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Staff Consultation Forum

3rd March 2010

Committee Room 3

Attendees

John Robinson
Kerry Shorrocks
Caroline Gray
Carol Casey
Margaret Bracey
Christina Corr (Chair)
Daniel Kingsley (Guest)
Lorrae Hunter
Debbie Ealand
Nigel Schofield
Sue Graves
John Fisher
Dee Levett

Apologies

Chris Carter
Lesley Boast

		Actions
1.	Apologies As above.	
2.	Waste and Recycling Daniel Kingsley attended for this item and advised that zero waste places is a project for 2010 for the waste services team. However, before we try and recruit local businesses, we need to lead by example. Therefore, if the Council buildings could become zero waste or minimum waste we will provide a bench mark on performance. The communication plan / action plan for 2010 will be presented to Project Board at the end of March for authorisation. If this project is authorised then the waste officers will start to look at who / what can be included to collect and divert as much waste as possible from landfill from the NHDC buildings. Main materials would be tackled first, i.e. paper, cans, glass, plastics, card, food waste. If the project is agreed, we will start talking to staff to ensure the most appropriate methods of collection are found. We will also be looking for recycling champions on each floor and in each service area. If anybody is willing to volunteer for these positions please advise the waste team.	

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3.	Matters Arising from Previous Minutes Andy Bateman from the Document Centre was unable to attend this meeting, but will be attending the meeting on 7 th April regarding the MFD's.	
4.	Green Group CG advised that the Give and Take event will be taking place on 31 st March. Staff will be able to bring along anything that they would like to swap or donate. A cake stall will also be held on the same day. MFD - CG advised that switching off all MFDs at the end of the working day was not advisable but that they had a very good energy saving mode when not in frequent use. Richo had been asked to comment. CG will advise when update available. Leisure Direct are to advise on what happens to the old mobile phones that are donated. The box will be held on each floor for a month. A message had now been put onto the intranet advising of the HCC Car Sharing Scheme.	
5.	Home-working It was asked if home-workers travelling into the office during their working day, was classed as work time. KS advised that the wording would be looked at in the home-working A-Z. KS advised that the Office Accommodation Project Board had now met for the first time. Dee Levett and Chris Carter would be representing SCF. It was asked if the minutes from the Project Board would be made available to all staff. KS to advise. KS advised that a communication plan was being developed that would use all the usual communication channels, such as Team Talk, Intranet, NHDC News and SCF. A set of FAQs were also under development.	
6.	NHDC Update JR thanked staff who fed back to the Organisational Development Team on the restructure. An achievement of £750,000 nett saving had been made and that further work was to continue. It was advised that this had resulted in only a possible 3 redundancies and that the restructure should be in place by the end of March 2010.	

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	<p>The staff survey had now been launched. The closing date of this survey is 5.00pm on Friday 19th March 2010. This is a confidential survey and NHDC will not have access to individual responses. Results will be broken down by directorate and service area. Service area data will only be reported if 10 or more responses have been received from each individual service, so individuals cannot be identified.</p> <p>The results of the survey are important to management and all staff are encouraged to complete the survey.</p> <p>A question was raised about what to do if staff work in more than 1 service area. KS agreed to investigate this.</p>	
7.	<p>Employee Queries</p> <p><u>Smoking:</u></p> <p>Smoking corner by DCO. Smokers are not consistent about smoking round the side of the building and that means cigarette smoke seeps into the legal offices which is unpleasant for those working in there. It was asked if Is there any more could be done to ensure smokers do stay around the side?</p> <p>It was advised that staff would be encouraged to ensure that they go as far around the corner of the building as possible to minimise the risk of smoke entering the building.</p> <p><u>Heating:</u></p> <p>The ground floor offices between Gernon Road and the councillors car park is cold, whilst other staff on the ground floor are opening windows because they are too hot. It was asked if this could be investigated. When the heating failed recently, it would have been helpful if staff had been told there was a problem which was being looked into.</p> <p>It was advised that Property Services would be invited to the next meeting.</p> <p>Note : Barbara Oakes to contact JF direct regarding the heating issue.</p> <p>SCF reps were reminded that staff should be encouraged to contact their line manager in the first instance, to report issues.</p> <p><u>Trent:</u></p> <p>No warning appears if a request for holiday exceeds available entitlement. There does not appear to be any management information available to enable managers to identify whether all holiday has been used. It was also asked if the two statutory half days be automatically logged onto Trent for full time staff?</p>	

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	<p>CG advised that there is no warning for this on the Trent system but it is clearly laid out in the Trent User Guides. Managers are advised in the user guide for information on checking the balances first.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/index/customer_services_directorate/hr/personnel/pay/employee_manageraccesstothehrpayrollsystem.htm</p> <p>CG advised that she is currently looking at the two statutory half days being logged automatically with IT. CG to advise.</p> <p><u>Statutory Days:</u> The two days have been split into two half days for Christmas Eve/New Years Eve and the second added to entitlement for a number of years. It was asked if these could now become a permanent arrangement?</p> <p>KS advised that NHDC needed to be able to retain some flexibility. Statutory days had varied over recent years and there also may need to be occasions when a day may be allocated outside of the Christmas period.</p>	
8.	AOB None	

Chair for next meeting : John Fisher

Date of next meeting : 7th April 2010 – Committee Room 1
2.30pm to 4pm