

JOINT STAFF CONSULTATIVE COMMITTEE

19 SEPTEMBER 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 July and 1 August are set out below. Those of 5 September 2012 will be tabled at the Meeting on 19 September.

Staff Consultation Forum

**4th July 2012
Committee Room 1**

Attendees

Nigel Schofield
Claire Morgan
Kerry Shorrocks
John Robinson
Christina Corr
David Carr
Chris Carter
Gail Dennehy

Apologies

Garry Melding
Jackie Rushton
Dee Levett
Heather Cain
Sue Graves

		Actions
1.	Apologies As above.	
2.	Matters Arising from Previous Minutes Katherine Brierley has amended the minute recording regarding the Climate Change Strategy. JH will update the minutes accordingly. KS advised that the leaking tap in the gents on the first floor had now been repaired. Minutes agreed.	

3.	<p>Green Issues</p> <p>A discussion took place regarding the faults that have occurred recently in the newly refurbished toilets. JH to e-mail property services to enquire if an inspection could take place to rectify faults such as, leaking taps, locks within cubicles, drains and poor flushing. It was also asked if the zip boilers could be descaled.</p>	JH
5.	<p>Home-working/Office Accommodation</p> <p>KS advised that a drop in session took place recently and was well attended and that another session would be arranged.</p>	
6.	<p>NHDC Update</p> <p>JR advised that Shared Services had been discussed at JSCC.</p> <p>A full Staff Survey report would be presented to JSCC and JR encouraged SCF members read the report for discussion at the next SCF which will be available on the intranet. Link attached below.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/index/communications_and_print/consultation/staff_surveys.htm</p> <p>JR advised that NHDC had been awarded the National Recycling Award for waste minimisation. JR extended thanks to all staff for the success of office recycling which played a big part in the award.</p> <p>The Olympic Torch will be passing through Letchworth on Sunday July 8th and a day of events has been planned.</p> <p>JR advised that the medium term financial strategy would be put on the agenda for SCF and Tim Neill and Andy Cavanagh would be invited.</p>	JH to invite AC and TM
7.	<p>Employee Queries</p> <p>NS asked if there was any update on the question regarding income from the disposal of documents at the secondary centre.</p> <p>NS asked if it would be possible that each member of staff and each Councillor be provided with or access to a template that has the necessary header and footer that can be used for communication purposes. KS advised that this would be looked into.</p> <p>KS asked the committee on behalf of Heather Cain whether there were any objections to her being unable to make it to every meeting due to shift work and her trade union commitments, SCF confirmed no objection and suggested they discuss the situation when Heather next attends a meeting.</p>	JH to follow up

	<p>CM asked if the MFD printers could be set up to allow documents to be scanned. JH to contact Andy Bateman.</p> <p>A discussion regarding Shared Services took place. SCF raised several questions regarding the proposals, the process and consultation and it was agreed that since staff had been invited to feedback on the proposals a set of questions/comments would be raised and agreed by SCF and passed to the Chief Executive for discussion at SMT.</p> <p>GD advised that the frequently asked questions had been updated on the intranet. It was also advised that the deadline for any questions regarding Shared Services was the 6th July 2012.</p>	
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Chair for next meeting : Christina Corr
 1st August 2012
 Committee Room 1

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