

**Enfield 2017 Trade Union meeting
Wednesday, 14 December 2016 10.30am
Decision Notes and Actions Arising**

Attendees	LBE Tony Gilling Rocco Labellarte Olu Ayodele Julie Mimmagh Note taker - Nadine Clark	Trade Unions Christine Sesstein (Unison) Terry Smith (Unite) Anna Woodcock (GMB) Matt Mills (GMB) Tracey Adnan (Unison)	Apologies Paul Bishop Paul Kearsey Lorraine Davies Marc Gadsby
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		OWNER			
1	ICT / Transformation Restructure				
	<p>Verbal update by Rocco Labellarte</p> <p>Voluntary redundancies - The majority of the VR requests have been agreed. A few VRs were refused due to business continuity requirements. In some cases management will extend end dates to meet business needs.</p> <p>WAVE - Wave assessments for MM roles and above have been undertaken.</p> <p>Feedback on the shortlisting process has been given to staff when requested.</p> <p>Interviews - start on 12 December, majority completed on or around 20 December. Two members of staff will be interviewed post-Christmas due to their annual leave commitments. Where staff have applied for more than one role management will, where possible, cover several roles in one interview.</p> <p>Interview process comprises of leader or staff competency questions, standardized scoring of 1 to 4 and a set of technical questions where necessary. A consistent approach is being adopted across all interviews.</p> <p>TUs to be kept informed by RL. Julie Mimmagh can convene an extraordinary meeting if required before the next scheduled meeting of 25 January 2017. (RL left the meeting)</p>				
2	Update on Reprovision in HHASC				
	Item deferred to January 2017 due to a delay in the reprovision procurement process. A letter will be issued to staff and the TUs.				
3	Section 188				
	Section 188 covering the period 1 January 2017 to 31 March 2017 was circulated at the meeting. (TA joined the meeting)				
4	Reactivation of two pay grades				
	The TUs acknowledged receipt of the report previously circulated by TG. The report goes to Cabinet tonight.				
5	L & D				
	<p>TG gave a verbal update as the report is still to be finalised.</p> <p>From 1 April 2017 any organisation with a pay bill of £3m and over will need to pay 0.5% to Government. Councils will receive this money back plus 10% via a digital account which can only be used to pay for training. Part of these funds will be used to provide on the job training for apprentices already with LBE. As a consequence of these changes the current PO2 role will be deleted and a MM role created in recognition of the additional responsibilities and demands in managing the apprenticeship initiative.</p> <p>A discussion took place on the need for a provision to be put in place to ensure</p>				
Author	Nadine Clark	Classification	official all staff	Date of First Issue	28 Dec 2016
Owner	Tony Gilling	Issue Status	draft	Doc Number: v2	Page 1 of 3

	<p>that once an apprentice has been fully trained they must remain at Enfield for a certain amount of time.</p> <p>TUs requested an involvement in the selection process of apprentices.</p>	
6	Restructure Report Capital & Projects	
	<p>Olu Ayodele presented</p> <p>The Capital and Projects team was created as part of the new Finance Hub in October 2015. The proposed restructure report relates to</p> <ul style="list-style-type: none"> the creation of a one year fixed term Company Accounts Officer at scale 6 as the transaction support currently within the team is inadequate. the regrading of the existing fixed Term Company Accounts Officer from scale 6 to SO1 as support at higher level is required. the regrading of the existing vacant permanent SO1 post to scale 6. The vacancy presented an opportunity to re-evaluate the requirements of this role. <p>OA to circulate the report to the TUs via TG. (OA left the meeting)</p>	OA / TG
7	Minutes of the last meeting 30 November 2016	
	<p>Transport Services – Annualised hours AW advised the annualised hours issue has been resolved.</p> <p>People Transport JDs for passenger transport – TUs confirmed that the JDs had been received but were ungraded. AW to follow up with Irene Papasavva.</p>	AW
8	HR	
	<p>Julie Mimmagh presented</p> <p>JM provided the background to the proposed restructure of the HR Resource Team which is required to achieve the budget savings target. It is proposed to delete 1 x scale 6 HR Resource & Recruitment role and 1 x scale 5 Redeployment Officer role. It is hoped to achieve the restructure through voluntary redundancy. Recruitment to the remaining scale 6 post will be ring-fenced to the scale 5 officer at risk. Implementation date is April 2017.</p> <p>The TUs agreed to the proposed approach. (JM left the meeting)</p>	
9	Customer Services restructure	
	<p>Sally McTernan presented</p> <p>Sally McTernan advised on a new approach to the efficient and proactive recruitment of Customer Services Officers (CSO) starting in January 2017 to address the current vacancies.</p> <p>SMcT to circulate the report to the TUs.</p> <p>Library staff turnover – SMcT to investigate the turnover of library staff.</p>	<p>SMcT</p> <p>SMcT</p>

Author	Nadine Clark	Classification	official all staff	Date of First Issue	28 Dec 2016
Owner	Tony Gilling	Issue Status	draft	Doc Number: v2	Page 2 of 3

	<p>John Wilkes House In the New Year SMcT will have a proposal for the redesign of the reception area.</p> <p>A review is currently being undertaken to see which groups of staff could be relocated to John Wilkes House which is currently underutilised. (SMcT left the meeting)</p>	
	meeting end 11.45am	
	<p>Next meeting Wednesday, 25 January 2017 10.30am – 12.00noon Tony Gilling's office, 5th flr Civic Centre</p>	

Author	Nadine Clark	Classification	official all staff	Date of First Issue	28 Dec 2016
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