

DRAFT

JOINT STAFF CONSULTATIVE COMMITTEE

16 MARCH 2011

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Draft Minutes of 2 March 2011 are below. These were 'To Follow' at the time of publication of the Agenda.

Staff Consultation Forum

2nd March 2011

Committee Room 2

Attendees

Kerry Shorrocks
Maggie Williams
John Robinson
Nigel Schofield
Chris Carter
Lesley Boast
Bob Leverett
Sue Graves
Margaret Bracey

Apologies

Dee Levett

Guests

Tim Cowland
Jack Patel
Les Davison

		Actions
1.	Apologies As above.	
2.	Office Heating Jack Patel from Property Services attended for this item. JP attended at the request of SCF as members of staff had expressed concerns regarding the office temperature. JP advised that he was aware that the heating system was causing concern. He advised that Property Services would be looking again at the system and looking at ways of solving the issues raised and improving areas where there is a problem. It was agreed that JP would produce a survey to all staff regarding office temperatures.	JP/JT

DRAFT

3.	<p>IT Restructure</p> <p>Tim Cowland, Head of IT and Customer Services, attended for this item and outlined the IT Restructure that was now taking place. He explained that formal consultation with staff had started. Group consultation had taken place and individual consultation would follow . Four staff will be directly affected. Consultation will end on the 1st April following which selection procedures will commence for the new posts.</p>	
4.	<p>Organisational Restructure Changes</p> <p>JR advised that the consultation period had now started and staff briefings with John Campbell were taking place. JR advised that there were 10 or less posts at risk of redundancy. The lease car scheme was to be phased out over a three year period. Lease cars that have already been ordered will be honoured. All staff affected have been contacted by letter ahead of any group consultation.</p>	
5.	<p>NHDC Update</p> <p>JR advised that Cabinet had now agreed the medium term actions for Shared Services.</p> <p>Opportunities under investigation were with East Herts and Stevenage, there is also the Shared Managed Services, awarded to SERCO as an option. Both of these would be subject to a satisfactory business case. The Herts Shared Internal Audit Service was also progressing, and it was expected that 4 staff will transfer under TUPE .</p> <p>The Localism Bill will have implications for Local Authorities but there were more government announcements to be made</p> <p>http://www.3s4.org.uk/drivers/localism-agenda</p> <p>There has been an award of £800,000 grant for town halls. This could have TUPE implications for staff working at town halls and negotiations are to take place with Hitchin Initiative.</p>	
6.	<p>Matters Arising from Previous Minutes</p> <p>It was agreed that information to staff regarding SCF representatives and their locations, would be advised to all staff.</p> <p>Minutes agreed.</p>	

DRAFT

7.	<p>Green Issues</p> <p>KS advised that Waste Services are hoping to arrange a book swap and cake sale. The date will be advised when it was confirmed.</p> <p>It was asked if any spare office furniture, due to the recent office accommodation moves, could be offered to staff or to Furniturelink. LD agreed to speak to Jim Turner on his return from leave.</p>	
8.	<p>Home-Working/Office Accommodation</p> <p>BL advised that Unison were going to appoint a Steward to cover specific issues for home-workers.</p> <p>A query was raised regarding claiming expenses for Broadband and why it was going down. It was explained that Broadband costs were falling and reimbursement could only be made for the actual cost incurred.</p> <p>Cross Shredders should be purchased as per the A-Z information from set up payment,</p> <p>Desk Share – It was advised that staff who shared desks were carrying around their files in boxes and were handling heavy bulky items. LD advised that if staff were carrying around heavy boxes, managers should be carrying out a manual handling risk assessment. It was advised that staff who were not home-working should have a desk and pedestals where available.</p>	
9.	<p>Saving Suggestions</p> <p>None</p> <p>It was agreed that this would be taken off the agenda and put</p>	
10.	<p>Driver/Document Checks Procedure</p> <p>LD advised that changes had been agreed to the Document Check Procedure for staff who use their car for work. The paperwork had been updated and improved</p> <p>Managers were to carry out driver document checks and a random check of 10% of submitted documents will be carried out once a year by the Risk Manager.</p> <p>This will commence at the beginning of the next financial year.</p>	

DRAFT

11.	Employee Queries A query was raised regarding secondary employment. It was advised that all information regarding this could be found in the Staff Handbook, conflicts of interest policy and the code of conduct.	
12.	Any Other Business KS advised that the Stat Days would be : Half day on 23 rd December 2011 Half day on 30 th December 2011	

Chair for March Meeting : Chris Carter

Date of next meeting : 6th April 2011
Committee Room 3
2.30pm to 4pm