

# DRAFT

## Staff Consultation Forum

7<sup>th</sup> December 2011

Committee Room 1

### Attendees

Kerry Shorrocks  
John Robinson  
Gail Dennehy  
Dee Levett  
Christina Corr  
Sue Graves  
Margaret Bracey  
Heather Cain  
Antonella Di Maria

### Apologies

David Carr  
Nigel Schofield  
Jacqui Hamilton  
Claire Morgan

		<b>Actions</b>
1.	<b>Apologies</b>  As above.	
2.	<b>Internal/External Post</b>  Antonella Di Maria was invited to attend this meeting to discuss the current postal arrangements. ADM advised that all post for Councillors should be put in the pigeon holes in Democratic Services and not in the post boxes for franking. ADM advised that a reminder would be sent to all staff. Now that we no longer use a courier service, arrangements had been put in place for all external offices i.e. Hitchin Town Hall.	
3.	<b>Introductions</b>  KS welcomed Heather Cain from Careline who was a new SCF representative. KS advised that Christina Corr had now been re-elected to the SCF.  KS also welcomed Gail Dennehy who is attending as a representative for HR during the discussions into shared services with East Herts and Stevenage. KS advised that Gary Bell would also be attending on behalf of the Print staff. KS reminded SCF that any department who is affected by shared services could send a representative.	
4.	<b>Matters Arising from Previous Minutes</b>  Property Services are still looking into the issue of gaps between office partition walls and windows and how this will be resolved.  Rapid boil kettles are to be issued to each kitchen at the DCO.	

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	<p>It was advised that during the mild weather the heating had been on for 3-4 hour slots but now as the colder weather has arrived, the heating is on from 6am – 6pm daily. This time was extended if committee meetings were on in the evening.</p> <p>JR advised that a list and plan of departments on each floor was now available on the intranet. <a href="http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/staff_services/dco_staff_location.htm">http://srvinternet01.north-herts.gov.uk/intracontent/index/corporate_main/staff_services/dco_staff_location.htm</a></p>	
5.	<p><b>Green Issues</b></p> <p>JR advised that NHDC had won the Green Apple award for office recycling and two others from community based initiatives.</p> <p>NS advised that when clearing out files from the Secondary Centre, the office recycling facilities can be used.</p> <p>Unwanted Christmas Presents – It was asked if we would be holding a present swap day after Christmas. It was advised that this would be discussed with the waste team.</p>	<b>JH to discuss with Waste Management</b>
6.	<p><b>Home-working/Office Accommodation</b></p> <p>It was raised that during the recent office accommodation project, staff were informed that desk pedestals and/or lockers would be provided for each member of staff. There are members of staff who home-work who have no storage facilities in the office. It was agreed that HC would be contacted for an update.</p> <p>It was asked if desks that are hot desks could be clearly marked. It was advised that advice would be sought from HC.</p> <p>Meeting rooms are available for staff to use to work in if they are not being used for meetings.</p> <p>The Office Accommodation Staff Survey is now on the intranet. <a href="http://srvinternet01.north-herts.gov.uk/phpBB3/viewtopic.php?f=5&amp;t=2154">http://srvinternet01.north-herts.gov.uk/phpBB3/viewtopic.php?f=5&amp;t=2154</a></p>	<b>KS</b>
7.	<p><b>Saving Suggestions</b></p> <p>JR advised that JC would be providing feedback regarding all suggestions to “Tell JC” as requested at the last meeting.</p> <p>KS advised that she had recently attended number 8 in a series of 12 meetings being held around the country regarding national pay bargaining. Generally authorities that had attended the briefings were saying they would not be able to afford any pay increase for 2012/13.</p>	



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	It was asked if the Council will cover the cost for members of staff who have to increase their car insurance to cover business use. KS said it was not normally a big increase in the premium and if it was, it was worth shopping around. She explained the car allowance/mileage rates that are paid are to cover all the costs incurred in using the car for business use, they are not just payment for fuel.	
12.	<b>Any other Business</b>  None	

**Chair for Next Meeting :** Christina Corr

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