

JOINT STAFF CONSULTATIVE COMMITTEE

22 JUNE 2011

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 6 April, 4 May and the Draft Minutes of 1 June follow.

Staff Consultation Forum

6th April 2011

Committee Room 3

Attendees

John Robinson
Kerry Shorrocks
Nigel Schofield
Carol Casey
Chris Carter
Margaret Bracey
Bob Leverett
Dee Levett
Christina Corr

Apologies

Sue Graves

		Actions
1.	Apologies As above.	
2.	Matters Arising from Previous Minutes At the meeting on 2 nd March, Property Services advised that they would carry out a staff survey regarding office temperatures at the DCO. SCF requested an update on when it was planned to send out the survey. It was agreed that JH would e-mail Property Services.	JH

	<p>MB asked if the office accommodation moves had produced spare furniture, whether this could be offered to charity. It was agreed that JH would e-mail Property Services.</p> <p>A query was raised as to the maximum amount of broadband payment that could be claimed. KS advised that the maximum was £15.</p> <p>Minutes agreed.</p>	JH
3.	<p>Green Issues</p> <p>A thank you to all staff had been received for embracing the new office recycling scheme.</p> <p>It was asked if staff could remember to wash and squash plastic containers before putting them into their appropriate bin.</p> <p>Larger compost bins are to be provided.</p>	
4.	<p>Home-working/Office Accommodation</p> <p>KS advised that there had been a general discussion at JSCC and that teams had been organising themselves with home-working and telephone cover. KS advised that the staff dealing with phones i.e. Amanda Phillips and her team, were extremely helpful with practical advice on how to use the telephones effectively. A reminder to staff of the Putting People First Standards would be discussed at the next EMT meeting.</p>	
5.	<p>Restructure</p> <p>JR advised that OD Bulletin with an update on the restructure was circulated on 5th April 2011. The report reflected all the consultation feedback that had been received. Compulsory redundancies would be minimised. Posts at risk would be subject to the efforts to redeploy people in line with the re-organisation policy.</p> <p>Lease cars – JR advised that the timetable for the work on lease cars had been put back slightly so that all feedback could be considered before a decision is made.</p> <p>JR advised of the launch of the Shared Internal Audit Service – Audit would TUPE transfer to Herts County Council on 1st June along with staff from Hertsmere, East Herts, Welwyn Hatfield and Stevenage.</p>	

6.	<p>NHDC Update</p> <p>JR registered his thanks to all staff regarding the office recycling.</p> <p>Councillors have registered their thanks to all staff regarding the individual/collective sickness performance. NHDC have a target of 9 days and we expect an outturn of around 6.5 days.</p>	
7.	<p>Employee Queries</p> <p>The following queries were raised with the increase in staff on the 4th floor using the kitchen whether it would be possible for a water boiler to be installed. JH to e-mail Property Services</p> <p>Hand dryers – Would it be possible for another hand dryer to be installed in the Ladies toilet on the ground floor. JH to e-mail Property Services</p> <p>Can all members of staff use the disabled toilet on the ground floor or is it solely for the use of a disabled person. JH to e-mail Property Services</p>	<p>JH</p> <p>JH</p> <p>JH</p>
8.	<p>Any Other Business</p> <p>As the Elections are drawing near, Committee Rooms are unavailable for meetings. It was agreed that the next SCF meeting would take place and JH would source suitable accommodation. Suggestions put forward were the Brotherhood Hall and Wilbury Hills Chapel. JH to advise.</p>	<p>JH</p>

Chair for March Meeting : Christina Corr

Date of next meeting : 4th May 2011
Wilbury Hills – Cemetery Hall
Stotfold Road
2.30pm to 4pm