

Enfield 2017
Wednesday, 4th November 2015 10.05am
Decision Notes and Actions Arising

Attendees LBE

Tony Gilling, Mark Stone,
 Nadine Clark (note taker)
HR: Sally Kanabar-Wilson,
 Irene Papasavva, Lynda Wreyford,
 Jane Parsley, Vanessa Tanner
 Morna Carroll.

Trade Unions

Christine Sesstein (Unison)
 Tracey Adnan (Unison)
 Terry Smith (Unite)
 Anna Woodcock (GMB)
 Richard Owen (GMB))
 Pip Constantinou
 John Whistlecraft (GMB)

Apologies:

Paul Bishop (Unison)
 Kate Robertson
 Sally McTernan

		OWNER
1	Gateway Hub	
	<p>Irene Papasavva presented</p> <p>All expressions of interest for redundancy (81 staff equating to 66 FTEs) have been agreed, staff notified and notices will be issued on 16 November. Staff will be asked to work their notice period.</p> <p>For business continuity reasons, and to ensure that services function during the transitional phase, some staff will be asked to work beyond their notice period. Staff will be contacted by their manager this week to discuss this request. Past experience with the other hubs has shown that staff have been willing to work the extra period.</p> <p>CP requested clarification on whether staff will be forced to work beyond their notice period. TG advised that notice of redundancy is issued by the employer and redundancy is not effective until this has been issued. MS commented that management will attempt to be as flexible as possible and that withdrawal of redundancy has not occurred in the past.</p> <p>Interviews for MM roles are taking place this week followed by interviews for scale 6 to PO2 posts w/c 16 November. Potentially the recruitment process will be completed by 4 December and decisions notified to staff by the end of w/c 7 December. The number of staff wishing to stay and the number of posts available are roughly the same, however there will be some mis-match of grades and some unsuccessful staff in the application process will result in vacancies at the end of the process.</p> <p>To fill these vacancies management have agreed with the trade unions to offer roles to redeployees and then if there are still vacancies these would be offered to apprentices. At the last meeting the TUs were asked to consider if at the end of this process there were still vacancies, could the roles be made available to agency staff within Gateway before being externally advertised. This would be without prejudice and not setting a precedent. TG reminded everyone that the policy within this particular structure over the last year was to protect jobs by only employing agency staff to cover vacancies.</p> <p>All agreed that when an exact position is known on the number of vacancies remaining, a decision would then be taken on how to fill these vacancies. Agenda item for a meeting on 9 December.</p> <p>TG advised that he was unaware that a communication had been issued by a head of service vis a vis agency staff. IP to speak to the head of service (IP left the meeting)</p>	<p>TG</p> <p>IP</p>
2	Finance Hub	
	<p>Sally Kanabar-Wilson presented the update</p> <p>6 x MM2 posts - staff started in their new roles 19 October.</p>	

Author	Nadine Clark	Classification	official	Date of First Issue	6 Nov 2015
Owner	Tony Gilling	Issue Status	draft	Doc Number: v2	Page 1 of 3

	<p>5 x MM2 and 1 HOS technical vacancies are being advertised externally.</p> <p>Deadline for accepting officer posts was 22 October and the following appointments made: 20 x PO1 posts 6 x SO1 posts 9 x scale 6 posts 2 x scale 4 posts</p> <p>Only one member of staff turned down the offer of a post in the new structure. Start dates for the officer grades are currently being agreed by the HOS.</p> <p>Roles in redeployment 1 x scale 6 4 x scale 4 posts - four applications received and applicants will complete assessments and interviews over the next ten days.</p> <p>Redundancies 17 voluntary redundancies 8 compulsory redundancies - staff are under notice now and all have attended a redundancy consultation meeting.</p> <p>As the Finance Hub is now a live service, SKW will no longer attend this forum with a Finance Hub implementation update (SWK and VT left the meeting)</p>				
3	Business Support				
	<p>Lynda Wreyford presented</p> <p>The Business Support Hub is now in its third week. Nearly all vacancies have been filled, although not all posts have been taken up yet. Further interviews are taking place next week, when it is anticipated that all scale 5 posts will have been filled. There are approximately six Scale 3 vacancies to be filled which are proving more difficult to appoint to. Following interviews, if not all job offers are accepted, the roles will be advertised internally.</p> <p>The last day of service for voluntary redundancy staff currently on 12 weeks notice is 10 November. (LW left the meeting)</p>				
4	Assessment Hub				
	<p>Jane Parsley presented</p> <p>Staff consultation finished 2 November. 192 option meetings have been held. The deadline for receipt of expressions of interest for redundancy is the end of this week. To-date 74 have been received from across the whole hub. An analysis to be brought to the next meeting.</p> <p>Data is being collated and it is hoped to be presented to the next CMB.</p> <p>Feedback from staff consultation meetings CS enquired whether any changes had been made to the structure as a result of staff feedback. Q/As to be sent in paper format to the TUs. NC to action with Danielle Burrowes. (JP left the meeting)</p>	<p>TG</p> <p>NC</p>			
5	Estate Management Review				
	<p>Morna Carroll presented</p> <p>Early warning letters and letters of assimilation have been issued. There are two assimilations and four staff potentially to compete for three assimilations. Names have</p>				
Author	Nadine Clark	Classification	official	Date of First Issue	6 Nov 2015
Owner	Tony Gilling	Issue Status	draft	Doc Number: v2	Page 2 of 3

	gone to redeployment today. The recruitment timetable is still to be completed, however it is anticipated that the recruitment process will start w/c 16 November. (MC left the meeting)	
6	Minutes of 21 October 2015 meeting	
	<p>Ernst & Young - Reprovision project TG will organize a separate meeting with the TUs, Bindi Nagra and Mark Stone.</p> <p>Memo of Understanding A separate meeting to be scheduled by TG.</p> <p>Gateway JDs and final structure are available on the Enfield Eye. Link to be sent to TUs 4 November update: GMB cannot access as links cannot be sent outside of our network. Hard copies to be sent. Latest Q/As to also to be sent in paper format. NC to action with Nicholas Bowater.</p>	<p>TG</p> <p>TG</p> <p>NC</p>
7	Any Other Business	
	None	
	11.05am finish	
	Next meeting Wednesday, 18th November 2015 10am – 11.30am, Tony Gilling's office	

Author	Nadine Clark	Classification	official	Date of First Issue	6 Nov 2015
Owner	Tony Gilling	Issue Status	draft	Doc Number: v2	Page 3 of 3