

# JOINT STAFF CONSULTATIVE COMMITTEE

21 SEPTEMBER 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 July, 3 August follow. The Draft Minutes of 7 September will be 'To Follow'.

### Staff Consultation Forum

6<sup>th</sup> July 2011

Committee Room 3

#### Attendees

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

#### Apologies

Sue Graves  
Jacqui Hamilton

		<b>Actions</b>
1.	<b>Apologies</b>  As above.	
2.	<b>Welcome</b>  David Carr was welcomed to the meeting as the new SCF representative for the 5 <sup>th</sup> floor.	
2.	<b>Matters Arising from Previous Minutes</b>  The minutes of the last meeting were agreed.	<b>JH</b>

3.	<p><b>Green Issues</b></p> <p>JR advised that a proposal is currently being considered regarding confidential waste. It is proposed that by purchasing shredders and selling the shredded waste, a saving could be made of between approximately £3500-£5000.</p> <p>Due to the recent office moves, there is now a surplus of office furniture available to staff for purchase through a bidding process. The furniture is currently on display in the benefits office at Town Lodge.</p>	
4.	<p><b>Home-working/Office Accommodation</b></p> <p>KS advised she had been informed that the report on the longer term office accommodation strategy would go to CMT and then Cabinet. This report would include the costs and impact of improving the District Council Offices.</p> <p>It was asked if the question of raising a questionnaire for all home-workers had been actioned by Howard Crompton. KS will advise.</p>	KS
5.	<p><b>NHDC Update</b></p> <p>JR advised that Unison had not yet been requested to undertake a ballot for industrial action on proposed changes to the Local Government Pension Scheme. DL advised that they had only been requested to update their membership. It was requested that Unison update at the next meeting.</p> <p>IT would be moving to the ground floor and 3<sup>rd</sup> floor of the DCO within the next few weeks.</p> <p>The restructure was now virtually complete with all changes due to be implemented by 4<sup>th</sup> August. There would be other smaller scale re-organisations during the next few months.</p> <p>Lease Cars – Communication to staff affected will be within the next week or so.</p> <p>The next budget round is about to commence with a current target of £500,000 in savings for 2012/13 but this may be subject to change.</p> <p>‘Tell JC’ – JC has re-opened the ‘Tell JC’ mailbox for staff to e-mail their ideas on saving and other suggestions.</p>	

	<p>Staff will be asked to think ahead regarding next years annual leave. 2012 sees the Queen's Diamond Jubilee and the Olympics. Staff who want annual leave during these periods are asked to submit their requests as soon as possible to allow managers to ensure that there is adequate cover.</p> <p>A new book about local artist, William Ratcliffe, has been written by Ross Allwood. The book is available to purchase from the Letchworth and Hitchin Museum at a cost of £10.</p> <p>Shared Managed Services – KS advised that the Audit team had now transferred to Herts County Council as part of a shared audit service for HCC and five districts.</p> <p>The Shared Managed Service project was progressing and a communications plan was being put together. There would be regular communications with UNISON and more detailed communications to staff in individual services who were in scope.</p>	
7.	<p><b>Employee Queries</b></p> <p>It was suggested that due to repeated spills on the carpet flooring in the kitchen area on the 4<sup>th</sup> floor, that the carpet is replaced by Vinyl.</p>	<b>JR</b>
8.	<p><b>Any Other Business</b></p> <p>None</p>	

**Chair for March Meeting :** Chris Carter

**Date of next meeting :** 3<sup>rd</sup> August 2011  
Committee Room 3  
2.30pm to 4pm