

## Staff Consultation Forum

1<sup>st</sup> February 2012

Committee Room 1

### Attendees

Kerry Shorrocks  
Maggie Williams  
Gail Dennehy  
Chris Carter  
Nigel Schofield  
Jackie Rushton  
Heather Cain  
Christina Corr  
David Carr  
Claire Morgan

### Apologies

Dee Levett  
Jacqui Hamilton  
Sue Graves  
John Robinson

		<b>Actions</b>
1.	<p><b>Apologies</b></p> <p>As above.</p>	
2.	<p><b>Matters Arising</b></p> <p>Christina Corr advised she had discussed the idea of a Christmas event with some members of staff, who had suggested it could be held during the year and might be in the form of a quiz night.</p> <p>It was advised that information on office recycling was updated quarterly and was published on the intranet and also in the kitchen areas. It was asked if the monetary value of office recycling last quarter could be reported back to SCF and displayed with other statistics.</p> <p>Home-working – A meeting had recently taken place of the Office Accommodation Group to consider the findings of the home-working survey. With regard to storage issues, the home-working survey results showed that this did not appear to be an issue with most staff. It was suggested that this may be a team issue and members of staff who had concerns should discuss this with their line manager.</p> <p>KS said she would circulate the slides Howard Crompton presented at SMG on the home-working survey resulted.</p>	<b>KS</b>
3.	<p><b>Green Issues</b></p> <p>It was advised that the recent present and book swap event was held on Thursday 12<sup>th</sup> January 2012 in Committee Room 2. The event had been well publicised with messages on the intranet and</p>	

	<p>posters placed around the building. Many staff had also volunteered to help with the event. In the end only around 10 people donated and swapped items. It was suggested that since the event was not very well attended, it should only be done again by volunteers.</p> <p>It was advised that the plastics were overflowing in the kitchen on the third floor. It was agreed that property services would be contacted and asked for confirmation of the frequency that these bins are emptied.</p> <p>It was asked if the policy on travelling and mileage rates for home-workers could be clarified.</p>	<b>KS</b>
6.	<p><b>Home-working/Office Accommodation</b></p> <p>Nothing else was raised.</p>	
7.	<p><b>Saving Suggestions</b></p> <p>No new suggestions were raised. HC advised that saving suggestions from Careline had been discussed with Andy Godman. HC said she would e-mail the suggestions to Kerry Shorrocks.</p>	
10.	<p><b>NHDC Update</b></p> <p>KS advised that the Chief Executive Post had been advertised internally. The Employment Committee was meeting on 7<sup>th</sup> February and the successful applicant would be appointed subject to confirmation by full Council on 16<sup>th</sup> February 2012. The recommendation to the Council will be to appoint an interim Chief Executive for a period of six to twelve months with a review after six months.</p> <p>Shared Services – Work was continuing working towards preparing the detailed business case for the end of May.</p>	
11.	<p><b>Disturbance Policy</b></p> <p>KS advised that a policy was being looked into to compensate staff in scope of shared services. This would be an inter authority disturbance policy and if the policy was adopted, would also be available for other shared services projects. The policy will be available for staff travelling more than 5 miles extra and the entitlement would be for 2 years. Staff who use public transport would also be entitled to claim. Trade unions had been involved in consultation and a meeting on the 8<sup>th</sup> February had been arranged to finalise the draft policy. KS advised that the policy would be circulated to all SCF members.</p>	<b>KS</b>

11.	<p><b>Employee Queries</b></p> <p>Would it be possible for shelves to be installed in the toilets.</p> <p>Christmas Stat Days – KS requested that any suggestions for using the 2 stat days over the Christmas period be sent to her.</p> <p>Jackie Rushton advised that museums have no office recycling facilities. It was agreed that CM would discuss with Laura Lack in Waste Management.</p>	<b>JH</b>
12.	<p><b>Any other Business</b></p> <p>None</p>	

**Chair for Next Meeting :** Christina Corr

**Date of next meeting :** 7<sup>th</sup> March 2012  
Committee Room 1  
2.30pm to 4pm

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