

**Trade Union Consultation Meeting**

**Wednesday, 11 May 2022, 10.30am, Microsoft Teams**

**Decision Notes and Actions Arising**

**Attendees LBE**

Julie Mimmagh, Chair  
 Iona MacKinnon, Note taker  
 Presenting Officers:  
 Loraine Kingston  
 James Wheeler  
 Dudu Sher-Arami  
 Doug Wilson  
 David Morris

**Trade Unions**

Christine Sesstein (Unison)  
 Tracey Adnan (Unison)  
 Paul Bishop (Unison)  
 Denise Handscomb-Teagle (GMB)  
 Anna Woodcock (GMB)

**Apologies**

Terry Smith (Unite)  
 Nadine Clark  
 Krissy O'Hagan (GMB)

		<b>OWNER</b>
<b>1</b>	<b>Waste and Street Cleansing Services</b>	
	<p><i>Loraine Kingston presented</i></p> <p>This restructure is to align both the Waste and Street Cleansing Services.. This will help with delivering increase services, as well as providing scope for more efficiencies and remove task duplication. The new structure focuses on managerial and supervisor positions as well as the administration teams. The following posts will be deleted:</p> <ul style="list-style-type: none"> <li>• 1 FTE x MM2 Street Scene Section Manager post (vacant)</li> <li>• 1 FTE x PO2 Operations Manager Street Scene post</li> <li>• 1 FTE x PO2 Waste Service Delivery Manager post</li> <li>• 1 FTE x Sc6 Recycling Officer post</li> <li>• 0.5 FTE x Sc6 Recycling Officer post (part-time, vacant)</li> <li>• 7 FTE x Sc6 Seven Street Cleansing Chargehand posts (one vacant)</li> </ul> <p>In total 11.5 positions will be deleted, and the new structure will create 13 new posts:</p> <ul style="list-style-type: none"> <li>• 2 FTE x MM1 Operations Delivery Managers</li> <li>• 1 FTE x PO1 Waste Services Manager</li> <li>• 1 FTE x PO1 Street Cleansing Service Manager</li> <li>• 1 FTE x Sc6 Performance and Business Support Manager</li> <li>• 6 FTE x SO1 Waste &amp; Streets Service Supervisors</li> <li>• 2 FTE x Sc5 Operational Support Officer posts</li> </ul>	

Author	Iona McKinnon	Classification	official all staff	Date of First Issue	11 Oct 2021
Owner	Julie Mimmagh	final		Doc Number: v2	Page 1 of 5

	<p>AW asked whether the JD's have been evaluated. FM explained that they are awaiting panelling and if any grades are different to what's been anticipated then these will be presented at another TU meeting. The JD's will be shared with TU colleagues once ready.</p> <p>PB asked for a list of people at risk.</p> <p>LK explained that they created 2 additional Operational Support Office posts with the aim of filling in back-office work, as the service has evolved so much, that it is preventing supervisors from being on road supporting their crew</p> <p>FM added that in terms of the Street Cleansing Chargehands, they would be ringfenced to the SO1 Waste &amp; Streets Supervisor posts as the service believes they have capabilities to transfer over to these roles. However, there wouldn't be an automatic assimilation.</p> <p>TA asked whether staff will be getting help/ assistance with applying to roles at higher positions. LK explained that training and support will be in place and that all of the staff members have taken an interest in training and progressing. There have also been discussions about interview tips.</p> <p>TU colleagues to be sent the JD's once they have been evaluated.</p> <p>No further questions.</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>2</b>	<b>CMFM restructure</b>	
	<p><i>James Wheeler presented</i></p> <p>This restructure aims to provide an increase support to the CMFM senior management team and reorganise the operational/ back-office functions.</p> <p>There will be three roles which will be deleted:</p> <ul style="list-style-type: none"> <li>• 1 FTE x MM2 Cost Manager</li> <li>• 1 FTE x SO1 Senior Business Support Officer</li> <li>• 1 FTE x MM1 Business Support Manager</li> </ul> <p>The new structure will create:</p> <ul style="list-style-type: none"> <li>• 1 x FTE MM1 Business Systems &amp; Support Manager</li> <li>• 1 x FTE Scale 5 Business Support Officer</li> <li>• 1 x FTE MM2 CMFM Technical Expert (one-year fixed term contract)</li> </ul> <p>The aim is to merge the Cost Manager and Business Support Manager role into one. This will allow for creation of a new post – Business Systems and Support Manager MM1 and this will hold 20% of the Cost Manager responsibilities and 80% of the Business Support Manager responsibilities. Most of the Cost Manager responsibilities have already been dissolved into current Project Manager posts. This has also led to a review of subordinate posts. The Senior Business Support Officer SO1 no longer includes any line management/</p>	

Author	Iona McKinnon	Classification	official all staff	Date of First Issue	11 Oct 2021
Owner	Julie Mimmagh	final		Doc Number: v2	Page 2 of 5

	<p>supervisory responsibilities and so this role will be replaced by a Scale 5 Business Support Officer post.</p> <p>The council is also currently procuring a new Asset Management System to replace the Atrium System. In order to do this 1x MM2 CMFM Technical Expert will be created on a one year fixed-term contract to deliver the AMS.</p> <p>This report also includes changing the line management of some existing roles: 1 FTE x Scale 5 Business Support Officer and 1 x FTE Scale 6 Assistant Quantity Surveyor. The Business Support Officer role will be allocated to the Careline Team to support with their increased capacity and customer service levels. The Assistant Quantity Surveyor will move under the Facilities Management team to also provide support.</p> <p>No further questions.</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>2</b>	<b>Public Health restructure</b>	
	<p><i>Dudu Sher-Arami/Doug Wilson presented</i></p> <p>This restructure is in place to expand public health approaches with improving the health and wellbeing of Enfield's population.</p> <p>This proposal will see 1 x FTE PO1 Junior Intelligence Analyst role deleted. There are also 3 x FTE PO2 Public Health Practitioners, these roles will be consolidated into 2, meaning that one post will be deleted. For the two individuals at risk of redundancy, DW and DS will support them in seeking alternative positions if possible. There are also two vacant posts which will be deleted– 1 x Service Development Officer MM2 and 1 x Smoking Cessation Advisor Scale 4</p> <p>PB asked for a list of those at risk of redundancy.</p> <p>DS explained that they haven't yet began the consultation period. The next steps here will be to speak with staff members and offer them opportunities for 1-1 discussions.</p> <p>PB asked about the Smoking Cessation posts being transferred to the Safe and Connected Service and asked about their new roles. DW explained that the aim here is to develop and extend the remit of Safe and Connected, so that it has more of a focus on members of the community who are at risk of social isolation, poor health, falls and hospital admissions etc. DS believes that these members of staff will be well suited to their new roles. PB also asked whether Safe and Connected is the right area for these roles. DW explained that they believe it is as they have an ambition to build upon the service and create a broader responsive and more proactive service for those who are struggling within the community.</p> <p>There will still be 1 x scale 4 Smoking Cessation post to provide advice to pregnant women, but as the number of pregnant women who smoke is around 7%, this doesn't warrant 3 members of staff to work on this.</p> <p>The Community Food Coordinator PO2 will be transferred to Community Hubs.</p>	

Author	Iona McKinnon	Classification	official all staff	Date of First Issue	11 Oct 2021
Owner	Julie Mimmagh	final		Doc Number: v2	Page 3 of 5

	No further questions <b>TU's had no objections to proceeding</b>	
<b>2</b>	<b>Parking Services restructure</b>	
	<p><i>David Morris presented</i></p> <p>This restructure is to strengthen the parking services and define some of the services which are evolving to meet with council wide objectives.</p> <p>Due to the pandemic, fewer people are using cash in parking pay and display machines. In 2018, 12% of people used cashless parking apps and now this has increased to around 75%. The council has decided to remove these in the borough making more use of cashless parking applications. DM explained that for those who do not want to use the cashless apps, there will be signposts so customers know where to find pay point shops and they will be given 10/15 minutes grace time to pay their parking tickets. As a result, the 2x Scale 6 Parking Technician roles will be deleted as there is no longer a need to install and maintain these machines.</p> <p>As part of healthy streets and low traffic neighbourhoods, there has been a lot of back-office administration work, so a Permit Administration and Contract Compliance officer will be created to support CCTV permit policy and administration, along with managing back-office CCTV and permit systems.</p> <p>There's also been an increase in debt recovery and warrants being issued due to an increasing rise in Penalty Charge Notices. This has resulted in creating a new Debt Recovery Officer post, Scale 6.</p> <p>Two posts will be renamed in this restructure to reflect the roles which they are carrying out. The Parking Enforcement Coordinator Supervisor will change to Parking Enforcement Coordinator Manager, and the Team Leader (Adjudication) will now be the Parking Appeals Manager.</p> <p>The Parking Manager (Technical) MM1 post will have its JD reviewed, as the current manager is implementing the healthy street schemes, and this isn't currently reflected within their JD.</p> <p><b>TU's had no objections to proceeding</b></p>	
<b>4</b>	<b>Notes of previous meeting, 13 April 2022</b>	
	There were no outstanding actions.	
<b>5</b>	<b>Any other business</b>	
	JM confirmed that long-covid will be treated/ considered as a disability under DDA where it meets the definition under the Act.	
	<b>Next meeting</b>	

Author	Iona McKinnon	Classification	official all staff	Date of First Issue	11 Oct 2021
Owner	Julie Mimmagh	final		Doc Number: v2	Page 4 of 5

	<p style="text-align: center;"><b>Wednesday, 25 May 2022 10.30am</b></p> <p style="text-align: center;"><b>Microsoft Teams meeting</b></p>	
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Author	Iona McKinnon	Classification	official all staff	Date of First Issue	11 Oct 2021
Owner	Julie Mimmagh	final		Doc Number: v2	Page 5 of 5