

**CHILDREN EDUCATION AND SOCIAL CARE**  
**ADULT OPERATIONS**

**FULL STAFF MEETING**  
**STEPS at TITHEBARN**

**1 October 2010**

**Those Present:** Hazel Grant: Adult Operations Project Manager  
Denise McGuire: HR Manager Advisory  
Chris Todd: HR Business Partner  
Carrie Burns: Unison  
Andy Whitehouse: Joyce Pell  
Lyndsy Crinson: Joanne O’Gorman  
Sarah Carr

**Apologies:** Sean McEneaney: Head of Adult Operational Services  
Jenny Hughes: Gina Bianchi  
Lynn Wightman

The purpose of the meeting was to provide STEPs staff team with the outcome of the report considered by Cabinet on 30 September 2010.

The report recommended:

*That Cabinet authorise officers to enter consultation with staff, clients, carers, trades unions and stakeholders regarding the re-provision of alternative services to current clients and potential cessation of of the STEPs at Tithebarn element of the STEPs group of services with the aim of re-deploying existing employees as appropriate*

Cabinet agreed to the request and sanctioned the start of formal consultation with employees and the continued consultation with clients and their carers.

Staff were advised that Councillor Jim Beall paid particular attention at the Cabinet meeting to commend the staff for their excellent work and commitment to their clients. The meeting was advised that the second service from the EIT Review which was under similar consideration is Blenheim House.

Consultation for employees runs for 30 days from 1 October 2010 to 31 October 2010. Consultation with clients and their carers began in June/July 2010 and will end in mid November 2010. Officers would then return to Cabinet with the outcome of the consultation and with a preferred option for consideration. Cabinet will be on 25 November 2010

Denise then discussed the implications for all staff and clarified some of the details.

1. While emphasising that consultation had to be meaningful and thorough, it was noted that the aim of the STEPs at Tithebarn service to support clients into education or employment had not materialised since its inception, primarily due to the preferred outcomes of the clients attending the service being more aligned to day centre provision. While it was recognised that daily living skills and in particular literacy and numeracy tuition had been evident, and successful, it was accepted that a dedicated site for this purpose was not appropriate and did not represent best use of resources.

## Appendix 2

2. Denise explained that there was a requirement by law to submit a HR1 notification to the Redundancy Payments Services as potentially there were more than 20 employees affected. She explained that the two combined services accounted for approximately 40 employees. That notification was forwarded on 1 October 2010.
3. Everyone was aware that throughout the EIT Review process, any vacancies that were or could be appropriate to staff facing redundancy had been held to provide the widest range of opportunities possible. At the time of the meeting there were 20+ posts.
4. Expressions of interest in three posts at Intermediate Care had been received from Blenheim staff, and this will be followed by trial periods. One more post remains and will need to be advertised if no interest is evident in the teams. One essential criteria of these posts is the ability to drive and have independent transport.
5. Another service needing to fill in excess of 100 hours of vacancies was raised. This is Martin Tart's Community Support Team. He was prepared to vary hours and posts as far as possible.
6. Everyone was furnished with a letter with all the vacancies listed in it but it was emphasised that more vacancies were still possible. Some of those listed are currently being undertaken by temporary employees so the pressure to fill them is less than for other services.
7. It was emphasised that in order for all employees to have the opportunity of work trials it was essential for those remaining behind to be flexible in their working patterns and accept that rota's will need to be amended to fill the gaps.
8. The option of a notice board specifically for job, meetings, union and other employee related information was raised and it was agreed that this will be in the small office.
9. Chris Todd and Hazel will arrange one to one meetings with everyone in order that individual preferences and concerns can be raised and addressed. At these meetings Chris will also bring each employee's estimated redundancy payment information in order to help people to make an informed choice.
10. Chris also offered to meet with individuals who would like assistance in completing application forms or advice regarding interview technique. Similarly if anyone wanted Chris's opinion regarding an application form they have completed she will be happy to help.
11. It was explained that while job security in any alternative post could not be guaranteed, it would provide further employment and pension contribution where applicable.
12. Denise explained that as no firm decision will be made until after Cabinet on 25 November 2010 it was entirely up to everyone to decide what they wanted to do now. Everyone could wait for the outcome of Cabinet and then start to look at any actions arising from the recommendations or the process of looking at alternatives could start now. The consensus was for an early start.
13. It was therefore agreed that the front sheet of any job will be provided on request. Trial periods will be planned as far as is reasonably practicable. Interviews for posts will not take place until after Cabinet on 25 November 2010.
14. A number of issues were raised regarding what would happen if a trial failed or was not suitable etc and it was agreed that Chris would draw up a number of scenarios as a guide.
15. Should redundancy be a consideration a formal redundancy meeting would be convened for all those affected. This is due to the need to serve

## Appendix 2

notice which will be determined by individual length of service. The maximum being 12 weeks. Although the outcome of the Cabinet decision will be known by the end of November it had been decided that no notices will be served until 3 January at the earliest.

16. The October spending review from Central Government was discussed briefly and its potential impact on services in general.
17. Carrie advised everyone that she was available for either individual or group meetings should any members require her assistance. The meeting recognised that there was a lot to take in and it may only be later that questions arise. The same applies to Hazel and HR. If you have a question that will not wait until the one to one meetings begin please advise Lynn or Joyce and they will pass them on. We will also come out to meet with you again as a group if you request it. We will certainly come out on 26 November 2010 after Cabinet in order to advise you of the outcome promptly.

### Q&A

Answers to the questions asked will be addressed in the information sheet being prepared.

- If interested in more than one job will I need to interview for all?
- What happens if a re-deployment fails?
- Will travel to new post be paid?
- Will my hours/grade/rota be protected?
- Will we return to Blenheim after a work trial?
- Can I stay in this post for as long as possible?
- If I have a work trial for 4 weeks and it does not work, can I try something else?
- What happens if the grade of the new job is higher than my current post?

Thank you for your positive attitude to the meeting. We will start booking one to one meetings very soon

**Hazel Grant**  
**Adult Operations manager**  
**05.10.10**