure report. TUs commented that they had not had an opportunity to read the report which was only circulated</p>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	1 May 2018
Owner	Tony Gilling	Final		Doc Number: v2	Page 1 of 4

	<p>yesterday.</p> <p>An accommodation rationalisation programme has been created to maximise rental income from the Civic Centre, ensure it is fit for purpose in the future and rationalise existing assets/leases of satellite sites.</p> <p>The report seeks approval to create a Transformation Manager role (MM2) on a fixed term contract basis for 18 months. The post holder will sit within Transformation Place & Enabling and will programme manage the Accommodation Rationalisation Programme and ensure change management approaches are successfully implemented via its projects.</p> <p>The TUs agreed to the above approach. (KM left the meeting)</p>	
2	Proposal to create 7 Social Work Assistant posts	
	<p>Olga Drovandi attended</p> <p>OD and PB have discussed the matter and no further action for this forum</p>	
3	Principles of Managing Absence & Attendance	
	<p>Olga Drovandi attended</p> <p>OD provided a verbal briefing on the need to update and refresh the Principles of Managing Absence & Attendance. There are no fundamental changes and OD highlighted changes to the draft document:</p> <ul style="list-style-type: none"> • Trigger points. • Time off for Medical Appointments. • Time off to enable an employee to accompany a relative or dependant attending a hospital appointment. • Occupational Health - improved guidance on how to make a good referral to Occupational Health in order to maximise the benefit of this service. • The Council's commitment to support the 'Dying to Work' charter. <p>JM to clarify to OD the officer to whom an appeal letter should be submitted to.</p> <p>The discussion identified the need for bespoke training requirements. JM will speak with Irene Papasavva.</p> <p>TUs stated that this is not an agreed policy between HR and the TUs. TUs will forward comments, if any, to OD.</p> <p>Document to be forwarded electronically to the TUs. Post meeting note: actioned 25 April. (OD left the meeting)</p>	<p>JM</p> <p>JM</p> <p>TUs</p> <p>OD / NC</p>
4	Careers Service	
	<p>Jan Coshkouner and Nadia Ahmed attended</p> <p>A verbal briefing was given on Enfield Careers Service need to restructure the service in order to present balanced budget due to significant overspend on budget allocated to this service.</p> <p>Currently in the structure there are a net 10.38 FTE posts (of which 8.38FTE's are in post). There are 1.87 vacant posts. It is proposed that the vacant posts</p>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	1 May 2018
Owner	Tony Gillig	Final		Doc Number: v2	Page 2 of 4

	<p>will be deleted and the number of adviser posts will be reduced to 5.88FTE. From the 5.88 FTE adviser posts, 2 will be within the LDD team (currently 3 FTE's in post), and the remaining 3.88 FTE (currently 5.38FTE's in post) posts will be within the generic team. Under the new proposed structure, the LDD team will support generating income for non-statutory services with schools and colleges. The generic team will continue to deliver on the traded and statutory responsibilities.</p> <p>The current MM1 post will be deleted and a new Team Leader post is to be created. This new Team Leader post is anticipated at P02 grade to reflect the demand and changes within the new structure. The new proposed role will involve direct delivery and will manage the reduced generic team of 3.88 advisers.</p> <p>The MM2 post will continue to lead the service providing strategic direction, and direct management of the LDD team. A level of MI support for the statutory DfE returns will be established under the proposed new structure from the wider Schools Standard Support Service.</p> <p>An informal staff meeting was held with staff in March and the start of the Formal Consultation Meeting with all staff is scheduled for later today.</p> <p>Timeline - new structure in place 1 September 2018.</p> <p>Agreed actions</p> <ul style="list-style-type: none"> • Full financial implications with redundancy costs are required. • An updated report to be presented at a future meeting. <i>Post meeting note: agenda item for 2 May.</i> <p>Proposed restructure report to be circulated electronically to TUs. <i>Post meeting note: report circulated 25 April.</i> (JC & NA left the meeting)</p>	<p>JC / NA JC / NA</p>
5	Role of Maximising Officers	
	<p>Geoff Waterton attended</p> <p>PB to provide GW with details of the specific concerns raised by staff regarding changes to their role. (GW left the meeting)</p>	<p>PB / GW</p>
6	Organisation Review	
	<p>The Delegated Authority Report has been signed off, published and is now subject to a 7 day call in which ends on 27 April. If there are no challenges, implementation of the first phase will be from 1 May 2018.</p>	
7	Notes of the previous meeting 4 April 2018	
	<p>Pay award Formal notification was received yesterday of a 2% rise ?? It is too late for the April pay roll and will be backdated in the May pay.</p> <p>Refuse Team Poll of Peripatetic Loader and Drivers TS and Jon Sharkey have met. No further action required by this forum</p> <p>Property Services Phase 2 The TUs raised their concern with the management of this proposed restructure.</p>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	1 May 2018
Owner	Tony Gillig	Final		Doc Number: v2	Page 3 of 4

	<p>The TUs advised that job descriptions were not available at the staff meeting of 17 April and that the start of formal consultation had been moved to 20 April, although the TUs have not received formal notification.</p> <p>The TUs requested that Judith Page and Irene Papasavva provide an update at the next meeting on 2 May 2018.</p>	JM
8	Green Towers restructure	
	<p>Paul Everitt attended</p> <p>Green Towers moved from the line management of Facilities Management to Leisure and Culture in January 2017. The department then had 1 full time Centre Manager, SO1. Following the resignation of the Centre Manager the service is seeking to realign Green Towers into the same model used to manage Millfield House and Theatre, The Dugdale Centre and Forty Hall. The proposed restructure would see the deletion of the Centre Manager post (SO1) and the creation of a Front of House Operations Supervisor post (scale 6).</p> <p>The TUs were content with the above approach. (PE left the meeting)</p>	
9	Any other business	
	<p>IWE TUPE transfer of Social Care Passenger Assistants</p> <p>AW advised that she has not yet been informed of a transfer date and that staff are very concerned and unhappy that no information on a transfer date is forthcoming.</p>	
meeting end 12.05pm		
<p>Next meeting Wednesday, 2 May 2018 10.30am – 12 noon Tony Gillings's office, 5th flr</p>		

Author	Nadine Clark	Classification	official all staff	Date of First Issue	1 May 2018
Owner	Tony Gillings	Final		Doc Number: v2	Page 4 of 4