

# DRAFT

## Staff Consultation Forum

1<sup>st</sup> December 2010

Committee Room 3

### Attendees

Kerry Shorrocks  
John Robinson  
Carole Casey  
Lesley Boast  
Lorrae Hunter  
Christina Corr  
Bob Leverett  
Dee Levett  
Sue Graves  
Margaret Bracey  
Nigel Schofield

### Apologies

None

### Guests

Lynn Saville  
Katie White  
Jo Lines  
Andy Amess

		<b>Actions</b>
1.	<b>Apologies</b>  None	
2.	<b>Careline – Proposed Restructure</b>  Lynn Saville attended for this item. LS advised SCF that Careline was a trading account with income generated from outside bodies. LS advised that Careline had recently lost a contract which would cause a loss of income of 100k as a result it would be necessary to propose that shifts would be changed and some posts could lose hours. LS advised that staff are being consulted on the proposals and Andy Amess attended SCF meeting on behalf of the staff affected. LS would be happy to answer any questions that staff may have and can be contacted directly.	
3.	<b>Legal Services – Proposed Restructure</b>  Katie White attended for this item. KW advised that the reasons for the proposed restructure were due to a) budgetary pressure which could lead to a reduction in service provision and b) retention issues. Proposal: <ul style="list-style-type: none"><li>• To move two posts career graded both of which are vacant posts</li><li>• Offer as a temporary saving 50% of a Grade 9 post.</li><li>• Attempt to resource the other half a post as a Shared Post or a fixed term contract</li><li>• Recruit permanently to the second Grade 9 post.</li></ul>	

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	<p>KW also advised that they are also looking into the possibility of shared services with another authority. The legal team are currently being consulted in line with the re-organisation policy.</p>	
4.	<p><b>Office Recycling</b></p> <p>Jo Lines attended for this item at the request of SCF on 3<sup>rd</sup> November 2010. JL advised that waste management will be purchasing new recyclable bins for staff to use once quotations had been received. She demonstrated some of the options being considered i.e. desk top containers for recycling. Locations and number of bins for each floor will be determined once the office moves are complete. JL advised that plastics, white paper, magazines and food waste would be included within the scheme. SCF advised JL that they felt it important that cardboard was included within the office recycling scheme. Once the new bins were in place on each floor, the number of personal general waste paper bins would be reduced. The office recycling scheme was to be discussed at the next office accommodation meeting on the 8<sup>th</sup> December.</p>	
5.	<p><b>Minutes of Previous Meeting</b></p> <p>JR advised that the Shared Managed Service start date for HCC, will be the start of the financial year. SERCO have indicated that they cannot start on work with districts until around June 2011.</p> <p>The final draft on the responses to "Tell JC" is waiting to be signed off and will then be circulated to staff.</p> <p>Completion date for the office moves is 31<sup>st</sup> January 2011 other than IT. Staff can check the intranet where regular updates are posted.</p> <p><a href="http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/office_accommodation_project/office_moves_weekly_update.htm">http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/office_accommodation_project/office_moves_weekly_update.htm</a></p> <p>Minutes agreed</p>	
6.	<p><b>Green Issues</b></p> <p>CG advised that a book and clothes swap would be held during February 2011, dates and details would be communicated in due course.</p> <p>JL advised that a box was available for staff to put in any odd gloves that they may have for "Glove Love". At the end of February these would be sent off, washed and matched as near as possible to another glove.</p> <p>The Mobile old phone donation box to be passed to Lorrae Hunter on the 1<sup>st</sup> floor.</p>	

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7.	<b>Home-working/Office Accommodation</b>  KS advised that HR are currently processing the applications for partial home-working. The set-up payment will be paid in Decembers salaries.  It was asked if provision had been made for the storage of personal items in the plans for the office move. It was advised that each department will be contacted by Property Services to discuss there requirements before their office move. It was advised that secure storage would be discussed with Howard Crompton.	
8.	<b>Saving Suggestions</b>  There were no new saving suggestions but people are free to go on feeding in any suggestions they have via SCF.	
9.	<b>NHDC Update</b>  JR advised that Unison had submitted a pay claim of £250 increase for everyone. The Employers had not made any response but were in the process of and considering a pay deal that is linked to potential changes to Green Book terms and conditions.  Budget – JR advised that there was still uncertainty regarding the budget savings for next year, whilst we await details of our final grant settlement, as a result. budgets will not be ready to be set in December.  DMS – Post will now be scanned by Northgate in Sale using a PO Box No. Two new letterheads are now being processed. Details of this would be communicated to staff. <a href="http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/communications/comms_stationery/letters_and_templates.htm">http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/communications/comms_stationery/letters_and_templates.htm</a>  JR reminded staff of the adverse weather policy.	

**Chair for next meeting :** Christina Corr

**Date of next meeting :** 5<sup>th</sup> January 2011  
Committee Room 3  
2.30pm to 4pm