

**Enfield 2017 Trade Union meeting**  
**Wednesday, 18 October 2017, 10.35am**  
**Decision Notes and Actions Arising**

<b>Attendees</b>	<b>LBE</b>		<b>Trade Unions</b>
	Tony Gilling	Marc Gadsby	Christine Sesstein (Unison)
	Valerie Pearce	Sue Roberts	Paul Bishop (Unison)
	Nicholas Bowater	Oluyemisi Morjan-Raiwe	Terry Smith (Unite)
	Chris Marsh	Matthew Wats	Anna Woodcock (GMB)
	Julie Mimnagh		<b>Apologies</b>
	Doug Wilson	Note taker - Nadine Clark	Tracey Adnan (Unison)
			Matt Mills (GMB)

		<b>OWNER</b>
<b>1</b>	<b>Homelessness Reduction Act</b>	
	<p><b>Valerie Pearce and Nicholas Bowater presented</b></p> <p>The Homeless Reduction Act 2017 (HRA) will be enacted in April 2018. The new legislation will place significant increased duties on local authorities to assess, prevent and relive homelessness. Failure to comply with the legislation will result in legal, financial and reputational risks to the Council. It is, therefore, proposed to recruit additional resources ranging between scale 4 up to PO2, the detail to be determined as part of the key decision process. The posts will be based at John Wilkes House. LBE has funding for two years, and it is anticipated that attrition will ensure staff is not over budget at the end of the funding period .</p> <p>Due to the tight deadline and based on the current market, the TUs gave agreement for an internal and external recruitment campaign to run concurrently with internal candidates being interviewed first.</p> <p>There is a separate business case for a MM2 secondment role to manage the new team.            (VP and NB left the meeting)</p>	VP
<b>2</b>	<b>Passenger Transport - recruitment update</b>	
	<p>Chris Marsh presented</p> <p>CM provided a verbal update. The forthcoming recruitment campaign will consist of:</p> <ul style="list-style-type: none"> <li>• Replacing 10 agency Passenger Assistants (PA) roles with permanent roles, plus an additional 5 new PA agency roles.</li> <li>• Replacing 5 agency driver roles with 5 permanent roles plus an additional 3 new agency roles.</li> </ul> <p>A decision on the category is still to be made. The business needs to determine what hours the service needs to recruit to.</p> <p>The recruitment for the permanent roles will be advertised internally first.</p> <p><b>Job Descriptions</b> - CM and AW to meet outside of this forum to finalise the JDs.</p>	CM / AW

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	<p><b>Timeline</b> Once the ATR has been signed the formal recruitment process will commence. (CM left the meeting)</p>	
<b>3</b>	<b>Hub Review</b>	
	<p>Julie Mimmagh presented</p> <p>The Hubs system has been in place for over two years and EMT have requested a review of the first three Hubs to assess how well they are working and identify what aspects of the Hubs could be improved. The three Hubs being reviewed are Operational Support Hub, Data &amp; Management Information Hub (Data &amp; MI Hub) and Performance Management Hub. It is an internal review as it is believed that internal staff are better placed at understanding the needs of the authority. All departments are represented in the review team with JM being the Review Lead. (PB joined the meeting)</p> <p>Analysis of the findings will be consolidated into a report which will go to James Rolfe as the Sponsor and EMT. Any recommendations will need to be agreed by EMT. If there are changes the service will be informed and any changes would be put in place in the New Year. JM advised that the review is about efficiencies and not savings.</p> <p>JM to circulate a Hub Review document to the TUs. (JM left the meeting)</p>	JM
<b>4</b>	<b>Notes of the previous meeting, 4 October 2017</b>	
	<p><b>Library staff restructure</b> DAR - the DAR has still to be completed. TG will circulate to TUs asap.</p> <p><b>Future of the Civic Centre restaurant</b> <b>Vision for Property Services</b> Jeremy Pilgrim's attendance at today's meeting was deferred to 15 November.</p>	TG  TG
<b>5</b>	<b>IWE update</b>	
	<p>Marc Gadsby and Doug Wilson attended</p> <p><b>Enablement</b> Today's update provided financial information following the IWE update item presented at the 4 October meeting.</p> <p>DW and MG expanded on the Enablement Data information circulated by email on 13 October. It was noted that information provided in the email of 13 October was incomplete. DW to circulate full information.</p> <p><b>TU question</b> How does the £75 per hour cost to Enfield compare to the other authorities?</p> <p>There is very little public information to benchmark against. York completed some benchmarking a few years ago and Doug will provide examples they collected:</p>	DW  DW

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	<p>Outsourced - £19/20 per hour on average. In-house – around £25/26 per hour</p> <p>It was noted that other local authorities are reconsidering their options due to the high expense. DW will provide TUs with examples of other local authorities and the approach they have taken.</p> <p>DW advised there is currently 40% down time when staff are not delivering care which is due to staff rotas. DW wants a high quality service which delivers value for money but has to first understand the needs of the service, how many people in the community and in hospital require this service. The service as currently configured will have to maximise the contact hours it can deliver. Once that is achieved, a review of what the need is (if more) then developing further capacity will be reviewed. Reviewing and allocating the hours where they are needed is challenging. This is all part of a suite of activities being reviewed by IWE which also includes not recruiting to non-essential posts and looking at any flexibility within the allocation for the year.</p> <p>IWE want to provide a good solution for Enfield but needs to be more cost effective than what it is.</p> <p>PB question - why is the £75 per hour cost being addressed now? DW replied that this is part of a large programme of service development work to be delivered.</p> <p>IT enablement – discussion with IT this week about tablets and mobile printers will be made available to Senior Enabling officers.</p> <p>TUs advised that they will work with management to assist where they can. (DW and MG left the meeting)</p>	DW
6	<p><b>Confidential item - Cheviots - post deletion: Overnight short breaks social worker</b></p>	
	<p>Sue Roberts attended</p> <p>A verbal briefing was provided. The deletion of a social worker post is necessary due to a decline in the number of families requiring use of the shared care scheme and the scheme is longer viable. SR advised that the post holder has been informed of this post deletion, however at this stage no other options have yet been discussed with the member of staff.</p> <p>SR will circulate the re-structure report to the TUs once it is ready. (SR left the meeting)</p>	SR / TG
7	<p><b>Regeneration and Planning Division restructure</b></p>	
	<p>Oluyemisi Morgan-Raiwe attended</p> <p>OMR circulated a proposed restructure report for Regeneration and Planning division which currently consists of Development Management, Strategic Planning &amp; Design, Estate Renewal and Neighbourhood Regeneration. The restructure covers the current way of working as well as a way forward for the division ensuring that there is a clear remit across a broad diverse and complex portfolio.</p>	

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	<p>The division has a total of 115 posts filled out of a possible 123 posts. The proposed restructure will see post numbers reduced to 109 through a combination of deleting vacant posts and through the proposed restructure. Staff meetings are scheduled for today and tomorrow.</p> <p>Affected population – some names were provided by OMR. OMR to forward the balance of names to the TUs.</p> <p>Implementation date for the new structure is end March 2018.</p> <p>The TUs gave agreement to start the formal one month staff consultation. (OMR left the meeting)</p>	<p>OMR</p>
<b>8</b>	<b>Plans for Whitewebbs Park Golf Course</b>	
	<p>Matthew Watts presented</p> <p>Whitewebbs Park Golf Course has been struggling for a number of years and various options have been considered to improve it, however the investment required is not possible through LBE. The Strategic Property team market tested for an alternative provider and a recommendation was made to accept one of the bids. Staff have been made aware of the situation, although no formal decision has yet been taken by Enfield.</p> <p>Timeline - it is anticipated that early in 2018 the asset will transfer over to a new provider and staff will TUPE across.</p> <p>MW to provide the affected population list. Once a restructure report is available, same will be circulated to the TUs.</p> <p>Once the restructure report is available, same will be circulated to the TUs.</p> <p>MW will attend this forum again once the Cabinet Report has been signed. (MW left the meeting)</p>	<p>MW</p> <p>TG / MW</p>
<b>9</b>	<b>Any other business</b>	
	<p><b>item 1, Homelessness Reduction Act</b></p> <p>TUs requested that they should have more involvement in the process and be kept updated on the progress so they can work management in progressing this activity.</p>	
	<p>12.45pm meeting end</p>	
	<p><b>Next meeting</b>  <b>Wednesday, 1 November 2017 10.30am – 12 noon</b>  <b>Tony Gilling's office, 5<sup>th</sup> flr</b></p>	

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