

Staff Consultation Forum Meeting

3 June 2015



DRAFT Minutes

Present: David Scholes, Christina Corr, Claire Morgan, Chris Carter, Susanne Gow, Amanda Dell, Maggie Williams, Dee Levett, Jess Young, Kiren Kalirai

Apologies: John Robinson, Kerry Shorrocks, Rebecca Webb, Helen Rae

Circulation: Those present, John Robinson, Kerry Shorrocks, and Helen Rae

Actions

1. Apologies

Apologies were received from John Robinson, Kerry Shorrocks, Rebecca Webb and Helen Rae.

2. Matters Arising from Previous Minutes

There being no outstanding actions the minutes were otherwise agreed.

3. Green Issues/Ideas

It was agreed previously that this item would be removed from the Agenda however CC took this opportunity to thank Nigel Schofield for his contribution to SCF. It was also decided that Nigel would be presented with an update of Office recycling by DS for his leaving presentation.

MW advised that only one person had signed up for the Cycle2Work scheme that was recently advertised for staff. .

4. NHDC Update

DS thanked all staff that had been involved in the election process. He informed SCF that the election process went smoothly and this could not have been done if it wasn't for all help provided by all staff across the Council.

DS advised that now the elections are over the Queens speech has taken place and a new budget will come out in July. We as a local authority are expecting a few more years of austerity in regards to funding and to reflect this NHDC has started its corporate business planning for 2016.

Update on Major Projects

DS informed SCF that the construction phase of North Hertfordshire Museum and Hitchin Town Hall is now complete. However, the snagging works are ongoing. Discussions are still being held in terms of the ongoing management of Hitchin Town Hall. The Churchgate project will be discussed at Council in July and September the local plan will be discussed in more detail.

MW advised that all appraisals are to be completed by July therefore should be ongoing with teams at the moment. Also with the summer period now upon us, MW reminded all staff to get their summer leave booked as early as possible so managers can manage cover for teams and so members of staff are not also left with a lot of leave that has to be taken at the end of the year.

MW informed SCF that there will be a breakfast club taking place on 17 June 2015 as part of ongoing well being events that are being held for Staff.

Payroll refresher training courses are taking place on 4 June for which all staff can take a place. MW advised that there are places available and staff can book onto a course by emailing Hrhelp.

The Coaching and Mentoring policy is now in consultation – although it has not varied much it has been refreshed in order to make it more current. Any comments to be sent to Vicky Jobling by early next week as Vicky will be leaving to start her maternity leave on Friday 12 June.

5. Office Accommodation Update

SCF were informed that there was a Project Board meeting next week for the Office Accommodation Project. The project is moving along and discussions are being held with Architects and planning. Any new information on the project is uploaded onto the Intranet for all staff as soon as it is available.

The Office Accommodation champions are meeting today (3rd June) at Town Lodge to view the accommodation available there.

CC raised that she had heard that there is to be a central kitchen rather than a kitchen area on each floor. If this was the case CC requested that there is a boiler for hot water rather than each floor having their own kettles. CEC advised that this is very unlikely to happen as the aim is to hopefully rent some office space out therefore each floor would need to have these facilities. DS stated that also this is very unlikely to happen as people moving around the offices with hot drinks would be a Health and Safety risk therefore this is more likely to be a rumour. SCF were informed however though that there is a possibility of a pop up coffee shop on the ground floor.

CC raised that the offices will need to be accommodating to staff and job roles. For example some of the work CC and her team do for DWP means that no-one else can view the computer at that time – if she is in an open plan office this could prevent her from doing her job.

6. SCF Membership

MW advised SCF that SG was at the end of her term of membership and that it has been proposed that Catherine Cole is to take over as a representative for the first floor.

MW also advised JY that HR has her membership term coming to an end. JY to inform HR.

It was raised that SG had been unaware that her membership term was coming to an end as she had not checked the membership list.

7. AOB

AD raised the issue surrounding broadband expenses and line rental. This has been an ongoing matter for the past couple of meetings therefore it was decided that if the review mentioned below justified it, a member of staff from IT would attend the next meeting to address this issue.

DS raised that internet is now available at home without the need for a telephone line; however AD stated that this member of staff has explored this idea previously and found that by getting the telephone line this was the most cost efficient way.

DS suggested that this policy is reviewed to make it current with prices and packages internet providers are offering now.

AD also stated that a member of staff from the museums team has raised an issue with regards to the new museum facility. There are potentially two members of staff who would like to participate in the Cycle2Work scheme however can only do so if there is a working showering facility to use when they arrive at their place of work. DS asked KK to raise this with Steve Crowley for an answer on why the shower facility that is fitted is not able to be used.

SG stated that there is still the outstanding problem with the smell on the first floor outside the gents toilets. SG was advised to contact property services if this issue arises again. SG stated that she has been advised that Property Services have been contacted but there seems to be little improvement. DL stated that she could set a read receipt which would ensure that when the email is opened, acknowledgement would be received.

CC advised that a member of staff had advised that although they have been working for the council for 25 years, no certificate or celebration of service was received. DS advised that this must be an error as normally certificate is received, it is mentioned in publications and also at Full Council.

CC to send information through to MW so that she could investigate further.

8. Chair for Next Meeting

It was agreed that Christina Corr would chair the next meeting.