

JOINT STAFF CONSULTATIVE COMMITTEE

16 DECEMBER 2009

PART 1* PUBLIC DOCUMENT

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 2 September, 7 October, 4 November and the Draft Minutes of 2 December 2009 are below.

Staff Consultation Forum

2nd September 2009

Committee Room 3

Attendees

Kerry Shorrocks
Val Farquarson
Carole Casey
Christina Corr
Sue Graves

Apologies

John Fisher
Margaret Bracey
Bob Leverett
John Robinson

		Actions
1.	Apologies As above	
2	Matters Arising KS advised that at a recent Health and Safety Meeting, a suggestion was made that a inspection schedule be used regarding the cleaning of toilets. KS also asked SCF representatives to spread the word about needing more workplace Health and Safety reps for the Health and Safety Committee. A new paper towel dispenser has been ordered for the ground floor ladies toilet. As the ground floor ladies toilets is heavily used, a sign has been	

	<p>put up advising that there are also toilets available on the 1st floor.</p> <p>It was confirmed that the cleaners are carrying out regular checks at lunchtimes and carrying out replenishments where necessary.</p> <p>IT Leavers - KS advised that as part of the leavers process a standard e-mail is sent to managers advising of the process that they need to carry out. This e-mail is also copied to the IT helpdesk.</p>	JH to contact IT
3.	<p>Green Group</p> <p>A reminder was given regarding the book and cake event on 7th October 2009.</p>	
4.	<p>Employee Queries</p> <p>Flexi locking – was this still going ahead ? KS advised that this was an on-going item. There followed a discussion and it was agreed that the SCF reps should ask staff their opinions on central locking of flexi time sheets.</p> <p>Pool Car System – A question was raised as to whether a pool car system could be used instead of lease cars. KS advised that the car schemes are due to be reviewed.</p> <p>Recycling – Expansion of facilities, appear to be a duplication sending out details in Outlook and then to write to each household with addressed envelopes, the envelopes cannot be recycled.</p>	<p>KS</p> <p>JH to contact waste management</p>
5	<p>Equal Pay Audit</p> <p>KS advised that HR are currently carrying out the bi-annual equal pay audit.</p> <p>The equal pay audit will analyse pay arrangements including equal pay between men and women and the comparisons of rates of pay with different scenarios. KS advised that a working group is to be set up and asked for volunteers for that group from SCF.</p>	
6.	<p>NHDC Update</p> <p>Organisational Development Brief now published for August.</p> <p>Swine Flu – It was advised that the number of cases has been declining but is expected to rise again to high levels as the schools return after the holidays.</p> <p>NHDC have had 6 cases across the Authority.</p> <p>Sickness resulting from Swine Flu would be recorded separately as we will need to be aware of the impact on the authority.</p>	

	<p>An e-mail address has been set up – HR Help – available to managers and staff.</p> <p>Soap dispensers have now been installed in kitchens as an extra hand washing facility.</p> <p>Equalities Peer Review – The peer review will be taking place during week commencing the 14th and 15th September. Staff have been approached to take part in focus groups.</p> <p>Pay Review – KS advised that unions have now been advised to consult with their members regarding the recent pay offer of 1%.</p>	
7.	<p>A.O.B.</p> <p>It was advised that we would need a representative from SCF to attend JSCC in December.</p>	<p>SCF Reps</p>

Chair for next meeting : Christina Corr

Date of next meeting : 7th October 2009 – Committee Room 2
2.30pm to 4pm