

# Staff Consultation Forum Meeting

4<sup>th</sup> June 2014

## Draft Minutes

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Present: Christina Corr (Chair), Claire Morgan, Kerry Shorrocks, Chris Carter, Amanda Dell, Maggie Williams, Susanne Gow, Dee Levett, Jessica Young (for Helen Rae), Sharon Nahal (minutes), Antonella Di'Maria (item 3), Kate Brierley (item 4)

Apologies: John Robinson, David Scholes, Helen Rae

Circulation: Those present, John Robinson, David Scholes, Helen Rae

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## Actions

### 1. Apologies

Apologies were received from John Robinson, David Scholes and Helen Rae.

### 2 Matters Arising from the Previous Minutes

- **Future Meetings of SCF**

Following further discussion at the meeting, it was agreed that the meetings of SCF continue to be held on Wednesday afternoon and where representatives are unable to attend, substitutes are permitted.

- **Pension Auto Enrolment**

Following an enquiry at the last meeting, KS advised that an email was sent to all staff on 29<sup>th</sup> January 2014 attaching links to the various forms and to the FAQs. The information can be viewed by following this link [http://srvinternet01.north-herts.gov.uk/intracontent/index/human\\_resources/local\\_government\\_pension\\_scheme.htm](http://srvinternet01.north-herts.gov.uk/intracontent/index/human_resources/local_government_pension_scheme.htm)

### 3. MSU Restructure

Following a downgrading in grade for a senior member of the team within the MSU, a restructure was needed to better align management responsibility within the team. Two members of Land Charges Team had been ringfenced for the proposed Team Leader position.

Consultation was currently being undertaken and in addition to this, two staff briefings were also scheduled to be held.

In the short term, the immediate costs to the Council would be around £300. However, this would increase to £1,000.

DL queried why this hadn't been raised with the Trade Unions and KS

confirmed that the forum for that was SCF meetings where there was Trade Union representation.

#### 4. **Green Issues/Ideas**

KB advised SCF that corporately there were a number of initiatives whereby the Council was reducing its carbon footprint. More recent initiatives included:

- Solar tube lighting on the first floor
- Electrical recharging points for vehicles with the possibility of purchasing a fleet of electric vehicles

In addition, the Office Accommodation Project Group are looking at ways to make the building more energy efficient as part of the refurbishment project.

Figures of CO2 omissions and energy costs will be available in September and it was agreed to invite KB back to provide an update.

#### 5. **NHDC Update**

- **Investors in People**

The Investors in People Assessment is taking place during week commencing 16<sup>th</sup> June 2014. The Assessor will meet with 40 people, over the course of 3.5 days, in Committee Room 2 for about 45 minutes. Arrangements have been made to hold briefings for those officer being interviewed so that they are prepared.

- **Payroll Service**

Officers should have received usernames and passwords for the new Payroll System. It was noted that all functionalities would be available on this system with exception of Timesheet Claims. These must be entered on to Trent as follows:

- 1) Additional Hours/Overtime Claim Form v12
- 2) Careline Enhancements/Overtime Claim Form v7
- 3) Monthly Timesheet (Casual/Bank Staff) v2
- 4) Secondary Employment Timesheet v2

There are detailed guides to the system on the intranet with step by step instructions. A pool of 26 Champions in the Council have been trained to offer support. There is also an FAQ page. This can be viewed by following this link

[http://srvinternet01.north-herts.gov.uk/intracontent/index/human\\_resources/hr\\_payroll\\_system/new\\_hr\\_payroll\\_system.htm](http://srvinternet01.north-herts.gov.uk/intracontent/index/human_resources/hr_payroll_system/new_hr_payroll_system.htm)

If you have any queries about your pay email Serco at [hr.transactions@hertfordshire.gov.uk](mailto:hr.transactions@hertfordshire.gov.uk) or telephone 01438 844544.

If you have any difficulty logging into SAP you **should not** e-mail hr.transactions. Please phone the Ask Us line (01438 844544) and select option 1.

- **Industrial Action**

KS advised that it could be possible the Unions hold strike action on Thursday 10<sup>th</sup> July a day of wider public sector strikes. Unison members are currently being balloted. Service areas have been advised of the need to ensure that there adequate arrangements in place for the continuation of essential services.

- **Salary Sacrifice Scheme**

KS advised that MW was on the Start Up group for this project and that work was underway to set up the scheme which starts with planning a mini competition to selection a lease car provider and to decide on some key policy aspects for the scheme. It was noted that this would take some time and staff would be updated in due course.

## **6. Office Accommodation**

A number of staff briefings will be held during the project to keep staff informed. The first of these are being held in the Council Chamber on 11 June at 3pm and 19 June at 10am. Officers were encouraged to go along and raise any questions they may have.

Further details and updates can be found by following this link [http://srvinternet01.north-herts.gov.uk/intracontent/index/strategy\\_and\\_performance/dco\\_refurbishment\\_and\\_modernisation.htm](http://srvinternet01.north-herts.gov.uk/intracontent/index/strategy_and_performance/dco_refurbishment_and_modernisation.htm)

## **7. Employee Queries**

AD asked whether officers could have monthly broadband expenses automatically added to their monthly salary. MW advised that this question had been raised before and that it was not possible because employees were claiming back an expense for which they had already incurred a cost. It was not a payment for work that they had done.

SG asked reported an issue with the ladies toilets on the first floor. During discussion, it was noted that this had not been reported to property services. KS advised that issues of this nature needed to be reported to Property Services in the first instance. Should the issues not be resolved, then the matter should be brought to SCF. **SG**

SG asked whether consideration could be given to an alternative stationery supplier as the current supplier seemed to be very expensive. SN advised that if the cost of some items appeared to be excessive, then contact should be made with the supplier and they will always either match the price or be cheaper. This issue has been raised with Finance who are looking into suppliers for stationery.

**8. Chair for Next Meeting**

Chris Carter

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