

Staff Consultation Forum Meeting

7th January 2015



DRAFT Minutes

Present: Kerry Shorrocks, (Chair), David Scholes, Claire Morgan, Maggie Williams, Vicky Jobling (SCF Rep for HR), Dee Levett, Susanne Gow, Helen Rae, Amanda Dell, Sharon Nahal (Notes)

Apologies: John Robinson, Chris Carter, Christina Corr

Circulation: Those present, John Robinson, Chris carter, Christina Corr, Intranet

Actions

1. Apologies

Apologies were received from John Robinson, Chris Carter, Christina Corr.

2. Matters Arising from Previous Minutes

AD raised an issue about the smell and standing water in the multi storey car park stairwell. A number of members agreed that this was still an issue and it was agreed to raise this matter again with Property Services. **SN**

Subject to a slight amendments to the minutes at item 4 relating to the crematorium project,(that the project was progressing rather than it being on hold) the minutes were agreed. **SN**

3. HR Restructure

KS introduced Vicky Jobling as the HR SCF representative during the HR Restructure which is currently being consulted on.

The HR team has been managing for some time with a number of vacancies, and absences due to maternity leave. Following the outsourcing of Payroll last year and the Liz Goddard's departure, it was clear that a restructure within the team was needed.

KS briefed SCF on the proposed structure and there was discussion around a number of redundancies which would arise from the proposal. Consultation on the proposals was underway with the team and this would conclude at the end of January 2015 KS also advised that two new posts would be created as a result and confirmed that these would be advertised both internally and externally.

A question was raised as to why Hay would be evaluating the posts and DS confirmed that Corporate Board had considered and agreed the proposal and, deemed it appropriate that it would be more appropriate for Hay to evaluate the posts.

All

KS welcomed any further comments SCF representative outside of the

meeting.

4. Green Issues

AD requested clarification as to whether caddy liners continue to be provided for the kitchen caddies. It was agreed that this would be raised with the Waste Services Manager. **SN**

AD asked how washing up liquid was purchased on each floor i.e via 'a tea kitty' etc. A number of representatives advised that they were part of a tea kitty and this was sourced via that fund. In addition, AD requested whether a microwave on all floors could be accommodated. AD requested that issues such as this be raised at the Office Accommodation Project meetings as it was expected that staff would hot desk more and, such issues would be problematic. It was agreed that KS would raise this matter at a future meeting. **KS**

5. NHDC Update

DS advised that the current focus is on the Councils budget for 2015/16 which will be considered by Council in February 2015 for approval. It was noted that the general election was imminent and updated SCF on the New Homes Bonus grant and the possibility of future reductions of this income stream.

DS provided an overview of the current projects which included:

- North Hertfordshire Museum & Community Facility – this project is progressing very well despite negative comments/press coverage.
- Local Plan – the Council meeting where this matter was discussed was well attended with attendance in excess of 400.
- North Herts Leisure Centre – the proposed improvement at North Herts Leisure Centre was considered at Cabinet in December and was a very good example of the Council working on an Invest to Save project and providing improved facilities for the district.

6. Office Accommodation Update

This was discussed under item 4.

7. Employee Issues

HR raised an issue around e cigarettes and the issue around these now no longer be allowed to be used on the 5th floor canteen. A question was raised around the use of any other nicotine relating products. MW confirmed that any vaping product containing nicotine could not be used in the building.

AD raised a concern from the Museum team regarding the imminent restructure. The concerns related to:

- The number of times consultation meetings had been cancelled
- No proposal presented to staff
- Would letters be sent to staff at their home addresses or would email be used
- What sort of consultation process would be used

KS advised that HR were working with the Cultural Services Manager

on the proposal restructure and that normal consultation process would apply as per the Reorganisation Policy. In addition, KS confirmed that letters would be sent to staff to their home addresses and, that SCF would be consulted on the proposal as part of the consultation process.

8. Chair for Next Meeting

It was agreed that Clare Morgan would chair the next meeting.