

Staff Consultation Forum Meeting

5th March 2014



Minutes

Present: Christina Corr (CC) (Chair), Kerry Shorrocks, John Robinson, David Scholes, Chris Carter (CEC), Susanne Gow, Helen Rae, Claire Morgan, Dee Levett, Amanda Dell, Chloe Hipwood, Maggie Williams, Kiren Kalirai (minutes)

Apologies: John Robinson, Sharon Nahal

Circulation: Those present and John Robinson and Sharon Nahal

Actions

1. Apologies

Apologies were received from John Robinson and Sharon Nahal

2. Matters Arising from the Last Meeting

CC asked if an update had been received regarding the issue with toilets on the ground floor. DL said the toilet problems seemed to have improved. It was advised that the issue was to be monitored for now.

The minutes were otherwise agreed.

3. NHDC Update

CEC reminded everyone that a message had been put up requesting staff to check and update details on SID accordingly. AD said that there had been a limited response to it. It was suggested that a global email be sent out reminding staff to check and update as required.

DS informed that the staff briefings were well attended and allowed staff to be updated on current issues. DS also welcomed any feedback and informed staff that he would be more than happy to attend team meetings or discuss any issues further if required.

DS informed that the main communication from the briefings was:

- The budget has been agreed for 2014/15, however the excellent efforts to create savings for this year has put us in a very good position for the next financial year.
- New priorities are going to be set for 2014/15
- Appraisals are coming up, giving staff a chance to discuss further development and recent progress
- Investors in People assessment was coming up in summer 2014.
- European elections are taking place on 22/5/2014 and even more staff than normal will be needed to help.

KS discussed changes that are occurring to the current pension scheme from 01/04/2014, A briefing by the London Pension Fund Authority on 11th March was available for staff to book.

KS also advised that this is the last payroll that will run on Trent, from next month it will be transferred to SERCO. A number of staff will be trained as 'Champions' to help train colleagues on how to use the new system.

There will be some changes as a result of the system change and there include:

- All annual leave will now be calculated in hours for all staff
- Bank holidays will show separately however the system will automatically book bank holidays off for staff.
- Trent currently allows staff to overbook their annual leave – The SAP system will not allow this to happen
- Currently the process for carrying annual leave over is that up to 5 days can be carried out with authorisation from the Chief Executive, a Strategic Director or a Head of Service if onwardly delegated. The SAP system will allow all staff to carry up to 5 days over without gaining authorisation. These 5 days will still need to be taken by the end of May and the system will deduct the leave booked during April and May from any leave that had been carried forward. After May any leave would be taken from the normal years leave allowance. KS informed that staff however will still be reminded and encouraged to use up their annual leave before year end every year.

CEC enquired that as Trent is not to be used to submit mileage claims where could this month's current mileage claim to be logged? KS informed that for this month only it would be better to record mileage manually then when the system can be used from end of the March onwards it can be transferred over.

4. Green Issues

CH attended for this item.

CH mentioned that currently at NHDC we use a large amount of paper that could be reduced – CH talked about procuring green stationery, and looking at alternative ways to save money and reduce usage.

SG suggested that we could possibly hold a book swap event in the future to encourage recycling.

CEC asked if there are any elements of recycling that staff felt could be better. CH stated that from a facilities point of view we could look at swapping furniture with local colleges/universities etc. especially with the new office accommodation that is due to commence. **CH**

KS advised that this is something we could look into nearer the time when we reach that stage of the office accommodation project.

DL mentioned that we currently use a lot of paper for meetings, however as we have projector screens in the rooms we could use those. This was discussed but a key point raised was that the location of the projector screens isn't very practical particularly in the Council Chamber where the screen comes down in front of where the Chair of Council usually sits. This is something however that could be looked into when we are going through the office accommodation changes.

CC asked if a decision had been made with regards to the Council providing caddy liners. CH informed that a decision has been made to withdraw caddy liners and residents are able to use caddy liners that can be purchased at any supermarket as long as the seedling logo is on the bag. This will be communicated through the next outlook edition and in the Council Tax inserts which are going out to residents.

CH

CH also informed that an event will be held over the Easter period to try and tackle gum litter on the pavements. Further details will be made available nearer the time.

6. Office Accommodation

The current meetings are every six weeks however the next meeting is scheduled to take place after the SCF meeting therefore an update will be provided at the next SCF meeting. CEC is the SCF Staff Representative on the Office Accommodation Project Group

KS

7. Policy Update

MW advised that the policy for Special Leave, Dependant and Parental Leave had had minor changes. The policy had been sent to SCF representatives.

MW

There were no comments raised and everyone at the meeting was happy with the changes.

8. Employee Queries

CC asked if any feedback had been received from the fire alarm activation on 21st February 2014. KS advised that she had not received any feedback however it would be the Health & Safety committee that would have received feedback. KS agreed to look into this further.

KS

CC informed that as she was walking down the stairs to leave the building when the alarm had been activated, a member of staff in front of her was trying to put his coat on whilst walking down the stairs. CC said she thought this was a potential hazard.

DL also mentioned that when staff were re-entering the building, some were using the fire door in reception to gain access back into the building. KS agreed to put these points to the Health & Safety Officer.

KS

9. AOB

AD informed that the fire door by the bike sheds and post room had been tampered with. A group of young people had been noticed and she reminded everyone to be vigilant and raise any suspicions if they had any. CM suggested that it may be a good idea to speak to the Community Development and/or Anti-Social Behaviour Officers if young people are seen “hanging around”. **All**

SG mentioned that the Chairman of the Council is holding a charity cake festival on the 9th April 2014 and would like everyone to attend and contribute by baking cakes for sale. A global email will be sent nearer the time and once details have been confirmed.

10. Chair for Next Meeting

Chris Carter.