

**Enfield 2017 Trade Union Consultation Meeting**  
**Wednesday, 30<sup>th</sup> May 2018, 10.30am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Julie Mimmagh Kari Manovitch Nadira Hussain Marc Gadsby Julian Minta Rupert Brandon Sabine Mai Jon Sharkey Samantha Birks Nadine Clark – note	<b>Trade Unions</b> Anna Woodcock (GMB) Matt Mills (GMB) Paul Bishop (Unison) Christine Sesstein (Unison) Tracey Adnan (Unison) Terry Smith (Unite)	<b>Apologies</b> Veralyn Bent (Unison)
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		<b>OWNER</b>
<b>1</b>	<b>ICT Restructure</b>	
	<p>Kari Manovitch and Nadira Hussain attended</p> <p>A verbal update was given on the proposed interim restructure of ICT Services to make the service more fit for purpose and embed further processes to achieve a more joined up and cohesive service. A two-phased restructure is proposed and today's update covered the first phase which is to recruit to current vacancies and new 'fixed-term' roles in the structure.</p> <p>The second phase of the restructure will cover some further additional roles which will assist with rationalising and deleting posts and restructuring.</p> <p>Previous recruitment campaigns to fill vacancies have been unsuccessful due to the low and inappropriate salaries. The 8 vacancies have been bench marked and the relevant market supplements will be advised to HR.</p> <p>The second part of this interim solution is to create 11 'fixed term' roles each of 12 months to replace 12 contractors. These are highly technical roles that cannot be filled internally.</p> <p><b>Financial implications</b> Current salary spend is just over £3m.</p> <p>Recruiting to the 8 vacancies with market supplement will attract an additional cost of £107,000.00</p> <p>11 x 12 months fixed term contracts which is funded through the capital work programme is £799,000.00.</p> <p>Work package route = £1,412,000.00. The fixed term roles will give a £613,000.00 saving.</p> <p>The fixed term roles would be introduced in this phase of the restructure.</p> <p><u>Post meeting note:</u></p>	

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First part of the interim restructure regarding filling the vacant roles with market supplement to continue 'as-is'.

The second part of the interim restructure there have been some additional changes – 11 roles now being recommended to be recruited permanently (not on a fixed-term basis) and a further two new roles being created, (1) Web Manager and (2) Data Protection Officer (DPO), which are also currently missing from the permanent structure.

The creation of these permanent roles would create a full year cost of £996,629. Based on current use of the work package resources, then around 72% (£716,452) would be charge the ICT and Transformation Capital Programme and 28% (£280,177) to the ICT revenue budget. This revenue funding will have to be permanently added to the ICT Service budget.

Market Supplement for existing roles	£107,000
Creation of new permanent roles including Market Supplement	£996,629
Total cost of both	£1,103,629

The roles currently being provided via Work Packages that are charged to the existing ICT and Transformation Capital Programme or funded through Capital Receipts or Reserves would total £1,567,625 per annum at current rate.

By fulfilling these roles through fixed term appointments, this would result in cost avoidance of £570,996 against these sources.

The TUs in principle support phase 1 but need to consider the restructure report first. NH / KM will circulate as soon as possible.  
(KM & NH left the meeting)

KM / NH

**2 IWE update**

Marc Gadsby attended  
Verbal updates were provided.

**Adult Passenger Transport Transfer to IWE**

Formal transfer letters will need to be issued by the Council and inductions meetings arranged, uniforms dispensed by IWE etc once a transfer date is agreed. The preferred transfer date is either 1 July or 1 August. Transport Service will need to confirm their agreement with the transfer date.

Pick up and drop off for Passenger Assistants – this may cause difficulty in terms of flexibility and is something to be discussed individually with the PAs.

**Transport Monitor Post** – 3 candidates shortlisted for interview.

AW advised that the vehicles currently being used will continue to be utilised in the interim period until smaller vehicles are procured. MG confirmed that IWE prefer automatic rather than manual vehicles. It has been suggested that it may take longer to purchase automatic vehicles, however this should not delay the

	<p>transfer. MM informed that the turnaround for a manual vehicle is 3 months and 9 months for an automatic.</p> <p><b>Measure letters</b> – JM and MG to speak with HR support.</p> <p>It was noted that representatives at the meeting would prefer the transfer date to be 1 July 2018. MG advised that he would share this with members of the Project Team.</p> <p><b>IWE general update</b> IWE is focusing on innovation, growth and new ways of marketing the services. Re-branding has been undertaken and a new website will be launched in June.</p> <p>PB requested the occupancy figure for Bridgewood. MG advised it is 38 and currently reviewing the transfer to Bridgewood of 9 residents in July. (MG left the meeting)</p>	<p>JM / MG</p> <p>MG</p>
<b>3</b>	<b>Creating a Vehicle Cleansing Operative role</b>	
	<p>Julian Minta attended JM circulated the job description for the role of Vehicle Cleansing Operative. The role is not yet evaluated. A third party contractor is currently undertaking this role.</p> <p>Annual leave, sickness absence cover – JM confirmed a schedule for inside wagon cleans can be prepared and that there are other staff trained to operate the automated wash system.</p> <p>JM to circulate the DAR to the TUs. <i>Post meeting note: DAR circulated 4 June.</i></p>	<p>Julian M</p>
<b>4</b>	<b>HGV driver medicals for driving licence renewals</b>	
	<p>Julian Minta attended</p> <p>The current process undertaken by HGV drivers in Enfield to the DVSA to apply for a driving licence renewal is for the driver to provide an Occupational Health Report and a medical report from their GP. Delays by GPs in issuing their medical reports are frequently experienced which holds up the renewal of the licence.</p> <p>Investigation by JM of the licence renewal process has shown that an Occupational Health report is not required and only a GP medical report is necessary. The onus is on the driver to arrange the medical via their GP. Payment for the medical report is met by the driver who then reclaims the fee from their service. Management is conscious that for some drivers this fee can cause financial hardship, however there is no process in place for the service to effect an advance payment to the GP and JM is seeking a solution.</p> <p>TUs will advise their members in principle of the changes and that the process for reimbursement of the GP fee is being streamlined.</p>	<p>TUs</p>
<b>5</b>	<b>Vehicle and Drivers Policy regarding the Safe Use of Motor Vehicles on Council Business</b>	
	<p>Julian Minta attended</p> <p>JM circulated a draft of an updated Vehicle and Drivers Policy regarding the Safe Use of Motor Vehicles on Council Business. Three former policies have</p>	

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	<p>been incorporated into one policy. The document has been reviewed by the Executive Director, HR and Legal Services. JM highlighted additional items and/or amendments.</p> <ul style="list-style-type: none"> <li>Point 10 Protocol for Vehicle Tracking and CCTV</li> </ul> <p>TUs requested that the policy include a statement on how information obtained via the vehicle tracking device and CCTV facility could be used. Julie M agreed to provide wording.</p> <p>JM requested to receive feedback and comment from the TUs in the next week as JM would like this new policy in place before an audit inspection in six weeks. (JM left the meeting)</p>	<p>Julie M</p> <p>TUs</p>
<b>6</b>	<b>Red Lion Homes update</b>	
	<p>Rupert Brandon provided a verbal briefing.</p> <p>The TUs requested this item as they have not received a briefing or information on Red Lion Homes.</p> <p>RB informed that money is used to help fund properties being developed through HRA and for the Housing Association. Red Lion Homes is a not for profit RP and it is hoped to get to full stage registration next year. There are no staff at the moment, but looking to appoint a temporary member of staff to secure registration. RB confirmed that no staff will be transferred over to Red Lion Homes.</p> <p>A Memorandum of Understanding is still to be written.</p> <p>A DAR is being prepared to develop a couple of sites.</p> <p>TUs requested names of the Board members. <i>Post meeting note: information sent to TUs 4 June.</i> (RB left the meeting)</p>	<p>RB</p>
<b>7</b>	<b>Adult Social Care Restructure</b>	
	<p>Sabine Mai presented</p> <p>SM provided a verbal update.</p> <p>Enfield residents are mostly discharged via social work discharge teams from three sites: Barnet General Hospital, Chase Farm Hospital (rehab wards only) and North Middlesex University Hospital.</p> <p>Discharge to Assess (D2A) is a North Central London (and nationwide) initiative. Essentially, D2A ensures that people are assessed away from the hospital. Pathway 1 ensures that people are assessed at home and also supports more timely discharges from hospital. Pathway 1 now runs as part of a discharge offer via the social care team in Enfield alongside D2A Pathways 2 &amp; 3, that are more CCG led.</p> <p>The structure currently in place has worked well, however the roles have evolved along with the expectations of increased capacity.</p> <p>The proposed restructure is to create 4 permanent roles within Discharge to</p>	

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	<p>Assess (D2A) pathway 1:</p> <ul style="list-style-type: none"> <li>• 1 x Occupational Therapists Team Manager post</li> <li>• 3 x Occupational Therapist posts</li> </ul> <p>The 4 roles will be based at North Middlesex University Hospital.</p> <p>The TUs were happy with this approach, however need to review the restructure report. <i>Post meeting note: report circulated 6 June 2018.</i> (SB left the meeting)</p>	SM
<b>8</b>	<b>Culture Change</b>	
	<p>Julie Mimmagh</p> <p>JM advised that a pilot team building tool had been well received by staff and managers and will be rolled out to wider staff groups once more staff are trained in its use.</p> <p>The 360o tool will also be rolled out but currently there are only 3 staff trained to use it.</p> <p>Going forward, Tony Gilling to Chair this forum.</p>	
<b>9</b>	<b>Transfer of Transport Services to IWE Restructure report Waste Operations Team</b>	
	<p>Jon Sharkey attended for both items</p> <p><b>Transfer of Transport Services to IWE</b> JS was informed of the decision agreed at today's meeting of a transfer date of 1 July 2018 which JS agreed to work towards.</p> <p>JS advised that he can complete consultation once Measure letters are received from IWE.</p> <p><b>Restructure report Waste Operations Team</b> The tabled restructure report proposes the integration of the Waste Client function in to the Waste Operations Team.</p> <p>The proposed new structure would see the</p> <p>deletion of:</p> <ul style="list-style-type: none"> <li>• 2 x Senior Operations Managers MM1</li> <li>• 2 x Operations Manager, PO1</li> <li>• 2 x Senior Drivers, Scale 6</li> <li>• 1 x Technical Advisor, Scale 5</li> <li>• 1 x Waste Policy Officer, SO2</li> <li>• 1 x Apprentice</li> </ul> <p>creation of</p> <ul style="list-style-type: none"> <li>• 1 x Service Delivery Manager, PO2</li> <li>• 1 x Service Delivery Manager, PO2 (1-year fixed term)</li> <li>• 4 x Waste Services Supervisors, SO1</li> <li>• 1 x Strategic Waste and Recycling officer, PO2</li> </ul>	

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	<ul style="list-style-type: none"> <li>0.5 Recycling Officer, Scale 6</li> </ul> <p>Four of the roles to be deleted are filled by employees and details of the at risk staff were provided to the TUs by JS.</p> <p><b>Timeline</b> Formal staff consultation - 11 June 2018, however this is dependent on the job descriptions being ready. (JS left the meeting)</p>	
<b>10</b>	<b>Assessment Hub update</b>	
	<p><b>Income Maximising Officers</b></p> <p>PB advised that that staff meetings regarding changes to their roles are still taking place. PB will arrange to meet with the Resources Executive Director.</p>	PB
<b>11</b>	<b>Restructure Report SEND Service</b>	
	<p>Samantha Birks presented</p> <p>SB referred to the circulated proposed restructure report. The SEND Service is a key statutory part of the local authority and has responsibility of managing and maintaining the support for learners from 0-25 who have a special educational need or disability (SEND). There has been a significant increase in the number of children and young people identified as requiring an Education Health and Care Needs Assessment. Due to the increasing numbers of cases SEND Service is managing, it is becoming more challenging to meet statutory timescales and a more effective use of resources must be considered to improve service delivery.</p> <p>The proposed restructure includes the deletion of 2 x PO1 posts (1 post is vacant) and 4 x SO1 posts, and the creation of 8 x SO2. Details of the at risk staff were provided to the TUs by SB. Staff meetings will be concluded by 1<sup>st</sup> June.</p> <p>The SO2 job descriptions are being finalised and is an indicative grade at this stage. <i>Post meeting note: JD will not be evaluated until after the 30 days consultation period. Draft JD shared with staff their views/comments.</i></p> <p><b>Timeline</b> The start of formal staff consultation is anticipated to be 1<sup>st</sup> June, however this is dependent on JD being ready. <i>Post meeting note: Formal consultation started 1 June and will end 30 June.</i></p> <p>TUs were in agreement with the above approach. (SB left the meeting)</p>	
<b>12</b>	<b>Notes of the previous meeting, 16 May 2018</b>	
	<p><b>Morson Road Depot</b> JM to follow up with Tony Gilling on a date to visit the depot.</p> <p><b>August Quarterly Chief Exec. meeting</b> JM to arrange bringing forward the August meeting to July.</p> <p><b>Regional Adoption Agency</b> JM met with Anne Stoker. Olga Drovandi is the HR lead and is meeting with AS today before meeting with staff.</p>	JM  JM
<b>13</b>	<b>Any other business</b>	

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	<p><b>Short term temporary resources for HR</b> Agenda item for 13 June meeting.</p> <p><b>AW item: Transport Drivers</b> Issue with contract, agency drivers covering absences rather than using permanent staff. AW believes permanently employed drivers are available but are not being used. Concerned that recruitment is on hold as hours may change. Suggested this should be reviewed. Jon Skarkey is aware of this and a meeting between him and TU is required.</p>	JM
meeting end 1.10pm		
	<p><b>Next meeting</b> <b>Wednesday, 13 June 2018, 10.30am – 12 noon</b> <b>Tony Gilling's office, 4<sup>th</sup> flr</b></p>	

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