

NHDC Staff Consultation Meeting

6th November 2013



Minutes

Present: Chris Carter (Chair), John Robinson, David Scholes, Kerry Shorrocks, Susanne Gow, Claire Morgan, Sue Graves, Helen Turner, Sharon Forde (Sub for Dee Levett), Maggie Williams (Sub for Kerry Shorrocks), Jack Hughes (observe)

Apologies: Dee Levett, Kerry Shorrocks, Christina Corr

Circulation: Those present, Dee Levett, Kerry Shorrocks, Christina Corr

Actions

1. Apologies

Apologies were received from Dee Levett, Kerry Shorrocks and Christina Corr.

2. Matters Arising from Previous Meeting 2nd October 2013

- **Cleaning Stations**

A number of SCF representatives advised that cleansing stations were not available on some of the floors. It was agreed that this would be brought to Property Services and relevant managers. **SN**

The minutes were otherwise agreed.

3. Policy Update

MW updated SCF on the following:

- **Right to Request Flexible Working & Right to Train**

This Policy is designed to support the Council's strategy of adopting measures that improve work life balance, are family friendly and allow employees to develop as individuals. Flexible working brings benefits to individual employees, teams, customers and to the Council as a whole. It also helps the Council attract and retain a more diverse workforce. The Policy can be viewed by following this link

http://srvinternet01.north-herts.gov.uk/intracontent/index/human_resources/personnel/when_you_are_here/flexible_working.htm

- **Disclosure and Barring Service - Employment Checks**

Certain posts within the Authority, such as those that have regular contact with children and/or adults placed in vulnerable situations or those with certain levels of legal or financial responsibility, require a

Disclosure and Barring Service (DBS) check. The DBS provides information relating to previous convictions which may affect the Authority's ability to employ certain individuals. This Policy sets out the type of roles which should have DBS checks conducted for post holders, the process for the checks and the procedure in the event of an unacceptable DBS record. The Policy can be viewed by following this link http://srvinternet01.north-herts.gov.uk/intracontent/index/human_resources/personnel/vacancies/crb_checks.htm

- **Attendance Procedure**

Work is currently underway on reviewing this Policy and benchmarking data is also being sourced for neighbouring authorities.

4. Housing & Public Protection Restructure

DS updated on the proposed restructure within Housing & Public Protection. There were currently 4 management posts with along with a senior officer position. These would in turn reduce to 4 management posts. It was noted that this was the second stage in the service restructure and that cuts in grants from government relating to Community Safety meant the restructure was required.

AG would hold one to one meetings with those affected w/c 11th November with the consultation coming to end the following week.

5. Green Issues/Update

JR advised that Chloe Hipwood, the new Waste Services Manager was in post and that regular updates on office recycling would be provide in due course.

It was also noted that the new service roll out had been warmly welcomed by residents in North Herts and that complaints had been minimal. In analysing the data for the last 3 months, it was expected that overall waste diverted from landfill may amount to an estimated 40% reduction in addition to an improvement of 30% in recycling.

6. NHDC Update

JR provided an update on the Corporate Business Planning process. Member workshops would be held in the coming days so that proposals can be firmed up prior to these being submitted to Council.

Savings initially agreed for this year amounted to £670,000 which whilst exceeding the target for the year, would be helpful for future years. Some of the proposals put forward were the buyout of the lease for DCO which would produce revenue savings, the re-tendering of the cleaning contract for DCO has also produced savings of £25,000.

Finally, following the Employers decision not to award Chief Officers with the 1% pay award paid to all other officers, the Chief Executive in consultation with Group Leaders, has agreed to award this to Chief Officers at NHDC.

7. Employee Queries

Sue Graves announced that she was standing down as the SCF representative for the 4th floor. The SCF offered Sue thanks for her participation.

KS

SG also raised a concern from a member of the MSU team relating to the dress code. The team had previously raised concerns about some officers coming in to the office dress in jeans and requested that the dress code be reviewed and staff advised of the outcome.

8. Any Other Business

- **Flu Vaccinations**

Flu is a miserable illness and to help people avoid it this year NHDC has decided to offer staff a free flu vaccination. The vaccinations will be carried out by Superdrug and to register an interest, staff were asked to email Hrhelp@north-herts.gov.uk and state whether they would like to receive a vaccination at DCO or at a local Superdrug store at a time a convenient time.

Chair for next meeting:

Chris Carter