

JOINT STAFF CONSULTATIVE COMMITTEE

19 DECEMBER 2012

***PART 1 - PUBLIC DOCUMENT**

AGENDA ITEM No.

5

STAFF CONSULTATION FORUM

The Minutes for the meetings of the Staff Consultation Forum held on 3 October and 7 November are set out below. Those of 5 December 2012 will be tabled at the Meeting on 19 December.

Staff Consultation Forum

3rd October 2012

Committee Room 1

Attendees

Kerry Shorrocks
Gail Dennehy
Nigel Schofield
Dee Levett
Garry Melding
Christina Corr
David Carr
Jackie Rushton
Claire Morgan

Apologies

John Robinson
Chris Carter
Sue Graves

		Actions
1.	Apologies As above.	
2.	Office Recycling Jo Lines attended the meeting to discuss any staff issues, comments or feedback regarding office recycling. She gave an update on the performance statistics which will be incorporated in the office recycling performance graph which will be communicated to staff. It was advised that the large shredder which is currently located within the Document Centre would be	

	<p>moved to the Council Offices for the disposal of large amounts of confidential waste.</p> <p>Hot drink cups from our vending machines, Costa and Esquires take-away cups cannot be put into the office recycling bins. Property Services are looking to source cups that can be recycled. JL also advised that Tetra packaging/orange juice cartons can be put in the plastics bin and not the cardboard bin.</p> <p>Information regarding office recycling is available on the intranet.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/index/property_and_support_services/green_office_recycling.htm</p>	
3.	<p>Matters Arising from Previous Minutes</p> <p>Office Accommodation – KS advised that a Cabinet report regarding the long term office accommodation proposals was expected in December.</p>	
4.	<p>Green Issues/Ideas</p> <p>None.</p>	
5.	<p>Home-working/Office Accommodation</p> <p>KS advised that the Home-working Policy was under review and had been circulated to SCF as part of the review.</p>	
6.	<p>Staff Survey</p> <p>This item was brought forward from the previous meeting. KS advised that the Staff Survey report was on intranet. Service level Action Plans were agreed as the way to address improvement opportunities. Each service had received results where there had been more than 10 responses.</p> <p>KS advised all SCF representatives to read the report (link attached) and check to see if staff had received their service level results and if staff were aware of their service level action plan.</p> <p>http://srvinternet01.north-herts.gov.uk/intracontent/index/communications_and_print/consultation/staff_surveys.htm</p>	
7.	<p>Shared Services</p> <p>FAQs were still being updated. The date for the report to be considered by Cabinet has yet to be confirmed but was provisionally set for the end of November. Arrangements were being made for meetings with staff in scope on the final detailed business case. Concerns were raised that the school half term would shorten the amount of time that some staff in scope had to</p>	

	comment. GD advised that a request to amend an FAQ to say the FTE for HR as well as the head count had not been done.	
8.	<p>NHDC Update</p> <p>KS advised that the annual Corporate Business Planning round was currently taking place. Heads of Service were putting forward saving and investment proposals by Friday 5th October. The proposals would then go forward to Challenge Board.</p> <p>KS advised that the Museum project was progressing and detailed work was underway towards the signing of the development agreement.</p> <p>Hillshott Car Park – Staff had now been advised that parking is permanently unavailable at Hillshott Car Park to allow public parking for Howard Park and the Town Centre. The Multi Storey car park is to be used and there are also spaces still available at Town Lodge for the time being. Colleagues were thanked for voluntarily not using the car park during the summer to help ease the pressure on spaces from park users.</p> <p>Apprenticeship/Intern Schemes – KS outlined the Apprenticeship scheme for NHDC that had recently been agreed by Cabinet. KS advised that Heads of Service were preparing bids to provide a more detailed expression of interest in supporting these posts. SMT would evaluate these and decide where apprentice posts can be allocated. North Herts College had visited NHDC to answer questions about apprenticeship qualifications. The appointment of an apprentice for intern would be for 1 year fixed term.</p>	
9.	<p>Macmillan Coffee Morning</p> <p>NS advised that NHDC would be holding a coffee and cake morning on Thursday 13th December in Committee Rooms 1 and 2. All proceeds would be going to Macmillan. Volunteers to make cakes and help on the day would be greatly appreciated. It was agreed that a LOM would be sent to staff advising of the date and venue and asking for volunteers and donations of cakes.</p>	JH
10.	<p>Employee Queries:</p> <p>CM asked if it was necessary to produce vehicle documentation every year or is there a simpler way of doing it. KS advised that she would contact Les Davidson and arrange some communication on why these documents need to be produced.</p>	KS

Chair for next meeting : Christina Corr
7th November 2012
Committee Room 1

Dates for JSCC : 19th December 2012
20th March 2013