

Staff Consultation Forum Meeting

8th January 2014



Minutes

Present: Christina Corr (CC) (Chair), Kerry Shorrocks, John Robinson, David Scholes, Chris Carter (CEC), Susanne Gow, Claire Morgan, Dee Levett, Sharon Nahal (minutes)

Apologies: Helen Tuner

Circulation: Those present, Helen Tuner

Actions

1. Apologies

Apologies were received from Helen Tuner.

2. Matters Arising from the Last Meeting

At the last meeting of the joint SCF and Health & Safety Committee on 4th December 2013 DL advised that the ladies toilets on the ground floor were not very clean and that the water tanks were taking a long time to fill up. LD advised that this would be looked at when works on the DCO would commence. However, as this work was not due to start until spring 2015, it was requested that Property Services look at this issue.

LD

The minutes were otherwise agreed.

3. Policy Update

KS advised the Professional Vocational Training Policy was under review and requested that SCF members forward any comments they may have to Maggie Williams for consideration.

All

4. Green Issues

KS raised the idea around holding a 'present swap' day as held in previous years and, it was agreed that arrangements would be made to invite Chloe Hipwood, Waste & Recycling Service Manager, along to the next meeting to consider and discuss such ideas.

SN

5. NHDC Update

JR provided a brief update on the Council's budget position for 2014/15 and that proposals would be considered by Cabinet in January 2014. In addition, as part of the budget setting process, NHDC would be commissioning an energy survey of all its buildings commencing in 2014.

SCF were also advised that in the latest edition of Outlook, there was

an article on the Council's Green Space Strategy which described a £3.5m plan over the next 5 years of which, £2.5m would be funded externally.

Senior Management Team have recently initiated a number of projects looking at ways in which efficiencies can be secured in the medium to long term. These are:

- Office Accommodate/New Ways of Working
- Channel Migration
- Car Parking
- Property Management

Finally, results from the District Wide Survey will be published in early 2014.

6. Office Accommodation

KS advised that the Officer Group was currently being re-established and requested thought be given to a member of the SCF Group to attend the meetings. CEC agreed to act as the SCF Representative.

KS/CEC

7. SCF Membership Update

KS advised that membership to the SCF had been renewed for CC, CEC and CM. At present, there was a vacancy on the third floor and it was agreed that an piece be included within the next edition to Team Talk in attempt to generate interest in the role.

KS

8. Joint Health & Safety/SCF Group Meeting

KS advised that it was with regret that it had been decided that there be no more joint meetings of these two groups. However, this would be considered again in the future.

9. Employee Queries

SG raised an issue around heating within the building. JR advised that this would be looked at in the round as part of the Office Accommodation project brief.

CC raised a query around PSN document checks in that some staff have been asked to submit documentation already provided. KS explained that HR were supporting IT Services with this work to ensure that security compliance was met. However, KS agreed to look in to this and, in the meantime, any concerns should be raised with the Head of Revenues, Benefits & IT who was responsibility for introducing the new scheme.

KS

10 Any Other Business

KS advised that the staff survey would shortly be launched and that the organisation would be subject to an liP (Investors in People) assessment in June/July of this year.

In addition, SMT would shortly be considering a paper on the allocation of Statutory Days for 2014. The suggestion being put forward is that a half day be allocated for Christmas Eve and New Years Eve. CM requested that the consideration be given to allocating the remaining

KS

one day on 2nd January 2015.

Finally, training will shortly be available for staff on the new Payroll system which will be implemented by April 2014.

11 Chair for Next Meeting

Chris Carter.