

Staff Consultation Forum

3rd February 2010

Committee Room 3

Attendees

Kerry Shorrocks
John Robinson
Margaret Bracey
Lorrae Hunter
Bob Leverett
Jane Lamb
Lesley Boast
Carole Casey
Chris Carter
Nigel Schofield
Caroline Gray
Christina Corr
Sue Graves

Apologies

Dee Levett

		Actions
1.	Apologies As above.	
2.	Matters Arising from Previous Minutes It was asked if staff who were partial homeworkers could return to the office full time. It was advised that where there is an occasional requirement for home-working (ad-hoc home-working), the employee will retain a dedicated office workstation at their normal place of work, or desk-sharing arrangements that have been put in place will still apply. For regular full-time and partial home-workers, hot-desks will be provided or other suitable arrangements made if there is a need for work to be undertaken on an adhoc basis in Council buildings. If an employees personal circumstances change and the home is not a suitable working environment, they will be able to revert to office based working. It was asked if the £500 set up fee could be available at the start of the 6 month trail period. KS advised that Employees commencing home-working on a permanent or partial but permanent basis (excludes ad-hoc working) will receive a one off set up payment, on-going payments are being looked into. If the Home-working arrangement ceases within 6 months of the start date, the set up payment will be required to be repaid by the employee.	

Stat Days

KS advised that the stat days for 2010 have been agreed as half day on Christmas Eve and half day of New Years Eve. One day will be added to annual leave.

The SCF had requested details of CSC contact over Christmas. Number of visitors, calls and e-mails to NHDC during last Christmas and New Year.

	24/12/2009	31/12/2009
Telephone calls (CSC & Switchboard)	73	203
Emails	21	17
Face to face visitors*	6	11

Trent

It was asked if annual dates recorded in Trent could be in date order. CG advised that they already appear in date order (most recent leave at the top)

Multi Functional Devices

Andy Bateman will attend the meeting on 3rd March to answer any queries regarding the recent installation of the MFDs.

3. Meeting Format and Protocols

MB advised that the following format and protocols would now be used for the agenda of SCF.

There would be standing items for :

- Apologies
- Matters Arising from previous minutes
- Green Issues
- Home-working
- NHDC Update
- Employee Queries
- Any Other Business

Items on the agenda will have the name of the person raising that item.

It was agreed that information only items are not to be brought to SCF to avoid delays and should be directed to the relevant area e.g. IT helpdesk if IT issue, payhelp if a payroll query and the intranet should be effectively used as an information resource as can often answer queries more quickly.

	<p>If was also suggested that SCF reps should check with employees whether their query has been raised with the manager or the relevant department.</p> <p>People were asked to avoid having separate conversations and should allow one person at a time to speak.</p>	
<p>4.</p>	<p>Green Group</p> <p>CG advised that the Green Group held its last meeting on Monday 1st February 2010 and that Green Issues had now been reabsorbed into SCF.</p> <p>Members of the former Green Group would continue to organise events.</p> <p>There are two events to be held this year, the Give and Take event being held on 31st March 2010 (please note change of date to avoid clashing with Unison AGM) in Committee Room 3. A book event will be held later in the year.</p> <p>HCC are running a pilot scheme for car sharing. Simon Young is looking into an NHDC car sharing scheme and will be arranging an open session for staff to give more information and drum up interest.</p> <p>A policy for train season ticket loans is currently being developed.</p> <p>The names of all the green champions are on the intranet.</p> <p>JR advised that he had raised the issue of the climate change group at CMT. The director for this group is Norma Atlay.</p> <p>Mobile Phones – CG will e-mail all the green champions regarding the recycling of mobile phones.</p> <p>It was suggested that removing 1 tube light from the overhead lights may reduce energy consumption. Barbara Oakes to be contacted for advice.</p> <p>It was advised that Daniel Kingsley will be attending the SCF meeting on 3rd March 2010, to discuss waste management issues.</p>	
<p>5.</p>	<p>Home-working</p> <p>KS advised that she is the lead officer for the Flexibility Works group and as we are now looking to close Town Lodge, and staff are to be relocated into the DCO, the scope of the project has changed. Cabinet have agreed that this should be a low cost move to save money. Decisions are to be made on what works need to be carried out to the DCO. It was advised that about a quarter of staff will need permanent desks, a quarter Home-working and 50% working as they do now in the office and out on site. It was advised that there was approximately 150 staff in Town Lodge at present.</p>	

	There will be regular monthly updates at SCF.	
6.	<p>NHDC Update</p> <p>Restructure</p> <p>JR advised that the restructure report had been looked at by the the Organisational Development Team and considered feedback to the next steps report on 2nd February 2010. Feedback to staff will follow but individuals that are directly affected will be spoken to as a matter of priority. Updates to the report will be published on the intranet and an OD Bulletin will be published.</p> <p>Pay</p> <p>It was advised that the Employers had made a zero% pay offer.</p>	
7.	<p>Employee Queries</p> <p>It was asked if there was a possibility that only one letterhead could be produced for the whole of the Council to use. This would help reduce the amount of paper that is wasted due to changes to the directorate. JR advised that he was unaware of any plans regarding this at present.</p> <p>The Directors details had traditionally been on the letters to show decision making responsibility.</p> <p>Would it be possible to have an on line guide regarding the use of ethnic minority common names. It was recommended that this could be found on the internet.</p> <p>Managing People in Difficult Situations – KS advised that at present there is training in existence for Managers and HR are currently looking into training managers for staff who home-work.</p>	
8.	<p>AOB</p> <p>None</p>	

Chair for next meeting : Christina Corr

Date of next meeting : 3rd March 2010 – Committee Room 3
2.30pm to 4pm