

## Staff Consultation Forum

5<sup>th</sup> May 2010

### Town Lodge Meeting Room 2

#### Attendees

John Robinson  
Kerry Shorrocks  
Caroline Gray  
Maggie Williams  
Christina Corr  
Carole Casey  
Sue Graves  
Debbie Ealand (in Lesley Boasts absence)  
Dee Levett  
Bob Leverett  
Chris Carter

#### Apologies

John Fisher  
Nigel Schofield  
Lesley Boast  
Lorrae Hunter

		<b>Actions</b>
1.	<b>Apologies</b>  As above.	
2.	<b>Matters Arising</b>  KS advised that Jim Turner and Jack Patel would be unable to attend this meeting to discuss the heating at DCO but would be attending meeting on 2 <sup>nd</sup> June.  Fire Marshall training update – Training for first time Fire Marshalls will be carried out on a 1 day course, refresher training will be a half days course. KS reminded SCF that Fire Marshall volunteers are still required for the 1st and 3 <sup>rd</sup> floor DCO.  Minutes were agreed.	<b>JH</b>
3.	<b>Green Issues</b>  CG advised that details regarding the Carbon Trust had been passed to Jim Turner regarding the DCO building.  CG advised that as part of the zero waste for recycling at DCO, waste management are looking for recycling champions for each floor. CG suggested that the green champions be approached in the first instance.	<b>All</b>

4.	<p><b>Home-working</b></p> <p>KS advised that Howard Crompton had been attending team meetings to discuss office accommodation, home and mobile working.</p> <p>It was advised that office space would need to be rationalised within sections which gave another opportunity for flexible working which would help to cut down on desk space and could create more desk sharing especially with regard to home, mobile and part-time members of staff.</p> <p>Information and regular updates will be posted on the intranet.</p> <p>Howard Crompton and Andrew Cavanagh will be attending the SCF meeting on 2<sup>nd</sup> June 2010, to discuss office accommodation.</p> <p>It was asked if the core hours could be extended i.e. to range between 7am and 7pm. It was advised that it could be looked at at a future date, but on the face of it, it may create office cover problems.</p>	JH
6.	<p><b>Saving Suggestions</b></p> <p>A suggestion was received regarding the paid time off for NHDC staff attending staffing the elections. JR advised that NHDC have a legal obligation to arrange for the Returning Officer to have sufficient numbers to carry out the elections.</p> <p>Budget reductions - JR advised that future budget reductions could be discussed with SCF members and the rest of the organisation. SCF representatives to discuss with staff within their work areas for suggestions. A summary scale of the councils budget will be provided as a prompt sheet. JR to discuss with Tim Neill.</p>	
6.	<p><b>Equal Pay Audit</b></p> <p>Maggie Williams attended for this item and explained that this was a new review of equal pay following the previous one.</p> <p>A summary report had been circulated to all members of SCF. This review also included disability, religion and sexuality which had not been previously looked at. MW outlined the items within the report and advised that the headline report would be attached to the minutes of this meeting.</p> <p>It was advised that Lease Car payments are to be reviewed.</p>	

7.	<p><b>Retirement – Working Beyond 65</b></p> <p>CC asked if staff who were coming up to the age of 65 would be able to take their pension now but still be able to carrying on working.</p> <p>It was advised that staff could take their pension at 60 but it would be at a reduced rate. CG advised that there were no pension discretions that allow people to take their pension and continue working at the moment. The Council’s policy “Working beyond 65” enables people to continue beyond retirement age and go on contributing to their pension. Part-time people in particular can then improve their pension benefits. The pension discretions have been set for a review during 2010. Advice on what individuals should do should be sought from HR.</p>	
8.	<p><b>NHDC Update</b></p> <p>JR advised that due to the retirement of the Leader of the Council, there would be a new leader elected after the elections.</p> <p>It was advised that the Organisational Development Strategy was in the process of being redrafted.</p> <p>Volcanic Ash – It was advised that as this was happening again, staff should be aware of the advice within the Adverse Weather Policy.</p>	
9.	<p><b>Employee Queries</b></p> <p>KS advised that the staff survey corporate results had begun to come through. A full report will be prepared for all staff. In the interim, an article would be prepared for NHDC News and Teamtalk. Overall the first impression of the results was good and overall staff satisfaction had risen to 77%.</p>	
10.	<p><b>Any Other Business</b></p> <p>None</p>	

**Chair for next meeting :** Caroline Gray

**Date of next meeting :** 2<sup>nd</sup> June 2010 – Committee Room 3  
2.30pm to 4pm

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