

Trade Union Consultation Meeting

Wednesday, 14th September 2022, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

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| Attendees | LBE Irene Papasavva, Chair Shemelia Lewis, Note Taker Presenting Officers: Brett Leahy James Wheeler James Smith Olga Bennett Adam Webb | Trade Unions Paul Bishop (Unison) Anna Woodcock (GMB) Tracy Adnan (Unison) Christine Sesstein (Unison) Denise Handscomb-Teagle (GMB) Nick Long (Unite) | Apologies Julie Mimnaugh (Chair) Terry Smith (Unite) |
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| | | OWNER |
|-----------|--|--------------|
| 1. | Construction, Maintenance & Facilities Management restructure | JW/JS |
| | <p><i>James Wheeler presented</i></p> <p>The Senior Facilities Manager JDPS, an MM1 grade post, and the goals outlined in the Cleaning Operations Manager JDPS have been shown to have several synergies. As a result, it is proposed that the Cleaning Operations Manager post reports directly into the Senior Facilities Manager post. Both positions will benefit from this, as it would:</p> <ul style="list-style-type: none"> - Increase management resilience by creating clear career development pathways that will encourage learning and development and allow appropriate succession planning to be applied to all management posts; - Provide increased support for the Cleaning Operations Manager; - Allow a combined approach on a common goal of both roles; and - Be conducive to an improved performance and efficiency in approach <p>Digital services need to provide management system iWorkforce to solve time and attendance management issues. This system will also help solve lone working issues.</p> <p>All TU staff agreed with proposed restructure.</p> <p>Actions: None</p> <p>TU's had no objections to proceeding</p> | |
| 2. | Capital Treasury Pensions restructure | |
| | <p><i>Olga Bennett presented</i></p> <p>Finance resources on the capital team doesn't match the council's risk exposure. This is to support the vision of the Council's plans for meridian water. There is a need for additional posts.</p> | |

| Post | Grade | Gross cost £'000 | Funded by |
|---|----------------------|---------------------|---|
| AAT Apprentice for Treasury team | SC4 | 33 | MTFS revenue growth (i.e. growth or savings in the wider Council budgets) |
| Head of Finance (HRA) | HOS2 | 105 | HRA recharge |
| Head of Finance (Meridian Water) | HOS2 | 105 | Meridian Water project budget |
| Financial Modeller & Commercial Assets Lead | TBC estimate HOS1 | 95 | Increased financial returns eg from Montagu and reducing MRP and interest costs |
| Total | | 338 | |

Introduced mentoring scheme and training so that the everyone has the opportunity to progress through the structure which includes graduates. All members of the capital team, have the opportunity to study for and achieve a financial modelling and data visualisation certificate.

OB confirmed all draft accounts have published but some accounts have not been audited as of yet. OB confirmed that 21-22 figures had been published and can be accessed online. .

TA asked how will the flatter structure make things better? OB confirmed a flatter structure will clarify responsibilities and staff could take ownership of their work. Can have more direct communication between managers and staff and reduce layers with faster decision making. It is best practice to have 4-6 direct reports so that managers are not overwhelmed.

TA asked in regard to capability, if staff cannot study for the financial modelling and data visualisations certificates, will they be made redundant? OB confirmed no redundancies are anticipated.

Actions: Send JD's to Vanessa and TU staff when completed.

TU's had no objections to proceeding

OB

3. Senior Operational Support Officer

Adam Webb presented

Proposed to create a Senior officer post SO1 that will support retrieving income from CCG and IPB and client contribution..

The new post will support making the system more efficient.

CS asked if it normal to use a generic JD for an SO1 role? IP responded that the business support restructure in 2017 introduced generic business support/SO1 JD's.

Actions: Clarify whether the business support restructure in 2017 introduced generic business support for SO1 JD's and will pass on this information to all TU staff.

TU's had no objections to proceeding

IP

4. FM and Compliance service - Plant Staff team

James Smith and James Wheeler presented

CONFIDENTIAL ITEM – preliminary discussion not to be published

Over the years there have been a number of iterations of the shift rota, largely due to staff leavers that were not backfilled. More recently a retirement and a restructure conducted in 2021 led to the current coverage being altered to 4 full time employees. This presents shortfalls with coverage in the service. Shift coverage is reduced by up to 50% should an employee take annual leave. Sickness during periods of annual leave reduce coverage by 100%.

Proposed that the following changes are applied:

1. The shift pattern is altered to operate Monday to Friday.
2. The operational times of the plant team is altered to operate between the times of 7am to 5pm:
 - Shift 1: 7:00hrs to 15:00hrs (48-minute break applied)
 - Shift 2: 10:00hrs to 18:00hrs (48-minute break applied)
3. Insert a clause within the contract that allows shift patterns to be altered with 30 days' notice.

The proposed alterations to working patterns will:

- 1) Remove inefficient operating times over weekend periods.
- 2) Improve coverage Monday to Friday.
- 3) Mitigate the impact of annual leave and sickness.
- 4) Provide greater opportunity for interaction between the team leader and management

Main concerns are around whether staff are getting the right amount of supervision and support and that managers can get support they require from the team. The current shift pattern has created major miscommunication with handovers and ongoing issues. Main focus is to fix the support mechanism.

Unions requested that an agreement with plant operatives is made with no detriment to pay before formal proposals are submitted. Unions confirmed that they would not agree to any proposal which could potentially affect staff pay.

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| | Actions: Service to consider proposals further and return to discuss with a revised paper. | JS/JW |
| 5. | Notes of previous meeting, 31st August 2022 | |
| | <ul style="list-style-type: none"> • Cultural and Town Centre Development Team – RP has changed her proposal and is awaiting finance comments. IP advised she was still awaiting an updated report. • Menopause Policy - raise issue with facilities on water being available on all floors and the provision of adequate temperature and lighting, make Morson Road parks, Schools catering, Bridgewood, Enablement workers and SEN transport aware of policy changes and new policies, Speak to women in leadership group on ensuring that all people are being invited to the sessions and meetings. – JM to review and update • Absence & Attendance Policy – review policy where there are gender specific reasons for absences, review the policy around removing one stage review, TU staff to forward managers that will need training to better manage absence process. – JM to review and update | JM JM JM |
| 6. | Any other business | |
| | TU asked to meet the new HR ER Advisor that started on Monday 12 th | |
| | <p style="text-align: center;">Next meeting Wednesday, 28th September 2022 10.30am Microsoft Teams meeting</p> | |