

JOINT STAFF CONSULTATIVE COMMITTEE

16 MARCH 2011

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 5 January, 2 February and the Draft Minutes of 2 March are below.

Staff Consultation Forum

5th January 2011

Committee Room 3

Attendees

Kerry Shorrocks
John Robinson
Margaret Bracey
Jacqui Hamilton
Nigel Schofield
Chris Carter
Caroline Gray
Lorrae Hunter
Christina Corr
Lesley Boast

Apologies

Dee Levett
Bob Leverett
Sue Graves

		Actions
1.	Apologies As above.	
2.	Minutes of Previous Meeting NS asked if SCF would be considering replacing John Fisher. It was felt that staff were sufficiently represented at SCF as they could approach any SCF representative with queries that they may have that require a response from the meeting. KS agreed	KS

	<p>to bring analysis of current SCF cover arrangements to the February meeting for discussion.</p> <p>Tell JC – Feedback has still not been published. JR advised that he would follow up.</p> <p>Office accommodation moves are continuing and are on target.</p> <p>Personal storage – requirements should be requested via Property Services during discussions prior to move.</p>	JR
3.	<p>Green Issues</p> <p>CG advised that from discussions at the last meeting regarding recycling receptacles, Jo Lines would be ordering desktop caddies.</p> <p>Christmas trees could be recycled by leaving next to your brown bin.</p> <p>Christmas cards could be recycled in your blue box. It was advised that cards with glitter could not be placed in the blue box. Morrisons, Sainsburys, Tesco and TK Max were also offering Christmas card recycling facilities.</p> <p>Present Swap and Re-Use Event would be held on 12th January between 10am – 2pm at the Brotherhood Hall. No electrical items would be accepted.</p> <p>CG advised that she would e-mail the green champions asking them to remind staff to turn off their computer monitors at the end of the day.</p>	CG
4.	<p>Home-working/Office Accommodation</p> <p>It was asked if the number of home-workers had increased. KS advised that the number of permanent partial home-workers had increased</p> <p>It was asked if there was a process for alerting home-working staff when the IT system has gone down. JR advised that he would investigate this further but staff experiencing problems at home should ring the IT helpdesk.</p> <p>It was advised that not all staff could hear the tannoy relaying the fire alarm testing. JR advised that he would investigate this further.</p>	JR JR
5.	Saving Suggestions	

	<p>None.</p> <p>JR gave an update on the budget situation at NHDC.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/communications/nhdc_internal_publications/team_talk.htm</p>	
6.	<p>NHDC Update</p> <p>JR advised that CMT had had initial discussions with regard to the Senior Manager Restructure.</p> <p>JR would like to register his thanks to all staff for keeping services running near to normally for customers during the recent disruption caused by the snow.</p> <p>JR gave an outline of the key elements of the Localism http://www.3s4.org.uk/drivers/localism-agenda</p> <p>JR advised that there were more government announcements to be made and these would be cascaded via Heads of Service and Corporate Managers.</p>	
7.	<p>Customer First Standards</p> <p>JR highlighted the importance of the Customer First Standards and asked for colleagues to engage with teams to manage the transition during the office moves. Any team needing guidance on the standards should let their manager know.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/customer_care_standards_strategy_training</p>	
8.	<p>Employee Queries</p> <p>Heating -NS advised that the heating system does not appear to be working adequately with the radiators feeling cold or tepid. It was acknowledged that current building works may improve the situation and that an update would be sought from Andy Cavanagh.</p>	KS/JH
9.	<p>NHDC Update</p> <p>KS advised that the two statutory days allocation are currently being looked at. The suggested dates are :</p>	All

	All day on 28th December 2011 All day on 30 th December 2011 Half day on 23 rd December 2011 Half day on 30 th December 2011 It would be appreciated that any feedback be sent to KS.	
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Chair for next meeting : Chris Carter

Date of next meeting : 2nd February 2011
Committee Room 2
2.30pm to 4pm