

Staff Consultation Forum

4th May 2011

Wilbury Hills – Cemetery Hall – Stotfold Road

Attendees

Kerry Shorrocks
John Robinson
Christina Corr
Chris Carter
Jacqui Hamilton
Debbie Ealand
Carol Casey
Sue Graves

Apologies

Dee Levett
Margaret Bracey
Lesley Boast
Nigel Schofield
Bob Leverett

		Actions
1.	Apologies As above.	
2.	Matters Arising from Previous Minutes Property Services have been invited to attend SCF on 1 st June. A response had been received from Property Services regarding several queries that were raised at the meeting held in April. It was agreed that this would be circulated to members of SCF. The minutes of the last meeting were agreed.	JH
3.	Green Issues It was agreed that the new office recycling scheme was working well. A query was raised as to where the recycling was kept before collection and where was it taken to. It was advised that all recyclables were taken to the bin store for collection by different vehicles. Plastics were collected separately. Compostable materials were taken to Cumberlow Green. Meetings were currently being arranged for Green Champions. It was agreed that Daniel Kingsley and Jo Lines would be asked for an update for Team Talk and SCF.	

4.	<p>Home-working/Office Accommodation</p> <p>A question was raised regarding the £500 start up payment for home-workers and whether there was likely to be a further payment in the future. KS advised that this was a one off payment.</p> <p>It was advised that the new telephone icon on the PC was working well.</p>	
5.	<p>NHDC Update</p> <p>JR advised that Full Council had now formally approved the Senior Management restructure.</p> <p>The Lease Car Scheme is still being actively looked at and that all staff affected had been written to advising of the new timescale change.</p> <p>Staff are currently working on the elections and the referendum which is taking place on May 5th 2011.</p> <p>JR advised that the launch of the Hertfordshire Shared Internal Audit Service was still on track to go live on 1st June 2011,</p> <p>The Shared Managed Service contract work was still on-going with scoping work being carried out to establish an outline business case. Work is also starting on a project for shared services with Stevenage and East Herts. The services include :</p> <ul style="list-style-type: none"> • IT • HR • Exchequer (finance and transactional work) • Facilities 	
7.	<p>Employee Queries</p> <p>It was asked if there were any timescales for when IT would be moving to the DCO. Currently only 6 rooms were being used at Town Lodge. It was advised that there was still a problem with the Server Farm. HC to be asked to provide an update.</p> <p>A query was raised regarding the Mileage allowance not being increased in the annual review, since the last increase fuel costs have risen by about 20%, to reflect on the extra costs the mileage rate would need to be increased from 50.5p per mile to 60.5p per mile could this be looked into.</p> <p>KS advised the Council use the Green Book rates. Where Councils have moved away from the Green Book rates, they appear to be reducing mileage rates.</p>	

	<p>Fire Drill – It was advised that the recent fire drill had raised a few issues in regard to where staff needed to go in the event of a fire alarm and a discussion followed.</p> <p>A query was raised regarding whether we had enough fire marshalls, a member of staff had volunteered but had not had a response. It was also asked if contingency plans had been put in place in case Fire Marshalls were working at home. It was agreed that these queries would be raised with Les Davison.</p>	
8.	<p>Any Other Business</p> <p>None</p>	

Chair for March Meeting : Chris Carter

Date of next meeting : 1st June 2011
Committee Room 3
2.30pm to 4pm