

**Trade Union Consultation Meeting  
Wednesday, 25 July 2018, 10.30am  
Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b> Tony Gilling Sarah Moran Jon Sharkey Nadine Clark – note taker	<b>Trade Unions</b> Anna Woodcock (GMB) Veralyn Bent (Unison) Paul Bishop (Unison) Christine Sesstein (Unison) Terry Smith (Unite)	<b>Apologies</b> Tracey Adnan (Unison) Matt Mills (GMB)
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		<b>OWNER</b>
<b>1</b>	<b>Premature Babies Policy</b>	
	Julie Mimmagh to send to the TUs the conclusion of the agreement reached at the Remuneration Committee meeting held yesterday.	JM
<b>2</b>	<b>Fostering Policy</b>	
	The Remuneration Committee agreed yesterday that the policy will be applied irrespective of where staff reside.	
<b>3</b>	<b>Service Assessment – Children in Need</b>	
	<p>Sarah Moran attended</p> <p>SM gave a verbal briefing on the proposed restructure which will see the deletion of one of the three Deputy Team Managers (DTM) posts in the SPOE. Two DTM positions are currently funded with money from Change &amp; Challenge.</p> <p>In October 2018 significant changes will be made to the current SPOE team which will involve all Early Help Work moving to the new Early Help Service. This will reduce the volume of work coming into the SPOE and increase the work managed by the Early Help Service. Money used to fund one of the DTM positions will be given back to Change &amp; Challenge to allow for additional resource to manage this work.</p> <p>There is a vacant DTM role in the Parenting Support Service which will be ring fenced to the affected population to mitigate a compulsory redundancy situation.</p> <p>Informal discussion with the affected population has taken place and staff given the opportunity to apply for team manager positions currently available in children's social care.</p> <p>Time line – implementation date is October 2018.</p> <p>The TUs agreed for SM to start formal staff consultation. Subject to reviewing the restructure report, the TUs were content with the above approach. SM to send the proposed restructure to the TUs. <i>post meeting note: report circulated to the TUs 27 July 2018.</i> (SM left the meeting)</p>	SM
<b>4</b>	<b>Passenger Transport Services</b>	
	<p>Jon Sharkey presented</p> <p>JS referred to the circulated proposed restructure report which sets out a revised management reporting structure for Passenger Transport Services.</p>	

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	<p>Since June 2016 Passenger Transport Services has been managed in partnership with Edge Public Solution who have provided interim on-site management of day to day services and worked alongside the existing team to implement a number of cost savings initiatives, improve the efficiency of the service and change the ways of working to deliver these improvements. The contract with Edge Public Solutions finishes in May 2019. The restructure report proposes the creation of a 1-year fixed term contract of a Senior Resources &amp; Finance Officer (PO1) to support the transition of the management of Passenger Transport back to the Council and ensure a sustainable handover.</p> <p>Time line – appoint to the post as soon as possible.</p> <p>The TUs agreed with the approach detailed in the restructure report.</p> <p>JS advised that the whole Passenger Transport structure will be reviewed. Some flexibility is required and a sustainable structure in place for May 2019.</p> <p>JS to prepare a briefing paper on the work undertaken by Edge Public Solution since the start of the partnership with the Council.</p> <p><b>Passenger Assistants</b> JS to provide the TUs with information on the current and historical staff numbers of Passenger Assistants, both directly employed and through contractors.</p> <p><b>Contract monitoring</b> AW raised her concern at the level of contract monitoring and the need for a more robust process. JS to feedback to the TUs. (JS left the meeting)</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>
<b>5</b>	<b>Notes of the previous meeting 11 July 2018</b>	
	<ul style="list-style-type: none"> <li>• <b>Programme Director, Resident Safety Post</b> The TUs had some reservations and TG will send the final job description to them so they can review what the post entails.</li> <li>• <b>Culture Change</b> An article will be in Culture Matters regarding TG's back to the floor visits covering Waverly School and Durants School route runs.</li> <li>• <b>HR Procedures Focus Group</b> TG enquired when would the TUs like this focus group held. It was agreed to convene a meeting on 15 August at 10.30am solely for this item.</li> <li>• <b>HGV Drivers - Medical report fee</b> A process has been confirmed whereby the driver pays the fee and the receipt is provided to the manager who will arrange reimbursement via payroll.</li> <li>• <b>Vehicle and Drivers Policy regarding the Safe use of Motor Vehicles on Council Business</b></li> </ul> <p><b>Use of tracking and CCTV recordings</b></p>	<p>TG</p> <p>TG</p> <p>TS</p>

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	<p>AW advised that GMB is happy with the policy wording.</p> <p>Unison and Unite objected to this wording as they do not want information from tracking and CCTV recordings to be used as evidence in a disciplinary hearing.</p> <p>TUs are happy to talk further on how to resolve this issue. Agenda item for 22 August meeting.</p> <p>AW to send PB a copy of GMB's Terms of Reference.</p>	<p>TG</p> <p>AW</p>
<b>6</b>	<b>Any other business</b>	
	None	
meeting end 12.10pm		
	<p style="text-align: center;"><b>Next meetings</b></p> <p style="text-align: center;"><b>HR Procedures Focus Group</b>  <b>Wednesday, 15 August 2018</b>  <b>10.30am, 5<sup>th</sup> flr / 5.1</b></p> <p style="text-align: center;"><b>Trade Union Consultation Meeting</b>  <b>Wednesday, 22 August 2018</b>  <b>10.30am – 12.30pm, 4<sup>th</sup> flr / 4.1</b></p>	

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