

# Staff Consultation Forum Meeting

2<sup>nd</sup> July 2014



## Minutes

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Present: Chris Carter (Chair), John Robinson, Claire Morgan, Amanda Dell, Susanne Gow, Christina Corr, Helen Rae, David Carr (sub for Dee Levett), Jo Keshishian (sub for Kerry Shorrocks), Sharon Nahal (minutes)

Apologies: David Scholes, Kerry Shorrocks, Dee Levett, Maggie Williams

Circulation: Those present, David Scholes, Kerry Shorrocks, Dee Levett, Maggie Williams

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### Actions

#### 1. Apologies

Apologies were received from David Scholes, Kerry Shorrocks, Dee Levett and Maggie Williams.

#### 2 Matters Arising from the Previous Minutes

In considering the minutes from the last meeting, it was agreed that Ian Davis from Property Services be invited to attend the next meeting of SCF.

The minutes were otherwise agreed.

#### 3. Green Issues/Ideas

There were no items for discussion.

#### 4. NHDC Update

On behalf of the Council, JR thanked all staff for their efforts in successfully being awarded the liP Accreditation. We have received some excellent feedback from the assessor and the full findings will be shared with staff in due course.

The staff survey report will shortly be available to all staff. The results were pleasing with staff continuing to feel pleased/proud to be working for NHDC. A high level corporate action plan will be developed along with Head of Service/Corporate Managers developing action plans for their teams.

Industrial action is scheduled to take place on 10<sup>th</sup> July and letters will be shortly despatched to all staff providing them with information about deductions should they decide to strike. The key emphasis will be to the Council to maintain core services.

Finally, at a future meeting of the SCF, restructure proposals relating to

the Museum Staffing structure at the new site will be consulted on.

**5. Office Accommodation**

It was noted that along with KS, Chris C and DL were members of the Office Accommodation Project and updates would be provided at future meetings of SCF.

**6. Employee Queries**

AD advised of a number of issues relating to the new Payroll system. The query relating to bank holiday being booked as annual leave for part time staff which, reduced the number of days of leave available. After some discussion, it was agreed that JK would look in to this and provide AD with an update.

**JK**

AD asked for clarification as to why a decision was made to close Council offices for two half days over the Christmas period. JR referred AD to the SCF minutes from 5<sup>th</sup> February 2014 and confirmed that SMT reserved the right to allocate the Statutory Days and was always mindful that sensible closure periods for Council offices were maintained.

SG raised an issue on behalf of NS around the sweeping the Multi Storey car park stairs before they were washed down. As agreed at the last meeting, NS was asked to raise this with Property Services in the first instance.

**SG**

**7. Date of Next Meeting**

Due to leave periods in the summer, it was agreed that representatives advise SN of the availability for the August meeting. If there were insufficient numbers then the meeting would be cancelled for August.

**All**

**8. Chair for Next Meeting**

Christina Corr