

## Staff Consultation Forum Meeting

2<sup>nd</sup> October 2013

Present: Christina Corr, David Scholes, Kerry Shorrocks, Susanne Gow, Sue Graves, Helen Turner, Maggie Williams, Kiren Kalirai (minutes)

Apologies: John Robinson, Chris Carter, Dee Levett, Claire Morgan

Circulation: Those present, John Robinson, Chris Carter, Dee Levett, Claire Morgan

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### Staff Consultation Forum

#### Actions

#### 1. Minutes of the Last Meeting

The minutes of the last meeting were agreed as a fair and accurate record of the meeting.

KS advised that Office Accommodation will remain on the Agenda in order to provide updates to members of staff.

DS confirmed that anyone who has any concerns with appropriate office dress should be discussing the concerns or issues with the relevant Head of Service who shall then decide what would be the best course of action. Generally the rule for the office is that all clothing should be smart and presentable.

#### 2. Policy Update

KS informed that the policies that are to be reviewed are:

- Bullying and Harassment
- Attendance Procedures

KS asked that if anyone had any suggestions for the review of the above policies to forward their comments on to Maggie Williams for consideration.

KS informed that at SMT it was decided that all staff should have the right to request flexible working as currently it is only available to staff who fall into a certain criteria. Therefore this policy has now been re-drafted and has come into effect.

MW asked if anyone had any issues on the new Secondment Policy. No comments or suggestions were made therefore this policy will soon be put into effect.

#### 3. Green Issues

KS informed that the issue around paper towels and food waste has now cleared.

Everyone at the meeting was informed that the cleaning contract for the Council Offices has now changed to another cleaning company which means that the cleaning will be done in the mornings moving forward rather than the evening as previously done. **KS**

Office Accommodation will continue to be a standing item for SCF meetings – and work will commence in the new financial year.

DS advised that the work on the multi-storey car park is going well and is currently on track with the predicted timetable. DS also advised that the light bulbs used in the car park are more energy efficient.

#### **4. NHDC Update**

- KS advised that the Union Pay Claim has been received for 2014/15. They have requested that the living wage (which is currently £7.54 outside of London) is to be applied. We currently only have 3 pay points which are lower than that.
- The Union have also asked for a flat rate increase of a £1 an hour on all pay.

KS will keep everyone updated on the negotiations.

KS informed that the flexi-sheet auto locking has commenced and this will be the first month that we use the new system. She also reminded everyone to keep up-to-date with logging times. Managers will have access to all their members of staff timesheets to view and adjust if required and exceptions reports will be created for each manager. MSU will have access to update and unlock should that be required.

#### **5. Corporate Update**

DS advised that for the next financial year and for 2015/2016 we need to save approximately £2.8- £3 million. And as we have already done a lot of the work for the 2014/15 no further action will be needed.

#### **6. Employee Queries**

- CC asked how staff representation will work through the office accommodation.
- DS informed that we previously had Dee Levett and Chris Carter when the offices moved from Town Lodge to this office so maybe we could follow same procedure again.
- CC asked if in the new office set up home workers could have their own separate area so that when they do come into the office for meetings etc they are not hot desking or taking an office based workers area
- HT asked if the leave year could commence on the day staff started their employment rather than from April to March. KS informed that this option was looked into previously and discussed, however the current procedure in place is the best option, as it is easy to keep track of how much holiday allowance each member of staff has and has used.
- CC asked if consideration could be given for staff undertaking additional work for other authorities in regards to claiming mileage.

KS informed that mileage will stay the same at the moment and would be something that would possibly be looked into in the near future.

- CC asked if home working staff had to have the statutory days allocated to them or whether they could use their statutory days at their own discretion as they could work from home on the 27<sup>th</sup> for example should they wish to.

DS and KS both informed that the statutory days are allocated for consistency first of all and are based around business needs and customer demands therefore the option to allocate all statutory days will remain as it is.

**7. Any Other Business**

No AOB to discuss.

**8. Chair for Next Meeting**

Chris Carter was nominated in his absence provisionally.

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