

Trade Union Consultation Meeting

Wednesday, 12th October 2022, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

Attendees LBE

Julie Mimmagh, Chair
Shemelia Lewis, Note Taker

Presenting Officers:

Martin Rattigan
James Newman
James Wheeler
James Smith
Irene Papasavva

Trade Unions

Paul Bishop (Unison)
Anna Woodcock (GMB)
Tracy Adnan (Unison)
Christine Sesstein (Unison)
Denise Handscomb-Teagle (GMB)
Nick Long (Unite)

Apologies

		OWNER
1.	Corporate Health and Safety Team	
	<p><i>Martin Rattigan presented</i></p> <p>Following discussions and feedback from Assurance Board there is a requirement to review the roles and focus of existing health and safety boards and the positioning of the Corporate Health and Safety team with a view to transfer it to more appropriate services areas where greater integration and effectiveness will be achieved and where the actual risk sits. To achieve this, it will require some changes, the transfer of the Corporate Health and Safety Team from Regulatory Services and, move the relevant parts of the team to Council Housing and CMFM.</p> <p>It is therefore proposed that the staff who provide asbestos surveys, fire risk assessments (and safety auditing/management) transfer into the Council Housing Service. This would give Council Housing Service more control over safety compliance going forward alongside the other safety compliance requirements of the Social Housing Regulator. The remaining parts of the team; Corporate & Schools Health and Safety Team and Asbestos team, will transfer to CMFM, this will complement and support some of the safety compliance and property functions within that service area. The occupational health contract which is currently managed by the Corporate H&S team will move to become the responsibility of Human Resources services and the Flu jab initiative will transfer to become a function of the Public Health team.</p> <p>PB commented that it sounds like a step backwards because historically health and safety was moved from client directorates to allow the function to be more independent. PB asked what is the logic behind this?</p> <p>MR responded that health and safety can sit within the right service areas. At the moment, apart from the funding from housing, H&S sit outside the housing scope and team. If they sit within the housing team structure, they can raise actions and be a lot more efficient.</p> <p>PB commented that he has been to the corporate health and safety meetings and there has been many actions outstanding and housing are usually reported non-compliant. It's</p>	

	<p>not helpful to put the people who are raising the concerns and the people who are not responding to those concerns in the same department.</p> <p>MR responded that the health and safety staff will report directly to the director so that any complaints or concerns can be dealt with a lot sooner. PB commented that this may not make much of a difference</p> <p>TA asked how can they do anything different from the move? There is going to be a chance of friction or hostility between the staff members, and they may need to constantly involve a director because management are not completing outstanding actions. TA expressed concerns around schools corporate health and safety team as they are income generating department that are funded from both sides so how will this change affect them. It is wise to speak to the people who are concerned before implementing a proposal.</p> <p>MR responded that the school and corporate health and safety team will report into the Head of CMFM and this will not change service delivery.</p> <p>PB asked if this proposal has been discussed with the Health & Safety committee? MR responded no it hasn't. PB responded that it is best to have more conversations with them to get ideas that will ultimately lead to the best decision.</p> <p>CS asked what the assurance board is? MR – The Board is chaired by Ian Davis and attended by executive directors and Internal Audit management. They meet every two months to consider issues raised, audit reports and to give reassurance that identified risks are appropriately managed. The feedback about the concerns with health and safety lead to the idea to propose health and safety staff to go the relevant service areas.</p> <p>TU object to proceeding with this proposal</p> <p>PB suggested should be consolidated to the Chief Executive directorate so that they can operate independently and receive decisions directly from the Chief executive himself. This also needs to be discussed with the H&S committee.</p> <p>Actions: Review proposal and provide a response to the concerns raised.</p>	MR
2.	Director of Finance (Corporate) – Top line restructure	
	<p><i>James Newman presented</i></p> <p>Currently there is burden and high workload on the director of finance and the head of finance due to limited coverage at the third tier of management.</p> <p>The following changes to the structure are therefore proposed:</p> <ul style="list-style-type: none"> • Head of Budget Challenge (HOS2) post is deleted • Head of Transformation (HOS1) post is deleted • Three Head of Finance (Business Partnering) (HOS2) roles are created to leading the business partnering teams for our four directorates: <ul style="list-style-type: none"> ○ One post to cover People directorate, ○ One post to cover Place, ○ One post to cover Resources and Chief Executive's, plus additionally finance support to companies • One Head of Financial Strategy (HOS2) post is created, to lead the MTFP process, and focus on strategic financial management of the organisation (e.g. 	

	<p>analysing impact of Fair Funding, or whatever replaces it, for Enfield) and policy responses</p> <p>PB commented that the Director of Finance: Capital & Commercial asked for a similar restructure, highlighting that they needed more support. PB asked how has the service got to this point? JN responded that in 2017, a lot of posts in that tier of management were deleted because there were plans of creating budget holder forecasting to eliminate the need of more management. As this wasn't correctly implemented, it created a lack of support in the team.</p> <p>The Head of Budget Challenge and Head of Transformation are both currently occupied posts. With both posts being deleted, the incumbents will have the opportunity to apply for the new posts being created in a ringfenced process, prior to the commencement of any further recruitment. JN is optimistic that no-one should lose their post.</p> <p>Actions: None</p> <p>TU's had no objections to proceeding</p>	
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3.	Print and Post Room Restructure	
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	<p><i>James Wheeler and James Smith presented</i></p> <p>There is now a business case for combining the Post and Print services, simplify management structures and streamline operational delivery to improve services both within the Council and for external fee-paying clients. This would help support Council operated services by maximising potential income generated and contribute to strategic objectives.</p> <p>During a review, it was found that services outside of the core functions of the Print and post team have been organically inherited over a number of years by the Post Room Service and has created some operational inefficiencies due to duplication of resource. The services are:</p> <ul style="list-style-type: none"> - Fire extinguishers (a compliance asset); - Evac chairs (a compliance asset); - Sanitary hygiene (women's hygiene, nappy disposal and dust mats); - Water coolers; - Access control (A critical building asset) <p>These items have already started migration to a more suitable location and will continue to get this resolved.</p> <p>Based on this review of future business needs and to develop a preferred option for future delivery, the key areas of change proposed are as follows:</p> <ul style="list-style-type: none"> • Delete MM1 Team manager (FM Support) post • Delete x2 SO1 Senior Business support officer post • Delete Sc3 Business Support officer post • Delete x2 Sc3 DPM&R Business Support Officer post • Delete MM2 Design and Print manager post • Create MM2 Design, Print and Post manager post – Potential assimilation of current Design and Print Manager post. If this is not the case, Ring-fence to the Post Manager (MM1) and Design & Print Manager (MM2) 	
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	<ul style="list-style-type: none"> • Create SO1 Post room supervisor post – Ring-fence to the Senior Business Support Officer (SO1) x 2 • Create x2 Sc3 Post room officer post – Ring-fence to the DPM&R Business Support Officer (SC3) x 2 & Business Support Officer (SC3) x1 <p>Assuming that appointments are made to all the new posts, 3 staff will be displaced as a result of these proposals.</p> <p>JM asked are the staff with protected characteristics at risk and if they are, what is being put in place to support them? JS responded that those staff will not be at risk as they are in a substantive position and will move over into their new roles. It will only be a slight change in job title.</p> <p>PB asked who are at risk? JS responded that it will be the MM1 and MM2 managers as they will be applying for the same role. Also, the two supervisors within the post room as they will be both applying for the new Post room supervisor role. PB asked why is this the case? JS responded that the post room staff were mostly reporting directly to the manager so it will be more efficient to have just one supervisor.</p> <p>Actions: Involve TU staff in any consultation meetings</p> <p>TU's had no objections to proceeding</p>	JW/JS
4.	Notes of previous meeting, 28th September 2022	
	<ul style="list-style-type: none"> • Absence and attendance policy will not be published until JM returns and agreed with TU staff on the policy. • JM has addressed concerns on closure of B-block North and communications have been forwarded to TU staff. Feedback has clarified that cost and utilisation was the reason why B-block North was closed. Raised at the Accommodation board meeting and feedback has been taken on board. • Waste issue on 2nd floor has been resolved. • Recruiting more fire marshals to support the increase of staff returning to the office. 	JM
5.	Any other business	
None		
	<p>Next meeting</p> <p>Wednesday, 26 October 2022 10.30am</p> <p>Microsoft Teams meeting</p>	