

JOINT STAFF CONSULTATIVE COMMITTEE

16 JUNE 2010

PART 1* PUBLIC DOCUMENT

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 7 April, 5 May and the Draft Minutes of 2 June 2010 are below.

Staff Consultation Forum

7th April 2010

Committee Room 1

Attendees

John Robinson
Caroline Gray
Margaret Bracey
John Fisher
Lesley Boast
Christina Corr
Chris Carter
Bob Leverett
Dee Levett
Nigel Schofield
Barbara Oakes
Andy Bateman

Apologies

Kerry Shorrocks
Lorrae Hunter

		Actions
1.	Apologies As above.	
2.	Multi Functional Devices Andy Bateman attended for this item. NS advised that there were 23 members of staff using one multi	

	<p>functional device within Legal Services and that there were often queues and that toner was frequently being changed.</p> <p>AB advised that there was a month long survey across the entire Council of printing activity during February 2009. Through this study it was found that the printers in the Legal/Committee/Elections area had printed 20,000 copies.</p> <p>Ricoh recommended a machine with a capacity to provide a minimum monthly throughput of 30,000 to a maximum of 50,000 copies a month. This would easily accommodate the monitored activity and provide additional capacity for peaks in workload too</p> <p>There are options available - work can be released from any of the 16 MFDs across the organisation and the High Volume Machines at the Document Centre offer enormous capacity too, running at 3 times the speed of an MFD. Ricoh's recommendations are that jobs over 150 pages should be rerouted to a bigger device. We're awaiting another piece of software which will provide on screen pop up reminders of cost advantages of using the bigger machines here</p> <p><i>Update – An additional machine has now been provided on a temporary basis.</i></p>	
<p>3. Property Services</p>	<p>BO attended for this item.</p> <p>It was asked if the ashtray by the bike shed could be moved. BO advised that this would not be possible but that a notice will be going up asking smokers to stay around the corner of building to reduce smoke entering the open windows.</p> <p>Office Heating - Heating within the District Council Offices will be looked at as part of the office accommodation project.</p> <p>Jim Turner and Jack Patel to be invited to the next meeting.</p>	<p>JH</p>
<p>3. Matters Arising from Previous Minutes</p>	<p>Waste Management - The communication plan / action plan for 2010 which was going to Project Board at the end of March was not discussed as the meeting board was cancelled. An update will be given at the next SCF meeting in May.</p> <p>Mobile Phone Recycling – CG advised that for 30 working phones leisure direct raised £65.</p> <p>Office Accommodation – Meetings are now taking place and information should be available to all staff shortly via the intranet (Hot Topics). Dee Levett and Chris Carter were representing SCF. It was advised that Chris Carter will update SCF.</p>	

	<p>CG advised that the wording on the A-Z intranet for the Homeworking A-Z regarding travelling has now been clarified.</p> <p>CG advised that the two statutory half days for Christmas could not be logged automatically on Trent.</p> <p>Minutes Agreed</p>	
4.	<p>Green Issues</p> <p>CG advised that the Give and Take event raised £116.11 for the special care baby unit at Lister Hospital in Stevenage.</p> <p>SCF supported the proposal to participate in a clothes amnesty day through waste management. For every tonne of unwanted clothes and shoes, £250 can be raised for a chosen charity. CG to advise Joanna Lines.</p> <p>Update : CG advised JL on 07.04.2010 and raised questions re storing items during the day (or before the event for part time staff) as SCF had identified.</p>	CG
5.	<p>Home-working</p> <p>It was asked if due to increased utility bills and printing costs, if there would be any reimbursement to home-workers. It was advised that there would be no reimbursement for these costs.</p>	
6.	<p>NHDC Update</p> <p>JR advised that Councillor F J Smith would be standing down as the Leader of the Councillor. Councillor Smith would be standing for election to Royston Town Council. JR advised that there would be an election for a new leader for the Conservative Group.</p> <p>There will be a general and district election and one bye-election being held on the 6th May. The Parish and Town Council elections have been delayed until the 27th May.</p> <p>The staff survey was now closed and it was advised that the completion figure exceeded the previous years. A summary would the results would be available as soon as possible.</p> <p>It was advised that there was no further updates regarding the negotiations on this years zero pay award. Staff would be advised if there were any further developments.</p>	

7.	<p>Employee Queries</p> <p>Saving Suggestion – It was asked if it was necessary for staff to have printed certificates once they have completed training. It was advised that this would be looked into and that maybe the LMS would be able to provide information.</p> <p>It was agreed that Saving Suggestions would be discussed at the next meeting and could be a standard item on the agenda.</p>	
8.	<p>AOB</p> <p>CG advised that there were Fire Marshall vacancies on the 1st and 3rd floors of the District Council Offices. All fire marshals are sent on a half day training course. SCF reps to seek volunteers.</p>	

Chair for next meeting : Christina Corr

Date of next meeting : 5th May 2010 – Town Lodge Meeting Room 2
2.30pm to 4pm