

Trade Union Consultation Meeting

Wednesday, 31st August 2022, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

Attendees	LBE	Trade Unions	Apologies
	Julie Mimmagh, Chair	Paul Bishop (Unison) Anna Woodcock (GMB) Tracy Adnan (Unison) Christine Sesstein (Unison) Denise Handscomb-Teagle (GMB)	Shemelia Lewis, Note Taker
	Presenting Officers:		
	Vincent Lacovara Helen Murch Irene Papasavva		

		OWNER
1.	Strategic Planning and Design Service	
	<p><i>Vincent Lacovara/Helen Murch presented</i></p> <p>Proposing to delete one post and create one additional post to secure the right roles and capacity for the service to meet performance targets, income generation and value added services.</p> <p>Programme Officer role no longer required. Elements of the role are no longer necessary and supported by other members of the team. Following an operational decision an external independent programme officer is used who is separate from the Council and therefore this element of the role is no longer required in-house.</p> <p>Architectural Officer (PO2) will be created supporting the Design & Heritage team. This role is currently covered by an agency worker and is proving successful in generating new work and income generation. This proposal will be to create this post on a permanent basis.</p> <p>An informal discussion has taken place with the individual at risk and VL is proposing to start the formal consultation today.</p> <p>PB asked if the decision to delete the PO2 post was taken in Jan 22. VL confirmed that the decision to delete the post wasn't taken in January but there was the operation decision to change deliver of the programme officer element as described above. The remaining elements of the JD were reviewed in May which resulted in the decision to delete the post.</p>	

	<p>PB asked what the team has done to avoid a redundancy. VL explained there is a role available in a different team in the Planning Service and this has been discussed with the post holder at risk. They have concerns due to the alternative post being on a lower grade. IP is exploring opportunities in redeployment and across the wider Planning Department.</p> <p>TA asked why tasks were moved. VL explained that the local plan elements are time bound and good practise is for this to be undertaken by an independent officer. In relation to other elements of the role, he explained that the tasks are duplicated rather than moved. Where there is duplication it is decided that it should sit with the appropriate officer. HM also said that some tasks have been superseded by corporate events and no longer required in this role.</p> <p>TA asked if the elements of the role and rationale has been discussed with the post holder. VL explained that her JD has been discussed but this can be discussed in more detail during the consultation.</p> <p>PB said it is a recent JD so why was it written if it is duplicating tasks. VL explained there was an interim manager who created the role as they saw fit for the service requirements, but having been subsequently reviewed the role, it is no longer considered it meets the needs of the service.</p> <p>VL will share the slides</p> <p>TU's had no objections to proceeding</p>	VL
2.	Notes of previous meeting, 3rd August 2022	
	<ul style="list-style-type: none"> • Cultural and Town Centre Development team – RP has changed her proposal and is awaiting Finance comments so this item has been deferred. JM or IP to provide an update. • 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, Invite Brett for the next meeting. – JM to review and update • Invite Brett Leahy to a future meeting to introduce himself. <p>TU's asked if they can meet the new members of the HR BP team</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>

3.	Any other business	
	<p>TA asked how many days are HOS meant to be in the office. JM said staff are expected to be in the office in accordance with the Smart Working classification for their post. Normally 2 days for a full-time officer and 2-3 days for a HOS. However, this may vary depending on service needs.</p> <p>TA said that Hounslow have agreed to increase their car mileage from 45p to 65p and asked if Enfield are planning to review their rates. JM mentioned the Council is waiting on an update from HMRC as anything amount over 45p will be taxable.</p>	
	<p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 14 September 2022 10.30am</p> <p style="text-align: center;">Microsoft Teams meeting</p>	