

Staff Consultation Forum

2nd November 2011

Committee Room 3

Attendees

Kerry Shorrocks
John Robinson
Dee Levett
Claire Morgan
Christina Corr
Nigel Schofield
David Carr
Lorraine O’Gorman
Stuart Izzard
Maggie Williams

Apologies

Chris Carter
Margaret Bracey
Heather Cain
Sue Graves
Carole Casey
Jacqui Hamilton

		Actions
1.	<p>Apologies</p> <p>As above.</p>	
2.	<p>Green Travel Plan</p> <p>Lorraine O’Gorman – Transport Project Officer attended for this item to outline the steps to create a Green Travel Plan. The aim is to manage the travel generated by NHDC i.e. contractors, officers etc and this has been driven by the Climate Change Strategy. A site audit and a travel survey for staff would be carried out in the new year. LOG advised that a Travel Plan Working Group would be set up and DC volunteered to attend the group as a representative of SCF. LO advised that she would e-mail members of SCF the draft survey before it is circulated to all staff. The survey would include questions on a possible cycle scheme.</p>	<p>JH to e-mail LO SCF reps</p>
3.	<p>Children’s Services Restructure</p> <p>SI attended for this item to outline the proposed restructuring of Children’s Services. SI advised that a report had been to SMT. The proposal was to remove the post of Play and Sports Assistant as a result of a resignation in the team. SI advised that reducing the team by one post would require a small reduction in the service delivery and it proposed that the play ranger service was discontinued. SI advised that there was potentially at saving of £14,000 per year. The consultation period was from 19th October to 19th November 2011.</p>	

4.	<p>Matters Arising from Previous Minutes</p> <p>JR advised that he would shortly be circulating a list and plans of departments on each floor.</p> <p>JH advised that Property Services are currently looking into the issue of the gaps between office walls on the fourth floor. CC advised that there also appeared to be a problem on the 3rd floor. JH to update Property Services.</p> <p>There were concerns raised about the amount of time it was taking to repair the water boiler in the kitchen on the 4th floor. It had been suggested that rapid boil kettles are used. It was agreed an e-mail would be sent to Property Services outlining concerns raised regarding the use of kettles.</p> <p>DL advised that she was still waiting for further information regarding the recycling of bottle tops and would update SCF once this had been received.</p> <p>Minutes Agreed</p>	<p>JR</p> <p>JH</p> <p>JH</p> <p>DL</p>
5.	<p>Green Issues</p> <p>KS advised that a message had been put on the intranet updating staff on the progress of the office recycling. Jo Lines - Service Delivery & Development Officer sent a message to SCF thanking staff for their support on office recycling. The SCF was also told that Shredders are to be placed on each floor which will replace the current confidential waste disposal arrangements. Waste sacks will no longer be used after 24th November 2011.</p>	
6.	<p>Home-working/Office Accommodation</p> <p>KS advised that a draft survey had been produced for home-working.</p>	
7.	<p>Saving Suggestions</p> <p>It was asked if all suggestions to "Tell JC" could be published. JR advised that he would look into the matter and report back to SCF.</p> <p>It was advised that members of staff are still posting letters to members rather than putting them into the pigeon holes in Democratic Services. Letters are also being posted to members of staff. It was agreed that an reminder be put in Team Talk and Antonella Di Maria would be invited to the next meeting.</p> <p>It was suggested that as savings are currently being made in the Council, money should be put into staff welfare to enhance staff morale.</p>	

8.	<p>Shared Services</p> <p>JR advised that a report would be going to Cabinet on the 8th November 2011.</p> <p>Briefing sessions for staff in scope would be held on Wednesday 9th November.</p> <p>SERCO offer – Discussions are still on-going.</p> <p>Occupational Health Contract has now been awarded to SERCO with effect from January 2012.</p> <p>NHDC have registered their interest in the County Framework Contract for recruitment.</p>	
9.	<p>NHDC Update</p> <p>JR advised that the budget savings target of £500,000 had been exceeded by the proposals put forward to date and a number of other proposals might bring in more savings. The savings had been achieved with little impact on staff. The more savings that could be achieved this year the better it will be for the coming years targets, however, there is still a lot of uncertainty in certain areas regarding proposed legislative changes and government policy etc.</p> <p>The Union ballot closes shortly regarding proposed pension strike action taking place on 30th November with possible further action to be determined.</p> <p>There are discussions on-going with Unison regarding business continuity.</p>	
10.	<p>SCF Representatives</p> <p>KS advised that there are representatives of SCF who are coming up for re-election after serving 2 years. Carole Casey and Margaret Bracey had decided to step down. KS welcomed Claire Morgan who was nominated and elected to replace Margaret.</p>	
11.	<p>Employee Queries</p> <p>It was asked if there could be an update provided regarding the multi-storey car park.</p> <p>It was asked if the office heating system was only on for about 3 hours per day. It was advised that this would be looked into and reported back.</p>	<p>JH to E-Mail Property Services</p>

12.	Any other Business Retirement Policy - KS advised that following the removal of the default retirement age on 1 st October 2011 a new retirement policy has been drafted and submitted for consultation. Following the consultation the revised policy will be circulated to SCF for final comment by Friday 18 th November 2011. It will be reported to JSCC on 21 st December 2011. Smoking Area – It was advised that a report had been presented to SMT regarding the smoking area at the rear of the building. It was agreed that due to the current smoking area being unpractical due to the increase in staff at the DCO and smoke entering windows on the ground floor. It had been agreed that staff should disperse to different smoking areas and more bins would be provided.	
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Chair for Next Meeting : Christina Corr

Date of next meeting : 7th December 2011
Committee Room 3
2.30pm to 4pm