

JOINT STAFF CONSULTATIVE COMMITTEE

21 DECEMBER 2011

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 5 October and 2 November are below. The Draft Minutes of 7 December will be 'To Follow'.

Staff Consultation Forum

5th October 2011

Committee Room 3

Attendees

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

Apologies

Carole Casey
Heather Cain
Jacqui Hamilton

		Actions
1.	Apologies As above.	
2.	Matters Arising from Previous Minutes Hand Drying Units - Perspex screens to go behind the hand driers have now been installed in the Ladies and Gents toilets. Recycling Bins - The office recycling bins are emptied daily, and for any that become full during the day, staff should contact Property Services who will arrange for the caretaker to empty them.	

	<p>Multi-storey car park – access to the upper floors when the lower floors are being worked on will be via a traffic light system. Staff were thanked for their understanding and co-operation whilst the work was on-going.</p> <p>Lifts – The lifts are checked on a monthly basis through the contract. If staff have any concerns or issues they should contact Property Services immediately.</p> <p>Property Services also advised that the Property Services Helpdesk is available for staff who have property or facility issues. Staff should contact property services through their e-mail address – propertyservices@north-herts.gov.uk. Facility issues that should be reported include :</p> <ul style="list-style-type: none"> Access card problems Building Security Toilet and sanitary issues Cleaning Lifts Property Maintenance Mechanical and electrical faults Caretaking and portering <p>List of Departments of each floor. JR advised that he would action this item.</p>	JR
3.	<p>Green Issues</p> <p>It was advised that it was possible to recycle plastic bottle tops. It was agreed that a message would be sent to all staff.</p> <p>JR advised that a presentation had taken place at SMT reporting on how successful the recycling scheme was. JR advised that he would be sending the presentation out globally to all staff and include an item in Team Talk.</p> <p>KS advised that Lorraine O’Gorman – Transport Project Officer, will be attending the next SCF to discuss a Green Travel Plan survey.</p>	
4.	<p>Home-Working/Office Accommodation</p> <p>It was advised that there appears to be gaps in the walls between offices and meeting rooms on the 4th floor. It was agreed that JH would e-mail property services.</p> <p>JR advised that the coverage of telephones whilst people are working at home or out on site visits would be looked at corporately. JR advised that feedback recently received showed that there were some issues with telephone cover within some teams. It was advised that if staff had any queries regarding the telephone system/issues, they should e-mail telephone@north-herts.gov.uk. JR explained that some mystery shopper work would be carried out.</p>	JH

5.	<p>Saving Suggestions</p> <p>It was agreed that representatives of SCF would encourage staff to put forward saving suggestions to either SCF or "Tell JC".</p>	
6.	<p>Shared Services</p> <p>JR advised that NHDC had now received the high level business case from SERCO for the Shared Managed Service. This included, IT, Payroll and HR transactions, exchequer accounts and facilities management. This had now prompted questions and a meeting with SERCO to clarify any points had been arranged.</p> <p>Offer from HCC for providing HR services –still, waiting for offer.</p> <p>Report on shared services will be going to Cabinet on 8th November. All staff who are affected are being kept up to date.</p>	
7.	<p>Industrial Action</p> <p>JR advised that there was a threat of industrial action on 30th November 2011 arising from the dispute about proposed changes to the Local Government Pension Scheme. Unison are preparing to go to a ballot with their members. NHDC are currently making preparations in case the strikes go ahead. Service specific plans will be put in place. It was advised that staff can obtain further information on the pensions story from the LGE and Unison websites.</p>	
8.	<p>3 Cs</p> <p>JR advised that elected members and portfolio holders would like to register their sincere thanks to all staff with regard to complaints to the Council being halved, compliments received being up and there being no maladministration cases. These were excellent results.</p>	
9.	<p>Budgets</p> <p>JR advised that the savings target for 2012/13 was around £500K. Proposals were being explored by Challenge Board and further budget workshops would take place for elected councillors.</p> <p>It was expected that the budget gap could be closed without the need for any major changes in workforce in 2012/13. The Council is also starting to plan for 2013/14 onwards where the future position was far less certain.</p>	
10.	<p>IIP</p> <p>KS advised that the first copy of the report from the IIP assessor had been received. The report contained very positive feedback and will be made available to staff. From the report an action plan will be formed and this will be monitored by SMT on a regular</p>	

	basis. KS expressed her thanks to all staff who were involved in the inspection.	
11.	<p>Employee Queries</p> <p>Ladies and Gentlemens toilets – Soap dispensers need to be filled more regularly. This is the kind of query that Property Services would like to get directly by e-mail. propertyservices@north-herts.gov.uk.</p>	JH to e-mail Property Services
12.	<p>Any other Business</p> <p>NS advised that Councillor Weeks expressed his thanks to staff who took part in the coffee morning which raised a fantastic £362.</p> <p>The annual childrens Christmas party will be taking place on Friday 16th December which will be jointly funded by NHDC and Unison. People should book early to avoid disappointment.</p>	

Chair for Next Meeting : Christina Corr

Date of next meeting : 2nd November 2011
Committee Room 3
2.30pm to 4pm