

# JOINT STAFF CONSULTATIVE COMMITTEE

27 JUNE 2012

**\*PART 1 - PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**5**

## STAFF CONSULTATION FORUM

The Minutes for the meetings of the Staff Consultation Forum held on 4 April, 2 May and 11 June 2012 are set out below.

### Staff Consultation Forum

4<sup>th</sup> April 2012  
Committee Room 1

#### Attendees:

Kerry Shorrocks, Nigel Schofield, Christina Corr, David Carr, Sue Graves,  
Alan Fleck, Dee Levett, Heather Cain

| Agenda Item |  | Actions   |
|-------------|--|-----------|
| 1.          | <b>Apologies</b><br>John Robinson, Chris Carter, Claire Morgan, Gail Dennehy,<br>Sharon Forde  |           |
| 2.          | <b>Matters Arising from Previous Minutes 7th March 2012</b><br><br><b>Item 3 Green Issues</b><br><b>NS</b> asked if a response had been received from JR regarding the monetary value of the in-house waste collection scheme, and how much had been made from it so far?<br><br><b>Update</b><br>The waste & recycling team are developing some new graphs on the volume / weight of materials diverted from landfill via the Green Office Project. They will try to add financial data to the graphs. If this over loads the graphic element they will provide a verbal / written updates to the SCF as and when required. | <b>KS</b> |

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|                  | <p><b>Item 10 Employee Queries</b><br/>Issue raised regarding the odour on the 5th floor outside the men's toilets, has this been resolved?</p> <p><b>KS</b> has been informed that the odour is not coming from the toilets, but from another source and will be investigated further over the coming few weeks.</p> <p>The minutes of the previous meeting were agreed.</p>  |                  |
| <p><b>3.</b></p> | <p><b>Green Issues</b><br/>A member of staff queried the amount of paper being used to print off agendas and minutes for meetings.</p> <p>It was agreed that certain meetings such as Committee and Cabinet meetings required the use of hard copies. However, the use of a projector where no hard copies were essential, could be implemented at meetings, such as the Staff Consultation Forum, which would cut down on the printing of multiple copies.</p>  |                  |
| <p><b>4.</b></p> | <p><b>Home-working/Office Accommodation</b><br/><b>KS</b> advised that 'bite size' workshops will shortly be organised, giving hints and tips on such things as the use of the telephone and making home working in teams work better. Dates for these workshops will be published on the Intranet.</p> <p><b>DL</b> asked if there were any figures on the number of level of absences of home-workers compared to office workers who were office based and unable to work at home. <b>KS</b> said she was looking into the statistics and would get back to <b>DL</b></p>  | <p><b>KS</b></p> |
| <p><b>5.</b></p> | <p><b>E-Lite</b><br/>E-Lite is an 'electronic cigarette' device which assists people who are trying to give-up smoking. They are not harmful to the atmosphere and have no smell.</p> <p>Nigel Bratchell said he is comfortable with staff using this type of device and that they are legal. Les Davison agreed with Nigel's comments, but also thought that staff should consider using 'The Stop Smoking Service' from Boots, which is NHS-supported and is a free service.</p> <p><b>KS</b> suggested that an E-Lite notice be displayed in the canteen on the 5th floor, enabling staff to be able to use E-Lites in that area only.</p> <p>It was agreed that one month's trial be used initially.</p> | <p><b>KS</b></p> |

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|                  | <p><b>NHDC Update</b><br/> <b>KS</b> said that the results of the 2012 Staff Satisfaction Survey will be due out shortly. Early indications show the results to be quite positive and that 224 members of staff took part out of 370.</p> <p>As an incentive, staff who completed the survey were entered into a prize draw, and the first six members of staff to be drawn, each received a John Lewis gift voucher to the value of £25.</p>   |                                   |
| <p><b>7.</b></p> | <p><b>Employee Queries</b></p> <ul style="list-style-type: none"> <li>• <b>AF</b> referred to a new post of part-time 2012 Project Officer which has recently been filled and asked what criteria meant it was a new post and asked for details of how the post had been filled. <b>KS</b> agreed to check and feedback to <b>AF</b></li> <li>• <b>SG</b> enquired if there was any further information on the Council setting-up a television in one of the Committee rooms to enable staff to watch Olympic events during their lunch break.</li> </ul> <p><b>KS</b> said that all questions relating to the use of radios and PCs during the Olympics will need to be addressed.</p> <p>The number of staff wishing to take annual leave during the Olympics is also being monitored, to ensure there will be adequate cover.</p> <p><b>KS</b> said there had been an interesting discussion at the March Strategic HR Forum on our planning for the Olympics and the Discussion paper could be found in the JSCC Council and Committees G-Drive Folder</p> <ul style="list-style-type: none"> <li>• <b>CC</b> asked why external trainers were used for a recent Data Protection Course when the Council is trying to save money, could this have been done in-house?</li> </ul> <p><b>KS</b> told the group that Data Protection was a technical subject, Toby LeSage had taken part in the training as an “organisational champion however the trainer needed to be an expert. <b>KS</b> reminded the group that trainers are inexpensive compared to other consultants and that we source trainers of good value. If we have spare places we also invite other councils to send staff and charge them to further reduce our costs.</p> <ul style="list-style-type: none"> <li>• <b>CC</b> referred to staff car parking passes - should homeworkers be provided with a pass if they are mainly based at home, as this would be another way of saving money? <b>KS</b> said that free parking is highly valued as a staff benefit and referred to the staff survey results to confirm that it was regarded as one of the top three staff benefits and said if it were removed it would be likely to have a detrimental effect on staff morale.</li> </ul> | <p><b>KS</b></p> <p><b>KS</b></p> |

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|           | <ul style="list-style-type: none"> <li>• <b>CC</b> asked if David Scholes, the newly appointed Interim Chief Executive, was planning to have a “walk about” to introduce himself to staff in other directorates that may not know him, so that they will be able to recognise him?</li> </ul> |  |
| <b>8.</b> | <p><b>Any Other Business</b><br/>There being no other items to be discussed the meeting closed at 3.30pm.</p>   |  |

**Chair for Next Meeting** : Chris Carter (nominated in his absence)

**Date of next meeting** : 2nd May 2012  
2.30pm to 4pm  
Wilbury Hills Chapel Hall