

JOINT STAFF CONSULTATIVE COMMITTEE

15 SEPTEMBER 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 July, 4 August and the Draft Minutes of 1 September are below.

Staff Consultation Forum

7th July 2010

Committee Room 3

Attendees

Kerry Shorrocks
Carole Casey
Sue Graves
Caroline Gray
Christina Corr
Nigel Schofield
Margaret Bracey
Lesley Boast
Chris Carter
Dee Levett
John Fisher
Daniel Kingsley (Service Manager, Waste Management)

Apologies

John Robinson
Lorrae Hunter

| | | Actions |
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| 1. | Apologies As above. | |
| 2. | Waste and Recycling Daniel Kingsley attended for this item. DK explained that the communication plan / action plan for 2010 had now been agreed to include office recycling. This will include individual offices having their own receptacles in which to dispose of waste which | |

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| | <p>will then be disposed of in central bins. Glass and cans are also to be included and options are currently being looked at with respect to plastics which will be next. Waste within the office is now classed as domestic waste. Cardboard is still classed as trade waste as this is not currently in the domestic waste stream but should hopefully be by September. Confidential waste is also being looked at .</p> <p>Food waste – DK advised that non meat products food waste could be disposed of by the use of a wormery. Waste management were already using a wormery and staff were welcome to go along to see how it works.</p> | |
| 3. | <p>Minutes of Previous Meeting</p> <p>Agreed</p> | |
| 4. | <p>Green Issues</p> <p>CG and LB advised that the Second Chance Event would be taking place at North Herts Minority Ethnic Forum, Unity House, Ground Floor, Whinbush Road, Hitchin, SG5 1PH from 12-3pm on Friday 16th July 2010. There will also be refreshments available. Full details on notice boards or from Waste Management.</p> <p>The box for the collection of unwanted mobile phones will now be moved to the 2nd floor for a month. Leisure Direct had just received a cheque for £86.80 for mobile phones already donated.</p> | |
| 6. | <p>Home-working</p> <p>KS advised that clear out days are currently being organised for decluttering the DCO. Initial proposals are for early, middle and late August. More information will be available once agreed.</p> <p>A feasibility study has been carried out on where teams are to be located within the building. A report will need to go to Corporate Management Team and once agreed information will then be passed to staff. KS advised that the workshops which had taken place had been well attended and that she was currently working on Frequently Asked Questions incorporating the feedback from these workshops. Les Davison (Health and Safety Officer) has now joined the group.</p> <p>It was advised that staff are still not forwarding their calls when home-working meaning that staff in the office are having to pick up calls. It was also advised that staff who homework are asking staff in the office to carry out printing tasks. <i>It was advised that staff should raise any concerns with their manager.</i></p> | |

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| <p>7.</p> | <p>Saving Suggestions</p> <p>KS advised that in this months edition of Team Talk, there has been a new mailbox “Tell John C” for staff to be able to e-mail any saving suggestion that they may have. Saving suggestions can also be put to SCF and then be forwarded to “Tell John C”.</p> <p>There were a number of saving suggestions from members of staff which were put forward for discussion.</p> <p>It was asked if the scanning facility would be available for use on the new MFD. It was advised that this would be discussed with Andy Bateman.</p> <p>Update on item 10 : <i>As far as scanning is concerned, this function doesn't form part of the initial project, which was to replace printers and copiers Council wide. Whilst the new machines are all capable of scanning, there would be considerable work required to the network and shared drives by IT and as such would need to be considered as a separate project.</i></p> <p>It was also advised that there is a link to Central Government for public sector workers to e-mail any saving suggestions direct. The website closed to public sector workers on 8th July but is now available to all members of the public. This link has been attached below. http://spendingchallenge.hm-treasury.gov.uk/</p> | |
| <p>8.</p> | <p>NHDC Update</p> <p>KS advised that from the budget held in June, we were looking at cuts between 25%-40% during the next financial year.</p> <p>In a recent article in the Municipal Journal, it advised that the pay freeze may not be applicable to local government workers due to LG Employers handling the pay bargaining for local authorities and this was to be discussed further. KS advised that she would update SCF when there was more information available.</p> <p>Update : The LGE have since sent a communication to confirm that they will be handling Local Authority pay bargaining issue as usual for 2011/12.</p> <p>Recruitment – KS advised that every post would need recruitment approval by CMT. The Strategic Director will need to be able to justify filling any vacant post.</p> <p>A report on the outsourcing of scanning and indexing would be going to Cabinet at the end of July.</p> | |

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| 9. | <p>Employee Queries</p> <p>It was suggested that there is a place on the intranet for staff to recommend things to others such as holidays, restaurants, tradesmen etc. A discussion took place and it was agreed that IT and the Communications Team would be contacted to establish whether this would be feasible.</p> <p>It was advised that after the recent elections, Councillors were entering the building but not signing in or showing their badges. It was agreed that NS speak to David Miley with a view to contacting Barbara Oakes. It was also advised that a reminder to all Councillors could be put in MIS (Members Information Service).</p> <p>Staff Survey Action Plan. KS advised that the Corporate Action Plan would be taken to CMT on 20th July 2010.</p> <p>It was asked if an Impact Assessment had taken place following the decision to not renew the Death Benefit. KS advised that she would contact Fiona Timms. KS said she would check what had been done and advise LB.</p> <p>5th floor printing problems. There have been printing problems on the 5th floor since January when it was reported but these have not been resolved. It was advised that IT would be contacted.</p> <p><i>Update : The issue has been discussed with IT who advise that they have no record of anything remaining unresolved. As the machine would appear to be working normally, if people do have an issue with printing on letterheads they should log an IT helpdesk call as it's usually the PC that needs its print menu set up correctly.</i></p> | |
| 10. | <p>Any Other Business</p> <p>None</p> | |

Chair for next meeting : John Fisher

Date of next meeting : 4th August 2010 – Committee Room 3
2.30pm to 4pm