

JOINT STAFF CONSULTATIVE COMMITTEE

21 MARCH 2012

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meeting of the Staff Consultation Forum held on 4 January and 1 February 2012 are below. The Draft Minutes of 7 March will be 'To Follow' and may be tabled at the Committee Meeting.

Staff Consultation Forum

4th January 2012

Committee Room 1

Attendees

John Robinson
Kerry Shorrocks
Christina Corr
Claire Morgan
Chris Carter
Sue Graves
Gail Dennehy
Nigel Schofield
Sharon Forde

Apologies

David Carr
Dee Levett
Heather Cain

		Actions
1.	Apologies As above.	
2.	Matters Arising JR advised that under the NHDC Update "There will be a freeze on Council Tax" should be corrected to read Cabinet are likely to recommend a freeze on Council Tax.	

3.	<p>Green Issues</p> <p>It was advised that a present and book swap event was being held on Thursday 12th January 2012 in Committee Room 2. Waste Management are looking for volunteers to help with the event.</p> <p>It was asked if an update on the office recycling statistics could be provided to SCF.</p>	JR
6.	<p>Home-working/Office Accommodation</p> <p>KS advised that a meeting of the Office Accommodation Group would be taking place. KS advised that concerns raised at the previous SCF meeting in December would be highlighted at this meeting.</p> <ul style="list-style-type: none"> • Insufficient storage • Clear desk policy/hot desks <p>KS advised that staff should be encouraged to complete the home-working survey. http://srvinternet01.north-herts.gov.uk/phpBB3/viewtopic.php?f=5&t=2154</p>	
7.	<p>Saving Suggestions</p> <p>No new suggestions were raised.</p>	
8.	<p>Christmas Staff Celebrations</p> <p>CM suggested that next year, instead of each team/department doing separate things, we might organise one large event, for all staff who wanted to, for instance at Hitchin Town Hall. This would also give the opportunity for different teams and departments to get to know one another better. It was suggested that CM put a message onto the intranet for staff to feedback their views.</p>	CM
10.	<p>NHDC Update</p> <p>JR advised that JC would be leaving the Authority on the 24th February . Options were currently being considered for the arrangements to cover or replace the vacant post..</p> <p>Shared Services – No further update at present. Document Centre is currently tendering to carry out work for a neighbouring authority.</p>	
11.	<p>Employee Queries</p> <p>It was asked if it could be agreed which Charities staff wish to support during the year. NS agreed to look at the dates for which the different charities ask for support and arrange a voting box</p>	NS

	<p>next to the signing in sheets at the staff entrance for staff to make a choice.</p> <p>All staff should be reminded to turn off their computer screen at the end of the day. A handy hint was, you don't need to wait for the pc to shut down before you turn off the screen.</p>	
12.	<p>Any other Business</p> <p>None</p>	

Chair for Next Meeting : Chris Carter

Date of next meeting : 1st February 2012
Committee Room 1
2.30pm to 4pm

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