

**Enfield 2017 Trade Union meeting
Wednesday, 30 November 2016 10.30am
Decision Notes and Actions Arising**

Attendees	LBE Tony Gilling Paul Kearsey Marc Gadsby Rocco Labellarte Sheila Gratton Miriam McDonagh Sue McDaid Julie Barker	 Isabel Brittain Simon Gardner Russell Hart Stephen Skinner HR - Ferah Mustafa Nadine Clark (note taker)	Trade Unions Paul Bishop (Unison) Christine Sesstein (Unison) Terry Smith (Unite) Anna Woodcock (GMB) Matt Mills (GMB) Hassan Mehmet (GMB) item 9 Apologies Tracy Adnan (Unison)
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1	Progress update on Independence & Well Being Enfield Ltd	
	<p>Marc Gadsby presented the update</p> <p>MG circulated a progress update document at the meeting which covered an overview of the Soft Launch on 1 September, the Executive Board, an Oversight Board, Marketing, Involvement Committee, Management Away Day, Staff end of year team building event and Interest from other Authorities.</p> <p>Executive Board - PB commented that there was no TU representation. TG confirmed that any feedback would be via the Enfield 2017 Trade Union forum. Lobbying would be need to be done by the TUs to the board.</p> <p>Future staff consultation - PB advised that regular staff consultation is required and asked for details on what arrangements are in place.</p> <p>MG informed significant changes to delivering the service would have a formal consultation with the entire team. Engagement on the day to day operation is done via team meetings and site visits across the board.</p> <p>The TUs requested quarterly joint meetings with the company and that consultation at a strategic level would be done through the Enfield 2017 Trade Union forum.</p> <p>MG to prepare a draft proposal for consideration by the TUs. PB to forward a copy of the Almo constitution to MG.</p> <p>Draft proposal to be tabled at a January 2017 meeting. (MG left the meeting)</p>	<p>MG / PB</p> <p>TG / MG</p>
2	Restructure - ICT and Transformation	
	<p>Verbal update by Rocco Labellarte and Paul Kearsey</p> <p>Consultation period - ended midnight 27 November.</p> <p>Voluntary Redundancies VR sign off - scheduled for today by James Rolfe and TG.</p> <p>TUs noted the number of VR applications received and the breakdown across both IT and Transformation. Management will not release staff if there is exposure. It is anticipated that the majority of applications will be approved, however some end dates may need to be extended for</p>	

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	<p>business continuity reasons.</p> <p>There will be more posts in the new structure than staff. The services will carry actual posts now so later there will not be a need to go to market and overexpose the services.</p> <p>Permanent and fixed term posts RL confirmed all posts in IT will be permanent with the exception of one post which will be capital funded. PK confirmed that Transformation will have five permanent posts. This information has been shared with staff.</p> <p>PB to discuss with Sally K-W outside of this forum query on assimilation to a lower graded post. (RL left the meeting)</p>	SKW / PB
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3	Restructure - The Foundation Stage Support Team (FSST)
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	<p>Sheila Gratton, Miriam McDonagh, Ferah Mustafa attended for this item</p> <p>SG provided a verbal overview of the proposed restructure.</p> <p>The Foundation Stage Support Team (FSST), funded by the DSG, is managed within the Early Intervention Support Service (EISS). Also within EISS is the Pre-School Support Service (PSSS) which is DSG funded and Early Support which is LA funded.</p> <p>The FSST currently comprises 20 Special Teaching Assistants (STAs) (16 x scale 4 and 4 x scale 5) who report to the Head of EISS.</p> <p>As a result of the reductions to Council funding and to the further planned reduction in the DSG budget allocated to the FSST, the service is no longer able to provide this provision. The full-time FSST Administrator post has already been identified as being deleted as part of the Council savings. The proposed restructure report is to delete the existing 20 STAs and the Head of EISS, due to the depleted management responsibilities. As the line management responsibility will reduce from 28 staff to 8 there is no longer a requirement for a Service Manager post. It is proposed to introduce a Team Manager post.</p> <p>Staff consultation meeting is taking place tomorrow.</p> <p>Target date for the restructure implementation is end March 2017, however this date may be extended to July 2017 if funding is forthcoming. A decision on funding will not be known until January 2017.</p> <p>TUs commented that they were not aware of this proposed restructure. FM explained that that the timeline for the restructure was brought forward due to funding outcome decision not yet being known.</p> <p>The restructure report will be sent to the TUs. <i>Post meeting note: Report emailed to TUs on 30 November.</i> (SG, MMcD, FM left the meeting)</p>	
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4	Restructure - Regulatory Services Restructure
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	<p>Sue McDaid presented a verbal update</p> <p>The Consumer Protection team have a statutory duty to deliver a risk rated food hygiene and food standards inspection programme. The team currently comprises of 7.3 operational staff. Following the resignation of</p>	
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	<p>the FTE SO2 post holder who was nearing completion of their training to be qualified to undertake the full range of duties, there is now a pressure in meeting the food inspection programme. In order for the service to meet their statutory duty, a qualified Environmental Health Officer needs to be recruited and an upgrade of the SO2 post to PO1 is being sought. The upgrade of this post will contribute towards being able to deliver the food hygiene and food standards inspection programme.</p> <p>The TUs agreed with the proposed approach.</p> <p>SMcD to circulate the restructure report to the TUs through TG's office.</p> <p>SMcD to investigate whether training fees and expenses need to be recovered from the departing SO2 post holder. (SMcD left the meeting)</p>	<p>SMcD</p> <p>SMcD</p>
5	Payments & Revenue Restructure	
	<p>Isabel Brittain and Julie Barker attended for this item</p> <p>As a result of historic restructures it has since been identified that reconciliation and business transactional activity is currently performed by staff previously transferred from Revenues and Benefits and Exchequer. This activity fits the Finance model supporting business transactional activity. It is therefore proposed to reinstate this work activity in Exchequer Services. This will support the payments strategy and the transformation programme.</p> <p>Four new posts have been created and will be funded from savings from across all the hubs.</p> <p>It was agreed that the report would be agreed by ADs and only if required, JB to provide an update at the next meeting. (IB & JB left the meeting)</p>	<p>JB / TG</p>
6	Minutes of Meeting 16 November 2016	
	<p>Transport Services - Annualised hours AW advised that the issue has been escalated to Ian Davies.</p> <p>People Transport JDs for Passenger Transport as detailed in Nigel Jakubowski's restructure report</p> <ul style="list-style-type: none"> • AW to speak to Irena Papasavva. 	<p>AW</p>
7	Reactivation of Two Pay Grades	
	<p>TG provided the background to a report going to December Cabinet that reviews the current pay structure for senior leaders in the Council and recommends changes to assist the development of an organisation structure which will deliver value for money services with fewer resources.</p> <p>TG will circulate the report to the TUs later today.</p> <p>Any questions to be referred back to TG.</p>	<p>TG</p> <p>TUs</p>
8	Operational Support Hub Restructure Phase 4	
	<p>Simon Gardner attended for this time</p> <p>SG referred to the proposed restructure report circulated ahead of the meeting.</p> <p>A pressure has been identified in HHASC regarding the availability of up</p>	

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	<p>to date and timely performance, financial and budgetary information that allows senior managers to make quick and accurate decisions on the service. Assistance to manage this has been requested by senior managers in HHASC and it is proposed to create a MM2 role initially as a secondment for one year from the existing team leaders in Ops Support.</p> <p>The second part of the report proposed removing 3 posts from the SCS Minuting team because Child protection conferences were being digitised (Signs of Safety Programme). The 3 posts will be moved into different areas of the Hub where agency workers have been backfilling posts in anticipation of this move.</p> <p>There will be a slight change in the line management function as Team leaders are moved to cover different areas.</p> <p>The TUs agreed to the approach as detailed in the report. (SG left the meeting)</p>	
9	Restructure - fixed term posts in Street Cleansing	
	<p>Russell Hart presented.</p> <p>RH referred to the proposed restructure report circulated ahead of the meeting. The report proposes the creation of 2 x SO2 fixed term contract posts within the Waste Enforcement team. The posts will specifically support waste contamination and housing estate fly-tipping.</p> <p>The TUs were in agreement with the proposed approach. (RH left the meeting)</p>	
10	Restructures - Highway Services	
	<p>Stephen Skinner presented</p> <p>Highway Services The restructure report proposes altering one post within Highway Services in order to support a request for flexible retirement. In order for the member of staff to take up the flexible retirement option they have requested working full time in a role lower than their current role.</p> <p>It is proposed to re-designate their current Clerk of Works PO2 role to a SO2 Senior Technician role.</p> <p>The TUs agreed to this approach.</p> <p>Council Street Works Team The proposed restructure report was circulated at the meeting. The report relates to the lead pipe replacement work currently being undertaken by Thames Water. In order to facilitate these works it is proposed to create a secondment opportunity of a fixed term contract for one year of a SO1 Street Works Officer. Thames Water will fund this role.</p> <p>The TUs agreed with this approach. (SK left the meeting)</p>	
11	Any other business	
	<p>Circulation of restructure reports TUs requested that restructure reports for agenda items are circulated ahead of the meeting, or where this is not possible, copies brought to the meeting.</p>	TG
12.05pm finish		

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	<p>Next meeting Wednesday, 14th December 2016 10.30am – 12.00noon Tony Gilling's office, 5th flr Civic Centre</p>	
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