

## Staff Consultation Forum

2<sup>nd</sup> February 2011

Committee Room 2

### Attendees

Chris Carter  
 Nigel Schofield  
 Kerry Shorrocks  
 John Robinson  
 Dee Levett  
 Carole Casey  
 Lorrae Hunter  
 Sue Graves  
 Alan Fleck (for Margaret Bracey)  
 Debbie Ealand (for Lesley Boast)

### Apologies

Margaret Bracey  
 Lesley Boast  
 Bob Leverett

### Guests

Tim Cowland

		<b>Actions</b>
1.	<p><b>Apologies</b></p> <p>As above.</p>	
2.	<p><b>NHDC Update</b></p> <p>“Tell JC” – JR advised that this issue had been raised at the Organisational Development Team meeting held on 1st February 2011. A special SCF meeting would be held separately which John Campbell would attend. JTC will go through the saving suggestions with SCF and any questions that SCF may have. JR advised that details concerning the restructure report will be available at the end of week commencing 14th February. JTC would also outline the proposals for the restructure during the special meeting of SCF.</p> <p>Cabinet had now agreed the draft budget which will now go to Full Council on 10<sup>th</sup> February.</p> <p>An article will be published in team talk.</p>	
3.	<p><b>IT Security Policy</b></p> <p>Tim Cowland, Head of IT and Customer Services, attended for this item and all members of SCF were given copies of the new IT Security Policy. He explained that the policy replaces the current Internet and E-Mail Policy. TC outlined the reasons for the policy update. He explained the external influences had been included in the policy. The new arrangements from the office accommodation project has also been factored into the policy. He invited SCF to pass any feedback or questions on the policy, directly to him.</p>	

4.	<p><b>Matters Arising</b></p> <p>Andy Cavanagh would be invited to the next SCF meeting.</p> <p>Minutes agreed</p>	
5.	<p><b>Green Issues</b></p> <p>KS advised that all green issues would now be discussed, as previously as part of the SCF agenda and will stay on the agenda as a standing item.</p> <p>Jo lines will be asked for a written update on office recycling for the next meeting.</p>	
6.	<p><b>Home-Working/Office Accommodation</b></p> <p>It was advised that we are now near to the end of the office moves with IT still to move later in the year. There was a discussion about telephone functions and arrangements. KS explained that teams needed to arrange phone cover over the lunch time and other periods to avoid any missed calls. Teams needed to be looking at working patterns to ensure phones were covered. She explained that calls could be transferred. The attached link provides information about telephone functionality and other useful information.</p> <p><a href="http://srvinternet01.north-herts.gov.uk/intracontent/home-working">http://srvinternet01.north-herts.gov.uk/intracontent/home-working</a></p> <p>It was advised that WiFi was now available in the Council Offices</p> <p>Hot desks without PC's – there should be PCs available at hot desks. Designated meeting rooms should only be for meetings.</p> <p>Anti bacterial wipes should be available to all and can be purchased through NHDC stationary providers.</p>	
7.	<p><b>Saving Suggestions</b></p> <p>It was suggested that a reminder go to all staff to ensure that monitors are turned of at the end of the day.</p>	
8.	<p><b>SCF Representation</b></p> <p>KS advised that the current policy is for there to be 2 SCF representatives per directorate. Representatives serve 2 years and elections are held if there is more than 1 nomination.</p>	

	<p>It was now suggested that representatives cover floor representation rather than directorate.</p> <p>The SCF policy would be amended to reflect this change.</p> <p>Lorrae Hunter decided to stand down due to the cover being adequate.</p> <p>Careline, Museums and other non DCO based staff were welcome to approach any SCF representative.</p>	
9.	<p><b>Employee Queries</b></p> <p>KS confirmed that the 29<sup>th</sup> April 2011, the date of the Royal Wedding, would be a public holiday.</p> <p>A query was raised that there had been a suggestion that, kettles, fridges and microwaves would no longer be available for use. It was advised that these would only be available for use within the kitchen areas.</p> <p>A query was raised regarding working out of hours – weekend rate. KS advised that there were agreed rates for standby payments and there were no proposals to change these.</p> <p>Statutory Days</p> <p>KS advised that the two statutory days allocation are currently being looked at. The suggested dates are :</p> <p>All day on 28<sup>th</sup> December 2011  All day on 30<sup>th</sup> December 2011  Half day on 23<sup>rd</sup> December 2011  Half day on 30<sup>th</sup> December 2011</p> <p>It would be appreciated that any feedback be sent to KS.</p>	

**Chair for special meeting :** Chris Carter  
**Chair for March Meeting :** Christina Corr

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

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