

**Peer Review of HARP Project**

**Initial Round Table Meeting**

**Tuesday 22 September 2009 – Middlesex Boardroom – 0915 hours**

**Agenda**

Introductions

Housing Management – Presentation covering current status and key issues

Trade Unions – presentation covering current status and key issues

General Discussion

Andrew Trehern – Summary and the way forward

**Participants**

Andrew Trehern

Gary Martin

John Dunbar

Kathleen McDonald

Lynne Pennington

Jon Dalton

Timothy Hurley

Karen Connell

Beverley Bonnefoy

Louisa Ofori

**Purpose**

To review the process and outcomes of the recent restructure within housing services; establish whether there are lessons to be learnt and ensure that the lessons are acted upon for the benefit of the staff and residents of the housing service.

The proposed terms of reference have been amended following consultation with GMB and Unison:-

- To identify lessons from the restructuring process that took place within housing services.
- To agree any outstanding information requirements
- To consider the impact that the restructure had in the context of the corporate service improvement agenda
- To determine the impact of the voluntary severance scheme generally, the likely impact on the HRA, and to review relevant business cases to determine if the stated benefits are realistic and achievable
- To determine the extent to which the “staff counter proposals” were considered as part of the planning process
- To determine the extent to which the trade unions “counter proposals” in respect of the caretaking service were considered as part of the planning process
- To consider the extent to which staff stress risk assessments have been required, and the implications of the issues which have arisen
- To review progress in respect of the “warden’s” job evaluation process

- To review the outcome of the trade unions staff survey
- To agree a way forward that improves relationships between housing services and the unions
- To report progress to the next meeting of ECF on 28<sup>th</sup> October 2009

It is suggested that the review could take the form of three stages and should be completed in time to report findings to the ECF following 3<sup>rd</sup> September.

### **Stage 1**

It has been agreed that to commence the Peer Review, Andrew Trehern will chair a round table discussion that includes the trade unions, and colleagues from Housing Services and Human Resources. The focus of the meeting would be for each party to be able to say how they felt about the process, what they thought went well, what they thought didn't go well, what matters remain outstanding and what lessons could be learnt.

The trade unions have asked for the Housing colleagues listed below to participate in the initial round table discussions:-

Lynne Pennington, Jon Dalton, Timothy Hurley, Karen Connell, Beverley Bonnefoy.

### **Stage 2**

The Divisional Director Housing Services will lead detailed discussions with the trade unions in respect of the issues raised as part of the round table discussions.

The mechanism for this could be a series of interviews with staff remaining within resident services to assess the degree of impact they have experienced following the review.

Stage 2 would also need a list of performance measures to be agreed that could be used to assess performance pre and post restructure.

If agreed, Lynne to produce template for consideration by the unions and agree timetable for completion and posts to be included.

### **Stage 3**

This stage would follow stages 1 and 2. This part of the process was not required from the last ECF, but represents good practice and is a commitment to improve relationships and practices.

To review the meeting structure that is in place and the 6 month priority action plan that exists within housing and consult the unions on the ways in which they would like to see working relationships improve.

### **Stage 4**

Andrew Trehern to report findings and recommendations of the Peer Review to ECF on 28 October 2009.

To enable the report to be produced in time for the committee deadlines, all material to be included within the report must be with Andrew no later than 0800 hours on Monday 12<sup>th</sup> October 2009.

## **Stage 5**

Review progress against the action plan objectives by end of April 2010, and if appropriate or necessary report to ECF.

Andrew Trehern  
11.09.09