

Enfield 2017
Tuesday, 19th May 2015, 9.40am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling
 Mark Stone
 Emma Carrigy
 Lynda Wreyford
 Nadine Clark (note taker)
 Part time: Morna Carroll

Trade Unions

Tracy Adnan (Unison)
 Christine Sesstein (Unison)
 Paul Bishop (Unison)
 Terry Smith (Unite)

Apologies

Anna Woodcock (GMB)

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3	Business Support	
	<p>EC briefed:</p> <p>Meet and Greet meetings are now completed with over 300 staff having attended. Two 'mop up' sessions are being held on 22 May for about 40 staff who were unable to attend the Meet and Greet sessions. 121s will be offered to staff if they cannot attend either of the 'mop up' sessions. Full meeting pack and FAQs have been circulated</p> <p>Formal consultation throughout w/c 8 June which will consist of approximately 16/17 consultation meetings which will be led by Isabel Brittain and EC with HR support. TUs confirmed that they will attend same. EC to forward schedule of meetings (venues are Civic Centre, Dugdale Centre and Park Avenue). A communication will be sent to staff and their heads of service this week confirming their session details. <small>(MS arrived to the meetings)</small></p> <p>So there is no bias in the process, staff will be invited to attend a meeting based on alphabetical surname basis. A draft structure, draft job profiles, staff numbers, job application process and full timeline will be shared with staff. TG confirmed that information regarding savings and timelines has been presented at Officer Board.</p> <ul style="list-style-type: none"> • A full picture of what will be presented will be discussed at the next meeting (3 June). 	<p>EC</p> <p>TG</p>
2	Policy, Data & Performance - feedback	
	<p>TG reported back on the concerns that the TUs had previously raised and detailed a number of compromises. An email to the affected population will be sent this afternoon.</p> <ul style="list-style-type: none"> • Small streamline process - a CV will be required. • Full Statement - four questions relevant to the job will be asked, three of which will be generic. The generic questions by the heads of service will be ready by the end of the week. • Jobs will be released 4th or 5th June with a closing date of 12th June, 9am. Shortlisting for all posts will take place on 12th June. There will be two tranches - Team Leaders (MM1, MM2), Support Officers (SO1, SO2,). • Psychometric tests - will not form part of this recruitment. The selection process will consist of a standard interview and presentation, and where appropriate a test. <p>Consultation period - feedback Consultation period finishes on 29 May. TG confirmed that staff are not precluded from giving their views up to the 29th, however it is helpful to have early sight of comments, but not a necessity.</p> <p>Policy, Data & Performance TG made reference to a member of staff who had been unable to attend a formal consultation meeting but received full details from HR. The individual subsequently</p>	<p>TG</p>

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	<p>claimed not to have received the information and alleged LBE had circumvented policy and procedures and was not complying to statutory regulations. HR has an audit trail and has adhered to procedures.</p> <p>Redeployment / Matching Discussion took place on a member of staff who has requested to go on redeployment / matching process immediately as they are unlikely to get a post in the new structure. Offering staff notice at this time with a view to being matched was considered by all present not to be appropriate as it was circumventing the redeployment process. MC to obtain further information so the individual can be responded to officially.</p> <p>MC left the meeting</p> <p>30 June is the common notice date and is not negotiable.</p> <p>Pay in lieu - it was agreed that it was fair and reasonable if staff due a pay increase on 1 July have their pay in lieu based on that increased figure.</p>	<p>MC / TG</p> <p>TG</p>
3	Business Support	
	<p>Feedback Claims that LBE has contravened policy - TG advised the process is an additional process to the traditional Enfield process and the process is not being circumvented.</p> <p>So far 95 staff have approached HR to meet and discuss options. Six staff have indicated they are considering leaving the authority.</p> <p>Recruitment to management structure - currently finalising the process - applications for all roles will be released as soon as the formal consultation ends followed by a two week selection process.</p> <p>HOS Business Support TG advised that this post is still being reviewed in terms of the model. This is a fluid process. The position is being well managed by Isabel Brittain and EC.</p>	
4	Selection Processes	
	<p>Policy, Data & Performance There will not be a psychometric test - selection process will consist of a standard interview and presentation, and where appropriate a test.</p> <p>Business Support Proposal will be tabled at the 3 June meeting.</p> <p>Proposal will include expressions of interest, no formal application and two processes - one for managers and one for supporting staff. There will be a psychometric test for managers and only a form of testing for support staff which is still to be finalised.</p> <p>Testing is likely to include a Situational Judgement Test (SJT). A discussion on the value of having this form of testing was discussed. EC wants to minimise the examination feeling, so staff can undertake the test on-line. The test informs on behaviours required for this hub and EC confirmed it is scored. TUs commented that candidates could receive assistance during the test as it is not supervised.</p> <p>EC is considering other forms of tests to run alongside the SJT i.e. verbal reasoning, excel, IT and possibly numeracy. EC wants to devise the fairest process.</p> <p>The next stage is the interview process and EC is working towards staff only having to</p>	<p>TG</p>

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	attend one interview (team leaders will be part of the interview panel). The test results will provide the shortlisting. The TUs advised that they do not agree to a shortlisting test stage and want staff to go through the whole recruitment process. This will be discussed at the 3 June meeting. On 1 June EC will forward the full consultation pack which will include selection options proposal so this can be discussed at the meeting of 3 June.	EC / TG
5	Maternity Leave and long term sickness cases	
	TG proposed a four step process as detailed below which will be discussed at the 3 June meeting:- <ul style="list-style-type: none"> • step 1 – Assess which stage the individual is at in the maternity or sick leave. • step 2 - Assess the potential detriment of going through the selection process. • step 3 – If there is a detriment assess whether there are any reasonable adjustments that can be implemented in the selection process to ensure a level playing field. • step 4 – If there are no practicable reasonable adjustments HR to look at alternatives eg: settlement agreement, redeployment. Business Support - EC to look into staff on maternity leave, due to go on maternity leave and on long term sickness. Long term sickness - HR are working with the individual.	TG TG EC
6	Minutes from meetings of 22 April and 13 May	
	Minutes of 22 April 2015 <ul style="list-style-type: none"> • Directorate Restructures - Anti-Social Behaviour team: TG to follow up Andrea Clemons' attendance to 3 June meeting. • Recruitment for Irene Papasavva's cover: three internal candidates shortlisted. TG to confirm name of successful candidate. Minutes of 13 May 2015 <ul style="list-style-type: none"> • Children's Centres: TA advised that the TU has no feedback at the present time. They are looking into claims that preference was given to some centres over others. • Training: TG confirmed that trainers are available however there are still some venue problems.. Places are available for anyone wishing to attend a training course. 	TG TG
7	Any other business	
	<ul style="list-style-type: none"> • Two items from PB: <ul style="list-style-type: none"> ○ The TU has been advised that the 10th, 9th and 8th floors of the Civic Centre will be leased to the Royal Free London NHS Foundation Trust. <ul style="list-style-type: none"> ▪ MS confirmed there is a proposal which will be signed this week, however the commercial terms are confidential. Head of Terms has been signed and a DAR is to be signed off. An all staff communication will be issued as mistakenly only the staff of two floors were informed. ○ Staff off sick being informed they cannot submit job applications <ul style="list-style-type: none"> ▪ TG advised that the member of staff has been misinformed and that staff are not barred from applying for a post whilst off sick. ○ MS is leaving Enfield <ul style="list-style-type: none"> ▪ MS informed that he is not leaving. One item from CS: <ul style="list-style-type: none"> ○ Request to rephrase communications where appropriate with 'in consultation with the TUs', 'TUs are aware', 'agreed with the TUs' rather than stating 'TUs are happy with this message'. 	EC
11am finish		

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	<p align="center">Next meeting Wednesday, 3 June 2015, 10am – 11.30am, Tony Gilling’s office</p>	

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