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Staff Consultation Meeting

1st June 2011

Committee Room 3

Attendees

Chris Carter – Chair
Christina Corr
Kerry Shorrocks
Nigel Schofield
Bob Leverett
Dee Levett
Margaret Bracey
Sue Graves
Lesley Boast

Guest Attendees

Jim Turner
Jack Patel
Christian Proto
Steve Crowley
Nigel Jones

Apologies

John Robinson
Carol Casey
Margaret Bracey

		Actions
1.	Apologies As above	
2.	Property Services Jim Turner and Jack Patel attended for this item. Several queries were raised regarding facilities within the Council Offices. <ul style="list-style-type: none">○ A boiler on the ground and fourth floor was requested○ The soap hand dispenser in the ladies toilets on the ground floor does not work○ The tap on the second floor was reported that the hot tap was too hot and the cold water tap has lost pressure○ The question was asked as to what will happen to the remaining furniture at Town Lodge offices and if it could be offered to home-workers Jim Turner and Jack Patel answered the queries <ul style="list-style-type: none">○ The boiler on the ground and fourth floor will create excessive additional costs to fit. This will be considered when the long term accommodation options are finalised○ The soap hand dispenser will be swapped with the old dispenser from the second floor toilets○ The problem with the taps will be looked into further○ Furniture from Town Lodge will be sorted into an orderly manner. The furniture could be offered to home workers and a contribution could be made to the chairman's fund. A minimum charge may need to be put in place for each piece	

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3.	Parking Services Steve Crowley and Christian Proto attended for this item A overview was given on the restructure that is taking place within the parking services department. It was explained that the restructure would improve the efficiency of the team with different working patterns and a different rota. The new rota would alleviate problems with cover for holiday, sickness, busy periods and help concentrate on the peak periods. The restructure removes the two current supervisor posts and replaces them with one team leader which will support Parking Services Manager. The team leader and Parking Services Manager would transfer to an office set up in Hitchin to improve efficiency, communication and support for the team. The consultation will last 30 days where all queries will be raised and investigated further. A number of questions and opinions were raised on the proposal of the new rota. It was agreed that all detailed questions and suggestions should be raised through the consultation process.	
4.	Matters Arising From Pervious Meeting Concerns were raised from the last fire drill. As a result, signs of instructions and meeting points have gone up. Further fire marshal training has taken place.	
5.	Green Issues Previous electrical recycling days have been successful and was suggested that we consider an event at weekend.	
6.	Home-working/Office Accommodation KS gave an overview on the updates regarding the move of IT and the servers. Maintenance started on 23 rd May for the server farms to move to the ground floor. It was a necessity that the server farm was placed in the ground floor, DCO, meeting room, less disturbance would be caused for members of staff. The transfer should be completed by 14 th July. The long term office accommodation strategy is going to cabinet in 3-4 weeks time.	
7.	Cycling To Work Scheme KS mentioned that it has been requested by a member of staff that a Cycling to Work scheme is offered. This scheme has been done once before but received little interest from Council staff. KS asked for SCF representatives to sound out staff opinion on this to see interest in this.	

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8.	NHDC Update KS explained that an inaugural meeting to start off the shared managed services project (NHDC, EHDC, and SCB) had taken place on 9 th May. The project had 2 key time scales: <ul style="list-style-type: none">• For a high level business case to be completed by September 2011• Significant progress to have been achieved by the end of the 2011/2012 finance year. The project team had been appointed to 4 roles from across 3 councils. The SMS Serco contract high level business case was expected to be ready in the next week or so. The Audit Team transferred to HCC under TUPE (Transfer Undertakings Protection of Employment) from 1 st June. It was hopeful that all the staff would be appointed into the new HCC structure. The SIAS (Shared Internal Audit Service) was a merger of HCC and 5 district councils. The whole process had been carried out professionally and fairly with good communication and consultation.	
9.	Employee Queries Queries were raised regarding the changes to home-working broadband payments, KS explained that FAQ's are already in place on the intranet. It was asked whether it a copy of the bill was necessary. KS replied it is for audit purposes.	
10.	Any Other Business LB announced she will be stepping down as a SCF representative. BL also announced he will be stepping down as branch secretary and SCF representative.	

Chair for July meeting: Christine Corr

**Date of next meeting: 6th July 2011
Committee Room 3
2:30pm to 4:00pm**