

JOINT STAFF CONSULTATIVE COMMITTEE

15 DECEMBER 2010

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 6 October, 3 November and the Draft Minutes of 1 December are below.

Staff Consultation Forum

6th October 2010

Committee Room 3

Attendees

John Robinson
Kerry Shorrocks
Chris Carter
Dee Levett
Carole Casey
Lorrae Hunter
Caroline Gray
Nigel Schofield
Christina Corr

Apologies

Lesley Boast
Sue Graves
Margaret Bracey
John Fisher

		Actions
1.	Apologies As above.	
2.	Minutes of Previous Meeting None. Minutes Agreed.	

3.	<p>Office Accommodation Update</p> <p>KS advised that floor plans for the office moves were now available on the intranet. The home-working roll-out had now commenced for staff who were not in the first or second phase of the flexibility works project. KS advised that an e-mail had been sent to all Heads of Services with a spreadsheet outlining staff whose jobs were potentially suitable for home-working. The e-mail also included forms and telephony information. A six month trial period for home-working is available if required by a member of staff, and set up costs would be paid once the trial has been successfully completed. KS stressed that home-working was not compulsory. The telephony is due to be upgraded on the 20th October. KS advised that at the present time there are approximately 192 members of staff who have citrix connection at home with 70+ already set up as partial home-workers.</p>	
4.	<p>Green Issues</p> <p>CG advised that waste management will now incorporate Green events into their calendar.</p> <p>There will be a green santa event, exchanging of unwanted Christmas gifts being held on 12th January 2011. This will also be open to members of the public. Initiatives for office waste reduction are currently being worked on.</p> <p>Staff to be reminded to turn off their computers at the end of their working day.</p>	
6.	<p>On-Line Recruitment</p> <p>CG advised that on-line recruitment is now available for internal applications and it would be compulsory from the beginning of November. External applications will follow within the next couple of months.</p>	
7.	<p>Saving Suggestions</p> <p>JR advised that JC was currently working on "Tell JC" – saving suggestions that have come from staff. These would then be discussed at CMT and feedback on them and items raised at SCF would be provided.</p>	
8.	<p>NHDC Update</p> <p>JR advised that budget workshops had started with Councillors during week commencing 4th October 2010.</p> <p>The comprehensive spending review was due to be announced on 20th October 2010.</p>	

	<p>Budget briefings workshops for staff would be published via the OD bulletin following 20th October 2010.</p> <p>Shared Managed Services – JR advised that the contract had now been awarded and briefings with staff are due to be held within the next couple of weeks.</p>	JR
9.	<p>Employee Queries</p> <p>It was asked if office chairs, that are surplus to requirements due to the office move, would be offered to staff. It was agreed that this would be referred to Howard Crompton.</p> <p>Staggered Annual Leave – It was asked if NHDC could consider staggered annual leave, commencing on date of employment. It was advised that this had been discussed at a previous SCF meeting in December 2009, when it was advised that the HR payroll system was not able to be set up to offer staggered annual leave and that was no obvious organisational benefit to do so.</p> <p>Dates for Office Accommodation Moves. It was asked when the dates for the office accommodation moves would be available. JR advised that Howard Crompton would be contacted.</p> <p>Intranet – It was advised that the Intranet needs to be updated to incorporate the new directorates and service area updates. JR advised that he was in discussion with G Midgley on this.</p> <p>Stat Days 2011 - Could Council offices close for 1 day rather than the two half days. KS explained that the 2010 statutory day was already agreed. If SCF wanted to input to 2011 they should do this by Christmas because the statutory day was usually decided by CMT in January each year.</p>	KS
10.	<p>Any Other Business</p> <p>None</p>	

Chair for next meeting : Chris Carter

Date of next meeting : 3rd November 2010
Committee Room 3
2.30pm to 4pm

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