

Enfield 2017  
Wednesday, 22nd April 2015, 10.10am  
Decision Notes and Actions Arising

Attendees	LBE Tony Gilling Mark Stone Nadine Clark (note taker) Part time: Sally Kanabar-Wilson, Irene Papasavva, Emma Carrigy	Trade Unions Tracey Adnan (Unison) Christine Sesstein (Unison) Terry Smith (Unite)	Apologies Paul Bishop (Unison) Anna Woodcock (GMB)
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		ACTION
1.	<p><b>Welcome/Consultation Meetings Feedback</b></p> <p>Sally Kanabar-Wilson presented</p> <p>We are now having formal consultation meetings with the last meeting scheduled for 30 April. Staff will then have 30 days within which to consider and feedback to 3 HOS. Notice letters will be issued sometime in June.</p> <p><b>Voluntary Redundancy</b></p> <p>To date five requests for voluntary redundancy have been received with a sixth expected. The agreed process is that an application for voluntary redundancy is checked by relevant HOS to see if the individual's skills are business critical and if not, the application is then forwarded by HOS to TG and James Rolfe for approval. If approved, the last day of service is expected to be 30 June.</p> <p>Emma Carrigy to forward the Performance/Data/Policy list to TUs to see if any staff are TU members</p> <p>Affected staff have been put on the redeployment list. Not normally done during consultation stage but time is pressing and this will maximise their redeployment opportunities.</p> <p>TA advised that staff have been informed that the redundancy process is 'first come first served'. SKW confirmed that this is not the case but staff should inform her/HR as soon as possible if they are not going to apply for roles. In terms of numbers, SKW may receive more applications and staff should bear in mind that not everyone can be released; the new posts have to be filled.</p> <p>(SKW left the meeting)</p> <p>TG will be informing CMB who in turn will cascade the message to staff that on 30 June the old structure ceases and from 1 July the new structure will start.</p> <p>MS confirmed that most of the business critical aspects should be completed by 30 June.</p>	<p></p> <p style="text-align: center;">SKW</p> <p style="text-align: center;">EC</p> <p style="text-align: center;">TG</p>
2.	<p><b>Directorate Restructures</b></p> <p>Irene Papasavva presented:</p> <p><b>Regeneration and Environment</b></p> <ul style="list-style-type: none"> <li>Anti-Social Behaviour team - a report will be issued shortly which will bring in the high level anti-social work from Council Homes to Andrea Clemons' team. 2.5 posts</li> </ul>	

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		<b>ACTION</b>
	<p>have been created and the current Council Homes staff who do this work will be ringfenced/assimilated to these jobs. Staff consultation will start shortly. AC was unable to attend today's meeting due to a prior DMT commitment, however IP will see if she can attend the next meeting to brief further on this restructure.</p> <ul style="list-style-type: none"> <li>• Andy Higham's area - a report is still being prepared and will cover additional capacity of four roles at manager level.</li> <li>• Neil Isaacs's area - looking to recruit a new team of four or five roles. The most senior grade is an MM role then down to PO level. Only one member of staff could be affected if the grades go down.</li> </ul> <p>IP has not yet reviewed the JDs so was unable to comment on any transferable skills. IP will liaise with NI and accelerate the process if there are redeployment possibilities. NI was unable to attend today's meeting due to a prior DMT commitment, however IP will see if he can attend the next meeting to brief further on this restructure.</p> <p><b>HHASC</b></p> <p>Nothing to report.</p> <p><b>SCS</b></p> <p>Nothing to report.</p> <p>TG will be speaking to DMTs regarding TUs concerns on the length of time some investigations are taking.</p> <p>(IP left the meeting)</p>	<p>IP</p> <p>IP</p> <p>TG</p>
<b>3.</b>	<b>Business Support</b>	
	<p>Emma Carrigy presented:</p> <p>The presentation covered:-</p> <ul style="list-style-type: none"> <li>• Timetable</li> <li>• Meet &amp; Greet presentation</li> <li>• Profile of the affected population</li> </ul> <p>Isabel Brittain and EC are meeting with ADs/HOS to discuss the affected population. Meet and greet engagement sessions to inform staff of timelines and process have started. The appointed sessions are held in small groups of 10-15 staff including HR presence. Managers are notified when their staff have been invited to attend a meeting. The meetings have gone well and management feel that the process is working well. Up to 400 staff will need to be spoken to between now and end May and then enter 30 days formal consultation period.</p> <p>Recruitment test - proposals will be brought to the next meeting. EC considering changing the word 'test' to 'assessment'.</p> <p>Presentation to be forwarded to the TUs.</p> <p>While the process is being undertaken, EC to be invited to attend future meetings to present a Business Support update item.</p>	<p>TG/EC</p> <p>EC</p> <p>TG/EC</p>

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		<b>ACTION</b>
<b>4.</b>	<b>Actions from the last meeting (8 April 2015)</b>	
	<p><b>Job Share Posts</b></p> <p>TG has spoken to Data/Policy/Performance to consider opportunities for job share roles.</p> <p><b>Electoral, Registration and Governance</b></p> <p>TUs to advise if they have not received the report creating one scale 6 Electoral Outreach Officer.</p> <p><b>Job specifications and Profile</b></p> <p>TG advised that specifications and broad profiles are as outlined in Emma Carrigy's presentation under item 3. Formal job evaluations will be undertaken in the next few weeks.</p> <p>CS enquired on PB's behalf whether the 48 posts are going to be recruited to internally. TG replied that he is not close enough to the cohorts to comment. MS advised that the vast majority of the posts would be filled internally, however where a job has a specific requirement there may not be skills within the existing LBE staff.</p> <p><b>Recruitment for Irene Papasavva's cover</b></p> <p>There was no successful internal candidate following the recent interview process. The post will be readvertised internally next week. TG will keep the TUs updated.</p> <p><b>Head of Business Support</b></p> <p>The current arrangement will continue with Emma Carrigy and Isabel Brittain fulfilling the requirements from an Enfield 2017 perspective.</p> <p><b>Dry Stores</b></p> <p>TS will provide an update following the meeting of 27 April.</p> <p><b>Enfield 2017 Talking Transformation bulletins</b></p> <p>TUs agreed to provide feedback at the next meeting.</p> <p><b>Web Team Restructure</b></p> <p>MS informed that the Web Team has been notified of the type of roles that will exist in the future. MS has offered but not been asked to attend a staff/TU meeting.</p>	<p>TUs</p> <p>TG</p> <p>TS</p> <p>TUs</p>
<b>5.</b>	<b>Any other business</b>	
	<p><b>Next meeting</b></p> <p>It was agreed to cancel the meeting of 6 May and replace it by a meeting on 13 May but keep the programme thereafter i.e. 20 May onwards.</p>	TG
	11.30am finish	
	<p><b>Next meeting</b></p> <p>Wednesday 13 May 2015, 10am – 11am, Tony Gilling's office</p>	

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