

## Staff Consultation Forum

1<sup>st</sup> August 2012

Committee Room 1

### Attendees

Nigel Schofield  
Claire Morgan  
Jackie Rushden  
Dee Levett  
John Robinson  
Christina Corr  
Chris Carter  
Sue Graves  
Liz Goddard  
Heather Cain  
Garry Melding

### Apologies

Kerry Shorrocks  
Gail Dennehy  
Julie Howes  
David Carr

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| 1. | <b>Apologies</b><br><br>As above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |
| 2. | <b>Matters Arising from Previous Minutes</b><br><br>Claire Morgan asked if there was any update on the maintenance of the toilets.<br><br>Liz Goddard : Reported that the tap in the first floor kitchen has been replaced due to scaling. Property Services have asked that any problems be reported to them direct using the email address <a href="mailto:propertyservices@north-herts.gov.uk">propertyservices@north-herts.gov.uk</a> link.<br><br>Snagging issues: additional lighting is planned for the multi-story this financial year.<br><br>All decks are dry scrubbed weekly in addition to the cleaning of the stair wells.<br><br>The Forum asked for a link to the Medium Term Financial Strategy prior to discussion at a future SCF.<br>This can be viewed via this link <a href="http://www.north-herts.gov.uk/aksnherts/images/att4382.doc">http://www.north-herts.gov.uk/aksnherts/images/att4382.doc</a> and will be circulated to all staff via a LOM.<br><br>Minutes agreed. | <b>JR</b>      |

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| 3. | <p><b>Green Issues</b></p> <p>Cost of using MFD for printing headed paper will be more expensive than using pre-headed paper as word cannot lock down the Template so it becomes stretched and distorted.</p> <p>CM asked if they can be used for scanning. GM said yes but have not been set up. This can be raised as a IT request from department managers so it can be amended.</p> <p>NS The answer to his question regarding income from the disposal of documents from the secondary centre was that there was no income raised from paper recycling as the task was undertaken by a sub contractor.</p> <p>JR has requested Ian Davies to come along to next SCF to answer any further questions.</p>                            | JR |
| 5. | <p><b>Home-working/Office Accommodation</b></p> <p>GM explained that not all workers were yet logging in using the new safe key token system. The old Citrix system for home-working will shortly be unavailable. Staff having any problem should contact Garry Melding.</p> <p>The fact that Councillors had not yet been issued with their new safe key tokens was discussed.</p> <p>DL explained that the CSC were receiving a lot of calls regarding changes to the Citrix log on system and suggested it would be helpful for the CSC to know a week in advance to manage the amount of calls.</p> <p>LG 'Drop In' Home working session went very well with a good attendance and more sessions will be planned for the future.</p> |    |
| 6. | <p><b>NHDC Update</b></p> <p><b>Staff Parking</b></p> <p>JR Advised that changes in the Hillshott car park were necessary due to the increase in public demand for spaces since the opening of the Park and the Play Area. Staff would no longer be able to park there. The multi-storey has ample parking for staff. This is planned to start from mid September to late October 2012, subject to discussion with SMT.</p> <p>NS commented that the company who collects revenue from the ticket machines in the Multi-storey car park have been parking in the entrance which causes an obstruction.</p> <p>JR to look into this.</p>                                                                                                  |    |

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|           | <p>JR delivered a Vote of thanks to all staff from the Overview and Scrutiny Committee due to the major improvement in three C's performance. An item will be placed in the next Team Talk.</p> <p>JR Passed on Thanks for all the staff and volunteers who worked on Sunday 8<sup>th</sup> July when the Olympic torch came through Letchworth.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <p>7.</p> | <p><b>Employee Queries</b></p> <p>CM Asked why HR had two meeting rooms on the Fourth floor and why the second one had been taken off the booking system.</p> <p>LG Explained that the room was the only soundproof room and was needed for extremely confidential and sensitive conversations and needed to be kept free for this purpose.</p> <p>JR stated that in addition to the other two meeting rooms, his office is also available for people to use for meetings and to check with Sharon Nahal for availability.</p> <p>C Corr asked if one of the snack vending machines could be replaced with a cold drinks machine instead. - Property Services to Action.</p> <p>NS Announced there would be a "McMillan Great Coffee Morning" on Friday 28<sup>th</sup> September. All donations would be gratefully accepted.</p> |  |

Chair for next meeting : Chris Carter  
5<sup>th</sup> September 2012  
Committee Room 1

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**DRAFT MINUTES**

The Draft Minutes of this meeting of the Staff Consultation Forum will be 'To Follow'.

They will be tabled at the meeting of the Joint Staff Consultative Committee on 19 September 2012.