

# DRAFT MINUTES

## Staff Consultation Forum

2<sup>nd</sup> June 2010

Committee Room 3

### Attendees

Kerry Shorrocks  
Caroline Gray  
Nigel Schofield  
Andrew Cavanagh  
Howard Crompton  
Sue Graves  
Chris Carter  
Alan Fleck (for Margaret Bracey)  
Dee Levett  
Jim Turner  
Jack Patel  
Lorrae Hunter  
Lesley Boast

### Apologies

John Robinson  
John Fisher  
Margaret Bracey  
Bob Leverett

		Actions
1.	<b>Apologies</b>  As above.	
2.	<b>District Council Offices – Heating and Green Issues</b>  Jim Turner and Jack Patel attended for this item. They had been invited to SCF to discuss the problems with the DCO heating systems. This item had been previously discussed at SCF. JT explained that Property Services were aware that the heating system at the DCO was not working as it should be and that Property Services were proposing to put in a bid for improved heating controls which would enable the heating on each floor to be controlled independently. It had also been suggested that the heating system be power flushed. Office accommodation issues might also help the heating situation with more open plan offices being proposed. If the bid is approved works would take approximately 6 weeks.  JT advised that the Green Issues Group had also put forward suggested ideas that could be incorporated within the office accommodation project and went through the list of proposals that included :  Automatic Lights/energy efficient lighting for communal areas Automatic Taps for toilets and kitchen areas Economic flushing systems (use of filtered natural rain water) for toilets	

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	<p>Energy efficient hand dryers to replace paper towels for toilets and kitchen areas  Improved shower facilities (and lockers) to encourage greener travel to work  Improved bike facilities to encourage green travel  More heat efficient partitioning, effective ventilation to control heat rather than air conditioning  Extending Recycling e.g. cardboard, tin, plastic, wormeries.  Dedicated recycling areas. No personal/desk waste bin policy.  Switching to a green electricity supplier  Corporate notices re switching things off e.g. monitors, lights, recycling toner cartridges, photocopying double-sided  Draft proofing windows  Solar power  Energy efficient lighting  Geothermal heat sources  Switching heating off in certain parts of the building after certain times e.g. just heat 1st floor for evening meetings</p> <p>DK to be invited to attend the next meeting to provide update on in-house recycling.</p>	
<p>3.</p>	<p><b>Office Accommodation</b></p> <p>Howard Crompton and Andrew Cavanagh attended for this item to outline the new office accommodation project that was underway to enable staff from Town Lodge to move into the DCO. Once the decision was taken to not move the Council to the Grammar School, it was decided to move all staff to the DCO with the exception of the document centre. The lease on the building would now be extended until December 2016. The main factor at the moment is that the DCO now needs to accommodate 300 people in total. The home-working and mobile working programme will be now be extended but home-working will not be compulsory for staff. The vast majority of jobs are likely to be suited to partial home-working depending on the nature of the post. It was advised that details regarding the Project Board/Officer Group were now on the intranet along with a link to FAQs and A-Z. Staff are to be encouraged to attend a series of staff briefings which were taking place starting on 3<sup>rd</sup> June 2010. A meeting was taking place on Tuesday 8<sup>th</sup> June to look at the detailed information on desk allocation. Managers will need to begin discussions with their staff regarding home-working. Teams will be kept together where possible in the new layout. It was advised that there will need to be a declutter of documents held within each department to reduce the amount of storage required. The telephony is also being looked at as there is a need to upgrade the system as this should enable staff to be able to sit at any work station and should improve communication for home-workers.</p>	

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4.	<p><b>Scanning and Indexing</b></p> <p>HC advised that as a savings item discussed last year, there is now an option to outsource to a bureau the scanning and indexing of documents that is currently carried out in-house with an £80,000 saving. A report will be going back to Cabinet at the end of July.</p>	
6.	<p><b>Matters Arising</b></p> <p>Fire Marshall Training – Can the minute be confirmed. <b><i>JH has now spoken to Les Davison who confirms that training for first time Fire Marshalls will be carried out on a 1 day course, and refresher training will be a half day course.</i></b></p> <p>In-house recycling – Daniel Kingsley to be invited to the next meeting on 7<sup>th</sup> July to update SCF.</p> <p><b>Retirement – Working Beyond 65</b></p> <p>CG to amend paragraph.</p>	
7.	<p><b>Saving Suggestions</b></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 had previously been discussed. At the meeting on the 3<sup>rd</sup> February 2010 it was agreed to clarify whether this was possible.</p> <p>Car Parking – Could staff who have short journeys to work and/or who do not use their car during the day for work be charged a small for using the car park. It was agreed that SCF reps would consult with staff.</p> <p>Smokers Time Deducted – Would it be possible for smokers to have time deducted.</p> <p>Extending Work Hours – Would it be possible to extend the working hours for flexi-time i.e. 7am – 7pm. Would help to accelerate desk space. KS explained this could be considered but would need to be planned around other projects and resources.</p> <p>E-Forms – Could these be used to increase the amount of paper saved.</p>	
8.	<p><b>NHDC Update</b></p> <p>KS advised that the Staff Survey report was now available on the intranet. It was advised that staff should be encouraged to contact their Head of Service to view their service level results.</p>	

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	<p>Absence – The Council had achieved its absence target which by ending 2009/10 at 8.68% against the target of 9 days per person. A Talk Article had gone out to thank staff for their contribution.</p> <p>Turnover – KS advised that turnover remained low but was slightly up on last year at 10.2% - lower than average for local government.</p> <p>Appraisals – All appraisals should be completed by the end of July. 100% return rates were now the norm and this year should be no different.</p> <p>New Leader – Councillor Linda Needham had been appointed the new Leader of the Council after the retirement of Councillor F J Smith. Information on this and other changes were available on the intranet.</p> <p>KS advised that JSCC was meeting on the 16<sup>th</sup> June. Any SCF representatives that intended going should let her know.</p>	
<p>9.</p>	<p><b>Employee Queries</b></p> <p>If was asked if desk tops were cleared could arrangements be put in place for the cleaners to give desks a clean. It was advised that these arrangements were already in place.</p> <p>It was asked how would it be seen if members of staff wore their football colour favours for the World Cup. It was advised that office dress protocols will still apply, these can be found in the staff code of conduct and staff should approach their line manager.</p> <p>Staff Survey – Will action be taken on staff survey comments? KS explained that at service level, comments are not available to protect peoples anonymity. Action can be taken on results and suggestions but not on individual comments.</p> <p>Why are there 2 printers on the 4<sup>th</sup> floor and only 1 on the 5<sup>th</sup>. Are the printers from Town Lodge coming down to the DCO during the move? – To be advised</p> <p>Home-working travel time – KS advised that the A-Z is consulted.</p>	
<p>10.</p>	<p><b>Any Other Business</b></p> <p>None</p>	

**Chair for next meeting :** Chris Carter

**Date of next meeting :** 7<sup>th</sup> July 2010 – Committee Room 3  
2.30pm to 4pm