

## Review Update

### Transformation – Stronger & Safer Communities Homelessness & Housing Advice Services Review

UNISON have been in consultation with senior management and members regarding the Homelessness & Housing Advice Services Review since 25 February. During the first few meetings Michelle Miller (Lead Officer – Head of Safer & Stronger Communities/ Chief Social Work Officer) advised that she was intending requesting an extension to the review which the Chief Executive accepted and extended the timescale to 30 April 2016.

The purpose was to consult with staff regarding the proposals for multi-disciplinary teams within the four localities. The staff involved to be included in the multi-disciplinary teams Neighbourhood Support Services, Community Safety and Family Solutions.

UNISON asked for new terms of reference, structure, pooling, grading and job descriptions. We were advised there was no difference within the term of reference we have. UNISON have now received the new structure and pooling, job descriptions. Management are intending sending out this information to staff and line managers, as well as having consultation meetings with the staff. This information will be on

the Orb from 22 April 2016.

UNISON did ask for a further extension for the services involved within the new structure. It was agreed by UNISON and management at yesterday's meeting to extend for a further 30 days although the full 30 days may not be required.

The proposals received from Community Safety, Neighbourhood Support Service, Sheltered Housing Hostel staff – Randolph Crescent, as well as questions received from homeless housing officers have been sent to the management team for consideration.

#### SHELTERED HOUSING

UNISON asked for clarity regarding the sheltered housing staff as there was some confusion as to where they sat within the new structure. The local Steward attended this meeting and explained the difference within some of the sheltered housing projects as not all sheltered housing have a community room.

Further discussions took place regarding the possibility for sheltered housing staff to be able to undertake SVQ3 so that they can have some

progression and for future employment. This was not ruled out but will be considered in the future.

Michelle Miller is planning further consultation meetings with staff regarding all of the above and feedback will be given to staff.

#### HOMELESSNESS/HOUSING OFFICERS

The consultation period for homelessness/housing officers has closed. UNISON had asked for clarity previously as to why housing officers need to complete a personal profile. This is due to the posts being regraded and seen as a promotion. Housing officers who have been regraded from G5 to G6, will be required to complete a personal profile and be interviewed. Staff enquired about being told that they would also be required to carry out an IT test. UNISON have discussed this issue with the Transformation team leaders and were advised this is not the case.

UNISON have asked that an estimated time line should be given to staff who are required to complete personal profiles, and an explanation as to what format the interview process will take.

**For breaking news and updates, check our website at.....**

[www.unison-edinburgh.org.uk](http://www.unison-edinburgh.org.uk)

The interview process is not intended for people to lose their jobs and anyone who does not meet the competency requirements will be given appropriate support over a period of time.

### TRAINING

To assist staff with their personal profile and interview skills you can access assistance through the Career Transition Service who are holding workshops throughout April and further courses in May. You can access this

course via my HR on the Orb. The course lasts for 2 hours and is called Interview Skills : Supporting the Application and Interview Process. Managers and line managers may have made you aware of this course.

### NEXT STEPS

UNISON are continuing to meet with management on a weekly basis, and there will be further negotiations now that management have presented their latest proposals.

We will be arranging meetings to get your views on these

issues but meantime please continue to email us with any points you think we should be raising with management.

Please contact either:  
Duncan Smith email; [duncan.smith@edinburgh.gov.uk](mailto:duncan.smith@edinburgh.gov.uk) or **Caroline McLean** email [caroline.mclean@unison-edinburgh.org.uk](mailto:caroline.mclean@unison-edinburgh.org.uk) or call **0131 558 7488** if you have any queries or email us any issues or questions that you need answered. We will get back to you as soon as we can.

## How can I get more involved:

### There are five types of representatives:

- workplace contact
- steward
- union learning representative
- equality representative
- health & safety representative



So there's bound to be one to suit you.

If you're **NOT** a member why not **JOIN NOW** - contact local steward in College or branch office/website for an application form.

### ESSENTIAL COVER IF YOU WORK IN PUBLIC SERVICES JOIN UNISON NOW

• representation in grievances, gradings, disciplinaries, health & safety • **health & safety** • speaking up for you at work • **free legal help on work issues and free or cheaper advice on many others** • free advice line (evenings too) • **free legal helpline** • holiday and insurance deals • **Discount car breakdown cover** • and much more...

Call 558 7488, or  
0845 355 0845  
or join online  
[www.joinunison.org/](http://www.joinunison.org/)

### Keep up to date with UNISON Edinburgh



Website: [www.unison-edinburgh.org.uk](http://www.unison-edinburgh.org.uk)  
Facebook: [unison.edinburgh](https://www.facebook.com/unison.edinburgh)  
Twitter: [@unisonedin](https://twitter.com/unisonedin)  
Blog: [www.unisonedinburgh.blogspot.co.uk](http://www.unisonedinburgh.blogspot.co.uk)

**Join us in UNISON 0131 558 7488 or [www.unison-edinburgh.org.uk](http://www.unison-edinburgh.org.uk)**