

Enfield 2017
Wednesday, 3rd June 2015
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling
 Emma Carrigy
 Nadine Clark (note taker)
 Part time: Julie Mimmagh, Lynda
 Wreyford, Morna Carroll, Sally
 Kanabar-Wilson, Melissa Keating

Trade Unions

Anna Woodcock (GMB)
 Christine Sesstein (Unison)
 Paul Bishop (Unison)
 Terry Smith (Unite)

Apologies

Tracey Adnan (Unison)
 Mark Stone

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5	Selection Processes	
	<p>Situational Judgement Test (SJT) - Julie Mimmagh attended for this item A SJT will be included as part of the recruitment selection process for Business Support up to SO grades and will supplement the traditional interview and other assessments. The SJT looks at how an individual responds to different work place scenarios and measures the competencies which are key to the new roles. The responses are based on multiple choice and HR can make adjustments to accommodate DDA requirements if required. An example of a SJT scenario was viewed at the meeting.</p> <p>HR will provide a proposal by early July of how the HR process to select staff will be done.</p> <p>TU queries</p> <ul style="list-style-type: none"> • Challenges to the selection decision - JM advised a SJT score report would be available. • Why the SJT was not developed earlier – HR now have a more informed idea of what the service will look like moving forward. <p>Business Support MM level - Melissa Keating attended for this item A psychometric assessment will be included as an aid in the recruitment selection process providing information on the strengths and weaknesses of a candidate. It will help the interviewer probe weaknesses, if necessary, and help identify whether staff have self-assessed their weaknesses and made adjustments to compensate for them. Staff will receive a report and can request an individual feedback session following the interview stage to explore any development needs. The interviewer will know the results, but not the interviewee prior to the interview.</p> <p>Agreed messaging of psychometric assessment - HR will in future use the terms 'assessment', 'an aid to the process not the actual selection process'. Management requested that the TUs use these terms to their members. <small>(Julie Mimmagh & Melissa Keating left the meeting)</small></p>	<p style="text-align: center;">TG</p> <p style="text-align: center;">ALL</p>
6	Apprenticeships	
	<p>There are a number of apprentices in Business Support, however it would not be fair to recruit apprentices to the Business Support hub at a time of restructuring. TG proposed the following:</p> <ul style="list-style-type: none"> • commencing from the start of the consultation process on 8th June through to 1st October no apprentices will be recruited to Business Support apprenticeships. • any Business Support apprentices will move across to the business support hub but will not be part of the affected population. <p>TG to confirm this proposal in writing to the TUs.</p> <p>There are levels 2, 3, and 4 within the apprenticeship scheme. TG will obtain figures</p>	<p style="text-align: center;">TG</p> <p style="text-align: center;">TG</p>

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	<p>covering 8th June to 1st October to ascertain the number of apprentices finishing at level 2 who would normally, if appropriate, have their contract extended to go through to level 3. A paper will be prepared and circulated to the TUs by TG ahead of 9th June.</p> <p>It was agreed further discussion and consideration was required around whether during this period of contraction LBE should be placing employee needs first. It was noted that Enfield has invested a significant amount of money in developing the apprentices who are part of both the regeneration agenda and the need to address an ageing workforce.</p> <ul style="list-style-type: none"> • Item for CMB/LJG meeting on 9th June. <p>PB requested a discussion on all apprentices.</p>	<p>TG</p> <p>TG</p>
1	Policy, Data & Performance	
	<p>Sally Kanabar-Wilson and Morna Carroll attended for this item</p> <p>Affected population list The affected population list has been reduced from 80 to 60. The reduction is due for example to some staff being aligned to other tranches. Of the 60 staff some are on secondment and consequently not at risk as at 30 June.</p> <ul style="list-style-type: none"> • SKW will email an updated list to the TUs once she receives same from the Enfield 2017 team. <p>Seven staff confirmed to be leaving on voluntary redundancy basis with a further request received today which has not yet been reviewed.</p> <p>52 posts - 10 of which are on 1 year fixed term basis including 3 HOS positions and 2 posts that have been transferred across to PDP – new job titles but no changes in terms of their duties so the 2 post holders assimilate, but are at risk of redundancy in a year's time as these posts are on a 1 year fixed term basis. 47 posts available for circa 52 staff.</p> <p>Timeline - TG to circulate the timeline details with the minutes.</p> <p>PB / EC to discuss outside of this forum a Gateway staff query.</p> <p>Structure charts - SKW to circulate to the TUs.</p> <p>DARs – these have been seen by TG and PB – to be signed off</p> <p>All jobs will be released on Friday, 5th June, closing date 9am on Friday, 12 June. A CV will be required and details of the three generic questions have already been notified to staff. There will be one specialist question which will not be advised to staff in advance.</p> <p>TUs queried the timeline which they felt was too short. Management reiterated that the generic questions were already known by staff and staff have been reminded throughout the process to ensure their CVs are up-to-date.</p> <p>(SKW & MC left the meeting)</p>	<p>SWK</p> <p>TG</p> <p>PB / EC</p> <p>SKW</p> <p>TG</p>
4	Flexible Retirement	
	<p>Flexible Retirement is an alternative to compulsory redundancy. It reduces the liability to the Council as staff will forego a redundancy payment if they accept the terms.</p> <p>There is a member of staff who is currently on flexible retirement who is going through a restructure process at the moment and wishes to work the balance of their flexible retirement through to January 2016. A discussion on how this should be managed took</p>	

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	place and all agreed that no redundancy payment should be made. In future cases will be reviewed on their merits on an individual case by case basis.	
2	Business Support	
	<p>EC and LW presented this item. A draft Business Support Consultation pack was reviewed at the meeting. The pack will be circulated at the consultation meeting and covers the following:-</p> <ul style="list-style-type: none"> • Our Vision and Principles • Team structure • Roles and Responsibilities • Grade Profiles • Selection Process • Consultation, next steps and timeline <p>Agency staff – the release of agency staff will be reviewed on an individual case / circumstances basis.</p> <p>Reception and General Office - all posts can be tailored to part time hours. There will also be some shift work patterns required.</p> <p>Roles and responsibilities – Service Specific teams</p> <ul style="list-style-type: none"> • HHASC - EC to provide the TUs with the current staff number figures. • SCS - there will be a reduction in scale 6 posts and an increase in scale 4 posts. • Regen & Environment, Regen and Council Housing - AW raised a query regarding Passenger Transport and Fleet reception opening hours and that it is not specialist activity. <p>EC confirmed that staff will have an opportunity to outline which roles they would like to apply for and their order of preference.</p> <p>Testing - staff will be asked to complete a short 'in tray' test so their IT skills, attention to detail and ability to follow instructions can be measured. Details are still to be finalised. (TS left the meeting)</p> <p>Ringfence - TG asked the TUs to consider whether they are content that staff can apply for any role at any scale. This will be an agenda item for the 17 June meeting. EC will provide background figures to this item.</p> <p>Actions on EC</p> <ul style="list-style-type: none"> • 'Council Homes' - to be amended to read 'Council Housing' throughout the pack. • 'Recruitment Process' - change the word 'test' to 'assessment'. • Details of the formal consultation meetings to be sent to AW. <p>Options meetings</p> <ul style="list-style-type: none"> • 130 requests for options meetings • 23 individuals have highlighted a strong interest in taking redundancy and other exit options. • Other staff are waiting until after their consultation meeting. <p>Applications for redundancy are to be sent to TG and James Role for approval and</p>	<p>EC</p> <p>EC</p> <p>TUs / TG / EC</p> <p>EC</p>

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	<p>where appropriate comment made where the individual's skills are business critical. This will remove the need for some staff to attend a consultation meeting.</p> <p>Compulsory redundancies - EC advised that at a rough calculation at present there will be approximately 71 compulsory redundancies but she will double-check the figure and confirm . This estimation could reduce after the formal consultation exercise commences. All agreed that this was a better figure than previously given. TUs can share the figure with members and management asked that they indicate that this is an 'approximate calculation' / 'LBE potentially facing X number of compulsory redundancies'.</p> <p>PB requested a grade profile comparison. EC will provide same at the next meeting.</p> <p>Early release - for discussion at the next meeting.</p>	<p>EC</p> <p>EC</p> <p>EC</p> <p>TG</p>
4	Actions arising from last Minutes (20 May 2015)	
	<p>TG confirmed that 30 June will be the common notice date..</p> <p>Maternity Leave and Long Term Sickness cases - when an employer is faced with this scenario they will adhere to the four step principles when making a decision.</p> <p>Anti-Social Behaviour Team, Directorate Restructure - Andrea Clemons will attend the meeting of 17 June.</p> <p>Recruitment for Irene Papasavva's cover - Morna Carroll appointed.</p>	<p>TG</p> <p>TG</p>
7	Any other business	
	TUs requested an earlier circulation of the Decision Notes and Actions Arising document.	NC
	12.15pm finish	
	Next meeting Wednesday, 17th June 2015, 10am – 11.30am, Tony Gilling's office	

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