

## Trade Union Consultation Meeting

Wednesday, 2 March 2022, 10.30am, Microsoft Teams

### Decision Notes and Actions Arising

#### Attendees LBE

Julie Mimmagh, Chair  
Iona MacKinnon, Note taker  
Presenting Officers:  
Julian Minta  
Ivana Price  
Richard Sorensen  
Sue Nelson  
Mark Bradbury

#### Trade Unions

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

#### Apologies

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

		<b>OWNER</b>
<b>1</b>	<b>Fleet Service restructure</b>	
	<p><i>Julian Minta presented</i></p> <p>The Fleet Cleansing Operative team's workload has considerably increased from the start of covid as the Fleet Service overall has increased in size along with a need to valet and clean customer vehicles. The proposal sets out to increase the Fleet Cleansing Team to 3 full-time scale 2 employees by adding 2 additional posts which are currently being covered by agency staff. There will be no change in line management.</p> <p>AW asked for the updated JD's. JM will forward these over to TU colleagues.</p> <p>AW agreed that these workers should become permanent employees. JM reminded everyone that they will need to go through a recruitment process but agency workers can apply when the roles are advertised internally.</p> <p><b>TU's had no objections to proceeding</b></p>	JMinta
<b>2</b>	<b>YOS restructure</b>	
	<p><i>Ivana Price presented</i></p> <p>The new Youth Offending Service was soft-launched 12 months ago and was redesigned to improve and strengthen service delivery. It was agreed to further modify this if required. IP explained that it has been agreed to make a few additional changes to the service to continue to strengthen the quality-of-service delivery. This is also a statutory service that holds a lot of risk as it has to ensure young people and children are kept safe.</p> <p>IP explained that the key rationale behind this restructure include: a need to improve integration, efficiency and effectiveness, improve service quality and outcomes for young people and ensure that all resources are being utilised effectively.</p>	

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>These will be the following proposed changes:</p> <ul style="list-style-type: none"> <li>• 1 FTE MM2 Operations Manager will be deleted</li> <li>• 1 FTE SO2 Engagement Post will be deleted</li> <li>• 1 FTE Therapeutic Social Worker will be deleted (vacant)</li> <li>• 1 FTE PO2 RJ and Victims Practice Lead (currently vacant) will be deleted</li> <li>• 1 FTE Referral Orders, Reparation and Volunteer Practice Lead will be deleted</li> <li>• 3 FTE Scale 5 Business Support Officers will be deleted</li> <li>• 1 FTE SO2 Operational Practice Development Coordinator will be deleted</li> <li>• Substantiate 1 FTE IOM post</li> </ul> <p>1 FTE PO2 Restorative Justice and Victims Practice Lead (currently vacant) 1 FTE Referral Orders, Reparation and Volunteer Practice Lead will be deleted as these two functions will be brought into 1 dedicated practice lead post – 1 FTE Referral Orders and Restorative Justice Practice Lead</p> <p>Business Support will be redesigned. This will involve deleting 1 Operational Practice Development Coordinator, 3 existing BSO posts (one post is currently vacant). Instead, 3 new higher Business and Operational Support (BOS) posts will be created to provide support with court work and 1 BOS Coordinator will be created to line manage the 3 FTE BOS posts.</p> <p>1 Therapeutic Social Worker role will be deleted as it has recently become vacant.</p> <p>The new structure will include:</p> <ul style="list-style-type: none"> <li>• 1 FTE HOS1 Deputy Head of Service</li> <li>• 1 FTE MM1 Practice Lead and QA Lead (new post)</li> <li>• 1 FTE PO2 RO, RJ and Victims Practice Lead (new post)</li> <li>• 1 FTE SO2 ISS and Youth Engagement Worker</li> <li>• 1 FTE PO2 Intensive Youth Support Practice Lead</li> <li>• 1 FTE SO2 Business Support Officer Coordinator (new post)</li> <li>• 3 FTE Scale 6 Business Operational Support including dedicated court functions (new post)</li> </ul> <p>IP explained that the consultation will start from 14<sup>th</sup> March. The EQIA and JD's are being finalised.</p> <p>PB asked when the JD's will be evaluated. OP explained that these will be sorted before the formal consultation starts and will be shared with TU colleagues. TU colleague will also be invited to the consultation.</p> <p><b>TU's had no objections to proceeding</b></p>	IP
<b>3</b>	<b>Housing Allocations Team</b>	
	<p><i>Richard Sorensen presented</i></p> <p>RS explained that the Housing Allocation Team is responsible for maintaining the Housing Register and all social housing allocations within the borough. There are currently 5500</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>applicants on the housing register. The team are responsible for assessing each application against the Allocations Scheme to determine the correct level of points, and the allocation of applicants to Council and Registered Provider properties.</p> <p>The new Allocations Scheme was introduced in December 2020, alongside a new IT system to manage the process.</p> <p>The proposal of this report will recognise that the balance between administration and casework has changed and that there is now a greater demand for decision making, so RS explained that these changes need to be reflected in staffing. It will also help to support the Team Manager with delivering allocation schemes and enable officers to take decisions at appropriate level rather than everything going up to the Team Manager.</p> <p>The proposed service will be:</p> <ul style="list-style-type: none"> <li>• 1x MM2 Team Manager (subject to evaluation)</li> <li>• 2x PO1 Medical Assessment Officers</li> <li>• 2x PO2 Team Leaders</li> <li>• 6x SO1 Senior Assessment &amp; Allocations Officer</li> <li>• 1x PO1 RP Nominations Officer (subject to evaluation)</li> <li>• 2x Scale 6 Assessment &amp; Allocations Officer</li> <li>• 1x Scale 5 Assistant Assessment Officer</li> </ul> <p>RS explained that the following posts will be at risk:</p> <ul style="list-style-type: none"> <li>• The Team Manager will be at risk due to the change in role and grade</li> <li>• 2.5 Assessment and Allocations Officers will be at risk as there are currently 4.5 officers and there will only be two posts going forward.</li> </ul> <p>To reduce redundancy RS explained that recruitment will be ringfenced to staff at risk within the Housing Advisory Service where there are several vacancies.</p> <p>CS asked for the names of staff at risk and commented that the current Team Manager, although she is at risk, she will be ringfenced to the new Team Manager post. RS explained that she will be ringfenced but there will be no direct assimilation due to the change of grade.</p> <p>CS asked RS how he will reassure his staff in this restructure. RS explained that he has spoken about the restructure and what is required and that the roles will be there from day 1 for staff to move into/ apply for. CS asked whether RS would go through a formal process or expression of interest. RS explained he will be going down the expression of interest route, but where there is a change of grade there will be interviews.</p> <p>TU colleagues will read through report and will provide comments/ questions back by Monday 7<sup>th</sup> March.</p> <p><b>TU's had no objections to proceeding</b></p>	TUs
<b>4</b>	<b>Economic Development Team</b>	
	<i>Sue Nelson/Mark Bradbury presented</i>	

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

MB explained that 2 elements of this report will focus on the current structure of the Economic Development Team and supporting people across the borough into the job market.

The following posts are going to be affected by the restructure

- 1x Head of Economic Development – HOS3 Perm – Will be retained
- 1x Town Centres Development Manager MM2 Perm – will be retained
- 1x Industrial Strategy Manager – MM2 Perm – to be deleted
- 1x Inward Investment & Business Support Officer – MM2 Perm – to be deleted
- 4 x Economic Development Officers PO2 – 3x fixed term and 1 x perm – 1 post to be deleted and 3 to be retained
- 1x Economic Development Project Officer SO2 fixed term- post to be deleted

The Head of Economic Development has recently resigned so it is proposed that the post is held vacant and will be reviewed by the new Director of Planning and Growth. It is proposed that the Inward Investment and Business Support Manager post is deleted which has a redundancy implication. The Industrial Strategy Manager post will be deleted as well as the Economic Development Officer reporting to it. The Manager role is currently filled on a fixed term contract which will not be renewed, and the holder of the Economic Development Officer post has resigned. There are therefore no redundancy implications for these two posts. The role of Economic Development Project Officer will also be deleted. The post is currently occupied on a fixed term contract and is eligible for redundancy pay.

The Town Centres team will be moved to sit within the Culture Team, which they work closely with already and will report to the Head of Cultural Development. The Town Centres Development Manager post will be retained and 2x PO2 Economic Development Officers will also be retained, and their fixed term contracts will be extended to March 2023.

It is proposed that a new Local Employment Team is created whose objective is to engage residents and move them towards the job market. The restructure proposes the lift and shift of an existing post from the Inward Investment and Business Support team and 2 new posts to be created:

- 1 Compliance and Monitoring Officer (anticipated at scale 6) This role will be funded by the European Social Fund and so will be on a fixed term contract that will run until the funding ends.
- 1 Partnership and Relationship Manager (anticipated at MM1)

1x Economic Development Officers will be moved into this team to perform section 106 monitoring and will have a fixed term contract until December 2023. Further posts may be created in the team at a later date once the needs of the new team are better understood.

The proposal will result in 3 officers being at risk, 1 permanent employee and 2 on a fixed term contract. MB has spoken to all 3 officers and will send the names of individuals to TU colleagues.

No questions asked.

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

	<b>TU's had no objections to proceeding</b>	
	<b>Notes of previous meeting, 16 February 2022</b>	
	<ul style="list-style-type: none"> <li>Return to the workplace arrangements following the lifting of Covid restrictions</li> <li>JM shared staff communication</li> </ul>	
<b>5</b>	<b>Any other business</b>	
	<p>JM updated TU colleagues that the council is now reverting to office working in line with the Smart Working Classifications.</p> <p>CS raised a concern regarding return-to-work interviews and explained that some have been turning into PAR's. JM asked CS to share information so that issues/concerns can be addressed, and possible training can be put in place for managers. JM added that as part of the specialist Absence and Attendance Team, there will be bespoke training covering key points of the policy and virtual face to face sessions which will go into more detail through case studies. This will help to build up skills and confidence as to how to open conversations around sensitive topics.</p> <p>JM explained that communications have been pushed out to managers in regard to Personal Emergency Evacuation Plans (PEEPs) as these need to be agreed between an employee and their manager, especially now that staff are returning to the office. IP added that there needs to be a plan in action as to how staff will be informed if central lifts are out of action.</p>	
	<p style="text-align: center;"><b>Next meeting</b></p> <p style="text-align: center;"><b>Wednesday, 16 March 2022 10.30am</b></p> <p style="text-align: center;"><b>Microsoft Teams meeting</b></p>	

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