

Trade Union Consultation Meeting

Wednesday, 5 January 2022, 10.30am, Microsoft Teams

Decision Notes and Actions Arising

Attendees LBE

Julie Mimmagh, Chair

Presenting Officers:
Fay Hammond
Muazzam Khokher

Trade Unions

Christine Sesstein (Unison)

Paul Bishop (Unison)

Denise Handscomb-Teagle
Anna Woodcock (GMB)

Tracey Adnan (Unison)

Apologies

Terry Smith (Unite)

Nadine Clark

Krissy O'Hagan (GMB)
Iona MacKinnon, Note taker

		OWNER
1	Finance Restructure	
	<p><i>Fay Hammond presented</i></p> <p>Following an independent review of the finance structure it was agreed to increase the number of Directors from three to four in Resources. In preparation of these post holders starting a mini restructure is needed to reflect the new responsibilities which now fall under each of the Directors. This restructure will be fully operational from 21 February 2022. This restructure in the main impacts on the Corporate Finance Team, once the new Directors roles start, the responsibilities and staff within this team will report into two different structures. This will have the impact of making the role of Head of Corporate Finance redundant as the reporting responsibilities are split between the two new director posts.</p> <p>The proposal will impact on the Head of Corporate Finance post and the post holder will be at risk of redundancy. The teams currently managed by this post will be moved to other teams. The postholder has been supported through coaching.</p> <p>The Head of Corporate Finance post holder will be at risk of redundancy and is aware of this proposal.</p> <p>There were no objections to proceeding</p>	
2	Directorate PA support & Business Development Manager support	
	<p><i>Fay Hammond presented</i></p> <p>Current Executive support for Resources is 3 x PA's (1 x PO1 Business Manager and 2 x Sc 6 PA's). The Business Manager supports the Executive Director and the 2 Scale 6 PA's are shared by the three current Directors. Resources have less PA support than all</p>	

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	<p>other departments. In addition, in 2019 a Business Development Manager post (MM1) was created but isn't working as there is not sufficient work at this level. More Scale 6 PA support is needed.</p> <p>In the new structure there will be an additional Director. The proposal is to delete the Business Development Manager (MM1) and create two additional Scale 6 PA posts. Each Director in the new structure will be supported by 1 FTE PA (Scale 6).</p> <p>The Business Development Manager (MM1) postholder will be at risk of redundancy. This post has not been fully utilised since it was created and therefore the workload for this post is minimal. FH will explore options and may consider creating a higher level PA post that will deputise for the PO1 Business Manager role.</p> <p>TA asked about the apprenticeship qualification that the MM1 postholder is currently studying for and whether she will be allowed to continue this qualification. JM confirmed that unless she can be redeployed into an alternative suitable post, she may not be able to continue with her qualification. FH believes she will still retain the credits she has currently achieved towards the full qualification.</p> <p>There were no objections to proceeding</p>	
3	Principles of managing Employment of Ex-Offenders	
	<p><i>Julie Mimmagh/Muz Khokher presented</i></p> <p>The previous policy has not been reviewed for some time. The policy has been updated to reflect the current arrangements. The policy covers the different stages the process the Council will follow in relation to any DBS checks and unspent convictions requirements and declarations. It covers responsibilities of the candidate/employee, manager and HR.</p> <p>The policy covers how the Council will handle any declarations and is based on the current UK Government requirements.</p> <p>No further questions were asked.</p> <p>There were no objections to proceeding</p>	
4	Notes of previous meeting, 8 December 2021	
	<ul style="list-style-type: none"> • PB had raised whether colleagues had any concerns regarding the EAP. JM confirmed that these have been escalated to Medigold. Unfortunately, there is no record relating to some of the issues where members reported they were unable to get through to Medigold. Where names have been provided Medigold are investigating. 	
5	Any other business	
	<ul style="list-style-type: none"> • TU's asked if guidance will be issued relating to the interim announcement that GP's will not issue medical certificates for the first 28 days – JM will come back with an update. • TU's asked for clarification where regarding Covid guidance where staff cannot work from home. JM confirmed that for some posts it is not possible to allow the 	JM

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	<p>member of staff to work from home if their role cannot be undertaken remotely. In this case if a member of staff cannot work their absence will be treated as sickness if they test positive with Covid or self-isolation.</p> <ul style="list-style-type: none"> CS raised concerns regarding the time taken to conclude a grievance in Housing. JM will look into this case and provide a response to CS 	JM
	<p style="text-align: center;">Next meeting</p> <p style="text-align: center;">Wednesday, 19th January 2022 10.30am</p> <p style="text-align: center;">Microsoft Teams meeting</p>	

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