

**Enfield 2017 Trade Union meeting
Wednesday, 25 January 2017
Decision Notes and Actions Arising**

Attendees	LBE Tony Gilling Steve Durbin Linda Hughes Christine Webster Asmat Hussain HR - Sally Kanabar-Wilson Note taker - Nadine Clark	Trade Unions Christine Sesstein (Unison) Paul Bishop (Unison) Anna Woodcock (GMB) Matt Mills (GMB) Terry Smith (Unite)	Apologies Tracey Adnan (Unison) Paul Kearsay Rocco Labellarte
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		OWNER
1	ICT Restructure	
	<p>Verbal update provided by Steve Durbin</p> <p>All voluntary and compulsory redundancies are now settled.</p> <p>Final day of service have been agreed with staff. Voluntary redundancies were agreed with staff and leaving dates set by business requirements. 15 compulsory redundant staff agreed to extend their last day due to business continuity requirements / knowledge transfer and to minimise business risks. SD advised that no staff have been forced to stay beyond their normal final date, and that some refused extensions.</p> <p>Recruitment for vacant posts - adverts have been issued.</p> <p>PB informed that he has been advised that a number of staff have been forced to stay beyond their normal final date. PB to forward the information to SD. (SD left the meeting)</p>	PB
2	Looked After Children - Virtual School	
	<p>Linda Hughes attended for this item</p> <p>LH referred to the tabled report. The proposed restructure is due to efficiency savings and a change in the nature of the roles within the Virtual School and the proposed structure will equip the team to meet its evolving challenges. The current structure is not sustainable to meet the needs of the children.</p> <p>The report proposes the deletion of:</p> <ul style="list-style-type: none"> • 1 x Deputy Head - MM2 • 1 x 0.4 Education Welfare Officer - SO2 <p>Posts to be created:</p> <ul style="list-style-type: none"> • 1 x Education Caseworker - SO1 • 1 x 0.4 Qualified Teacher - PO2 <ul style="list-style-type: none"> ➤ LH to the reference made to 'qualified teacher' in the job title and specification. <p>It was agreed that staff at risk of redundancy should have access to the redeployment registers of both schools and LBE immediately.</p> <p>Formal consultation to start as soon as possible. (LH left the meeting)</p>	LH
3	Environment Leadership Team Restructure	
	The report proposes reducing the number of Assistant Directors from five to four subject to approval from the Remuneration Committee next week.	TG

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Minutes of the last meeting 14 December 2016					
Reprovision in HHASC					
TUs informed that they have not been kept informed on the transfer into the Independence Wellbeing Hub.					
<ul style="list-style-type: none"> Lorraine Davies and Marc Gadsby to provide an update at the next meeting. 					
L & D – Apprenticeship					
From 1 April 2017 any organisation with a pay bill of £3m and over will need to pay 0.5% to the Government. Councils will receive this money back plus 10% which can only be used for training. Enfield will seek to utilise 50% of the money for training existing apprentices in the authority to higher levels. Apprentices would be expected to remain at the Council for a certain amount of time after achieving their qualification.					
People Transport					
AW to arrange for the JDs of the Routing Officer and Operations Manager roles to be sent to Tracey Adnan (Unison).					
Libraries					
<ul style="list-style-type: none"> Library staff turnover – TUs have not received information on the turnover of staff numbers from Sally McTernan. TUs raised their concern that as a consequence of management having difficulty in recruiting voluntary staff this potentially leaves existing staff vulnerable as lone workers. The new library design means that chairs are no longer available for use by staff. 					
Items covered later in the meeting by SMcT.					
4 Restructure of Audit & Risk Management Service					
Asmat Hussain and Christine Webster presented this item					
Sally Kanabar-Wilson attended for the item					
The tabled proposed restructure report sets out the background of the rationale for the restructure. Services affected by the restructure are Insurance & Risk Management, Internal Audit and Counter Fraud. Structure charts for the current and proposed structures are included in the report. A number of roles in the proposed structure are subject to HR evaluation.					
The new structure would result in the number of FTEs coming down to 19.0 from 20.9 which could create a redundancy situation. Vacant roles have been deleted from the structure. One secondee will return to their substantive post. Where possible, assimilation and ring-fencing will be applied.					
Implementation of the new structure is 1 April 2017. A staff meeting is scheduled for 1 February which will be the start of the 30 days formal consultation period. CW confirmed that the TUs have been invited to the meeting.					
SKW to send the affected population list to the TUs. (AH, CW, SKW left the meeting)					
5 Libraries and John Wilkes House update					
Sally McTernan attended					
Libraries					
<ul style="list-style-type: none"> An update on libraries – agenda item for 14 February Local Joint Works 					
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TG

AW

SKW

TG / SMcT

	<p>meeting.</p> <ul style="list-style-type: none"> • Palmers Green Library PB enquired whether chairs have been provided for library staff. SMcT advised she would investigate and if chairs have not been provided, she will ensure that they are supplied. • Health and Safety Risk Assessments – to be sent to the TUs. TUs concerned that as a consequence of management having difficulty in recruiting voluntary staff this potentially leaves existing staff vulnerable as lone workers. SMcT advised that lone workers wearing an alarm pendant is being considered and that all libraries will have a refugee area. Arrangements where there are no staff have also been received. • Customer Services Officers working in libraries – staff turnover information to be provided to the TUs by SMcT. <p>John Wilkes House SMcT is still awaiting to receive a proposal for the redesign of the reception area.</p> <ul style="list-style-type: none"> ➤ John Wilkes House - agenda item for the 14 February Local Joint Works meeting. Invitation to be sent to SMcT. <p>(SMcT left the meeting)</p>	<p>SMcT</p> <p>SMcT</p> <p>SMcT</p> <p>TG / SMcT</p>
6	Any other business	
	<p>Recruitment - Chief Executive role Closing date for applications is 10 February 2017.</p> <p>Schedule of 2017 Local Joint Works meetings Schedule for 2017 meetings to be sent to the TUs.</p> <p>School catering Need an update at the 8 February meeting on the future of school catering and options being considered. If information is unavailable the issue to be discussed at 14 February Local Joint Works meeting instead.</p> <p>Apologies for the next meeting Received from Terry Smith (Unite)</p>	<p>TG</p> <p>TG</p>
	meeting end 11.55am	
	<p style="text-align: center;">Next meeting Wednesday, 8 February 2017 10.30am – 12.00noon Tony Gilling's office, 5th flr Civic Centre</p>	

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