

**Enfield 2017 Trade Union Consultation Meeting**  
**Wednesday, 13<sup>th</sup> June 2018, 10.30am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Catherine Charlton Julie Mimmagh Russell Hart Olga Drovandi Nadine Clark – note	<b>Trade Unions</b> Anna Woodcock (GMB) Veralyn Bent (Unison) Paul Bishop (Unison) Christine Sesstein (Unison) Tracey Adnan (Unison) Terry Smith (Unite)	<b>Apologies</b> Matt Mills (GMB)
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		<b>OWNER</b>
<b>1</b>	<b>Notes of previous meeting, 30 May 2018</b>	
	<p><b>ICT restructure report</b> – TUs have not received the restructure report NC to follow up. <i>Post meeting note: actioned 20 June 2018.</i></p> <p><b>IWE</b></p> <ul style="list-style-type: none"> <li>• Adult Passenger Transport transfer to IWE 1 August 2018 has now been agreed at the transfer date.</li> <li>• Measure letters Measure letters have not yet received by the TUs. TG to inform JM to ensure that the Measure letters are clear.</li> </ul> <p><b>HGV driver medicals for driving licence renewals</b> Drivers agree to arrange for a medical report via their own GP, however a process for paying the GP fee is still awaited by the TUs.</p> <p>Julian Minta to explore options for streamlining the process for reimbursement of the GP fee to ensure that drivers are reimbursed in a timely fashion.</p> <p><b>Vehicle and Drivers Policy regarding the Safe Use of Motor Vehicles on Council Business</b>  <b>Protocol for Vehicle Tracking and CCTV</b> The TUs requested clarification and a clear statement in the policy on how information obtained via the vehicle tracking device and CCTV facility could be used in any potential Disciplinary Hearing.</p> <p><b>Income Maximising Officers</b> PB to arrange a meeting with the Resources Executive Director.</p> <p><b>Morson Road Depot</b> AW to arrange for TG to join a route run in early July and to also meet with managers.</p>	<p style="text-align: center;">NC</p> <p style="text-align: center;">TG / Julie M</p> <p style="text-align: center;">Julian Minta</p> <p style="text-align: center;">Julie M</p> <p style="text-align: center;">PB</p> <p style="text-align: center;">AW</p>
<b>2</b>	<b>Restructure report Home Ownership Services</b>	

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	<p>Catherine Charlton presented</p> <p>The proposed restructure report outlines Home Ownerships Services' requirement to establish a permanent position for a Sales &amp; Leasehold Services Officer, SO1. The role has been in existence since October 2015 (on a temporary basis) and the service now feels there is a business justification on for this role to be permanent within the service. There are no cost implications for the HRA or general fund. The current temporary post is partially funded from the Right to Buy process and by the leaseholders via their Management Charge which means the post is cost neutral and the expectation is that the proposed permanent post will continue to be funded in this way.</p> <p>Full report to be circulated to the TUs. <i>Post meeting note: report circulated 19 June 2018.</i></p> <p>TUs were in agreement in principle with the above approach but require sight of the full restructure report.</p>	CC / NC
<b>3</b>	<b>Restructure report Temporary Accommodation team</b>	
	<p>Catherine Charlton presented</p> <p>The proposed restructure report seeks approval to formalise three posts within the Temporary Accommodation team, which will enable the team to deliver the management arrangements of Housing Gateway Ltd (HGL) properties as defined by the SLA.</p> <p>In 2016 HGL purchased Brickfield, a block of units for accommodation for those applicants with discharged duty, or those waiting for completion of their assessment. To support the management arrangement of the block and the existing portfolio of units, HGL agreed the creation of 2 posts in addition to the existing structure. These posts have been filled through either existing staff arrangements in the service or through agency and now need to be formalised and included on SAP to enable them to be filled on a permanent basis. The report proposes to recruit to the following vacant posts on fixed term contracts, all posts will be based at Brickfield House:</p> <ul style="list-style-type: none"> <li>• HGL Manager, PO2</li> <li>• HGL Property Manager SO2 (36 hours)</li> <li>• HGL Property Manager, SO2 (18 hours)</li> </ul> <p>Full report to be circulated to the TUs. <i>Post meeting note: report circulated 19 June 2018.</i></p> <p>TUs were in agreement in principle with the above approach but require sight of the full restructure report.</p> <p><b>Housing Gateway Ltd Board members</b> – the TUs requested board member details. CC agreed to provide this once board members are agreed on 12 July.</p>	CC / NC  CC
<b>4</b>	<b>Restructure report Communal Services</b>	
	<p>Catherine Charlton presented</p> <p>The report seeks approval for:</p>	

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	<ul style="list-style-type: none"> <li>the introduction of a generic job description for the Scale 2 roles within the Communal Services team. This will provide sufficient flexibility to resource manage the daily / weekly cleaning of Council Housing blocks.</li> <li>deletion of Scale 3 roles within the service, and adopting the consistent approach alongside Street Cleansing Service, for staff deputising for Scale 4 Senior Operatives in their absence to be paid an honorarium during the deputising period.</li> </ul> <p>The following new teams will be formalised within the structure from June 2018:</p> <ul style="list-style-type: none"> <li>3 bulk refuse teams</li> <li>1 reactive (mobile) caretaking team</li> <li>2 Pressure Washing Teams</li> </ul> <p>Full report to be circulated to the TUs. <i>Post meeting note: report circulated 19 June 2018.</i></p> <p>TUs were in agreement in principle with the above approach but require sight of the full restructure report. (CC left the meeting)</p>	CC / NC
<b>5</b>	<b>Short term HR resource</b>	
	<p>Julie Mimmagh presented</p> <p>The strategy to move agency staff to permanent or directly employed contracts where recruitment levels were expected to drop have actually increased significantly. As a consequence further resources in the HR team are now required.</p> <p>1.5 agency staff were brought in last year and a further 2 workers are required which will make an additional 3.5 staff as a short-term measure to help manage the high levels of recruitment. The on-going use of these additional resources will be reviewed on a three months basis, and if recruitment levels fall, HR will not continue to engage these additional staff. HR is awaiting for the finance team to provide the budget.</p> <p>TUs agreed to this approach. JM to circulate the report. (JM left the meeting)</p>	JM
<b>6</b>	<b>Cemeteries - Delivery of Cemeteries Grounds Maintenance</b>	
	<p>Russell Hart attended</p> <p>RH provide a verbal briefing. A report is going to Cabinet tomorrow that recommends bringing in-house grounds maintenance and grave digging in LBE cemeteries and agree TUPE transfer of contractor staff. To establish new LBE posts to recruit to 1 x scale 6 post and 5 x scale 4 posts as core staff required plus agency cover of 3.5 FTE.</p> <p>TUPE will apply to 3 of the staff which will leave 3 vacant roles to recruit to. Target date for implementation of the new structure is October 2018.</p> <p>The TUs requested sight of the report prior to agreeing to the proposed restructure. RH to circulate the Cabinet report today. <i>RH post meeting note: reported circulated 13 June 2018.</i></p>	

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	(RH left the meeting)	
<b>7</b>	<b>Physical Exercise team</b>	
	<p>Olga Drovandi attended</p> <p>OD gave a verbal briefing on the proposed restructure of the Physical Exercise (PE) Team from 4 FTE specialist teachers to 3 FTE staff from 1st September 2018.</p> <p>The rationale is because the PE Team are a 100% traded service with schools and no longer receiving any DSG funding. With shrinking budgets, the buy-back is vulnerable in coming years and for the sustainability of the service it is important to look ahead and become leaner. The report also proposes a significant cost reduction through the current PE Adviser post being deleted. Redundancy figures are still awaited.</p> <p>The proposal is to recruit 1 x PE Lead TLR1d and 1 x Deputy TLR1b.</p> <p>School swimming will be managed by an existing officer in the School Standards and Support Service. (Fusion will not be taking over the running of this service at this time).</p> <p>Post meeting note: report circulated to the TUs 13 June 2018.</p> <p>TUs requested traded services figures. OD to provide same. <i>Post meeting note: information circulated to the TUs 20 June 2018.</i></p> <p>(OD left the meeting)</p>	<p>OD</p> <p>OD</p>
<b>8</b>	<b>Culture Change</b>	
	<p>VLB gave feedback on the Culture Change Forum held last week:</p> <ul style="list-style-type: none"> <li>• A good opportunity for staff from different departments to meet.</li> <li>• Principles of the new culture i.e. Blue Culture are not being cascaded down to staff based at satellite offices.</li> <li>• Staff do not have meetings at which they can express their concerns.</li> </ul> <p>Further feedback on the session by TG included:</p> <ul style="list-style-type: none"> <li>• Managers not listening to their staff.</li> <li>• Team meetings are not interactive.</li> <li>• Micromanagement is still in place.</li> </ul> <p>The next Culture Matters will include feedback on the Culture Change Forum.</p> <p>Site visits TG advised that over the last week he has visited the refuse team.</p> <p>TG is meeting with Directors to see what changes have been introduced in line with the new principles.</p> <p>Examples of positives changes introduced by management to be brought to this forum.</p> <p>(TS left the meeting)</p>	<p>ALL</p>
<b>9</b>	<b>Any other business</b>	
	<p><b>Safe and Connected</b></p> <p>PB advised that the TUs had not been consulted on the decision to transfer staff</p>	<p>TG</p>

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	<p>over to IWE. TG will speak with the relevant manager.</p> <p><b>Property Services Phase 2</b>  AW raised an issue referred to her by a member. TG provided advice which included the option of raising the concerns via the appeal process route.</p> <p>The TUs expressed their concerns and issues raised by members at how the restructure process has been run – JDs were not ready in time for the start of staff consultation, incorrect JD issued, lack of and poor communication.</p>	
meeting end 12.15pm		
	<p><b>Next meeting</b>  <b>Wednesday, 27<sup>th</sup> June 2018, 10.30am – 12 noon</b>  <b>4.2, 4<sup>th</sup> flr</b></p>	

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