

# Staff Consultation Forum Meeting

4<sup>th</sup> March 2015



## DRAFT Minutes

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**Present:** Christina Corr, (Chair), John Robinson, Kerry Shorrocks, David Scholes, Chris Carter, Maggie Williams, Dee Levett, Susanne Gow, Helen Rae, Amanda Dell, Sharon Nahal (Notes), Jo Keshishian

**Apologies:** Clare Morgan

**Circulation:** Those present, Clare Morgan

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### Actions

#### 1. Apologies

Apologies were received from Clare Morgan.

#### 2. Matters Arising from Previous Minutes

There being no outstanding action, the minutes were agreed.

#### 3. Allocation of Statutory Days 2015

In 2015 Christmas Day falls on a Friday so there will be a bank holiday on the Monday. This is the same pattern as 2009 where the two half days were allocated on Christmas Eve and New Years Eve.

It was therefore discussed and agreed at Corporate Board that one day is allocated (half a day on 24<sup>th</sup> and 31<sup>st</sup> December) and staff are allowed to take the other day during the holiday year when they wish.

SCF considered this proposal and agreed.

#### 4. Shared Fraud Investigations Services/Shared Anti Fraud Service TUPE Update

Jo Keshishian introduced this item. JK advised that consultation on this transfer or resource in relation to NHDC to the DWP would commence shortly.

There are four members of staff affected within NHDC and JK would act the HR representative for this transfer. It is expected that staff who transfer would be have the benefits of TUPE transfer.

AD asked whether location of work had yet been determined and it was acknowledged that whilst there was not an office within Letchworth, it would be within surrounding areas.

KS suggested that a the team affected by this could nominate an individual to sit on the SCF during the consultation period. **C Corr**

JR raised a question as whether those who transferred under TUPE would still have the same pension rights as per the current scheme/ JK advised that this matters was still be worked through and as yet, no decision had been made.

## **5. Green Issues**

It was noted that the link the Herts County Council car sharing scheme had been included within the last set of minutes for those who would be interested in joining the scheme.

## **6. NHDC Update**

DS encouraged staff to assist with the election process. They Elections Team were requesting officers to come forward to assist with the Presiding Officer role. Relevant training will be provided to staff should they wish to participate.

JR asked staff to promote allotments within the district. We currently have a number of plots available which are good value for money. A link to the application form appears here [http://www.north-herts.gov.uk/index/leisure\\_and\\_culture/allotments.htm](http://www.north-herts.gov.uk/index/leisure_and_culture/allotments.htm)

NHDC are working with EHDC on developing a joint business which considers working together in providing Waste & Cleansing Services to both districts. A report is expected to be presented to Cabinet later in the year.

The Council's new website will be live on 23<sup>rd</sup> March 2015 which has been configured for mobile devices. In addition whilst the intranet will also look different work to update content will be done slightly later on in the year.

The Council has taken a decision to invest £150,000 at both Royston and Hitchin to install splashpad play areas. These features are greatly appreciated by the public and it is anticipated that work will commence after the summer period in 2015.

JR confirmed that the Council had agreed to raise Council Tax by 1.9% and that Herts County Council had also increased its Council Tax by 1.99%.

The Council had recently agreed to developing a business case for the extension and refurbishment at North Herts Leisure Centre. This report would be presented to Cabinet for decision in August 2015.

DS advised that a report would be presented to Cabinet in March 2015 on share services within Building control. In addition, it was noted that Broxbourne had ceased its trading in providing Careline services and that its customers had transferred to North Herts District Council. In addition, an agreement had been made with Herts County whereby all new customers would be routed through NHDC.

## **7. Office Accommodation Update**

KS advised that a scoping meeting was held with all senior managers and was led by an external consultant. The meeting focussed on the configuration of the Council building and DS confirmed that we needed to ensure that the Council had enough space for its use before we could ascertain whether there was any space remaining for external use.

In addition, it was noted that, subject to change, staff could expect to move to Town Lodge in May 2016 with a view to returning to the refurbished Council offices in December 2015.

## **8. Employee Queries**

AD raised a query on behalf of a colleague around SAP and claiming expenses. KS requested further information and AD advised she would liaise with the individual concerned.

KS requested that if any member of staff has difficulties with SAP and Serco are unable to respond or resolve, these need to be brought to her attention so that she can raise them at contract meetings. This would be the most expedient route to follow rather than bringing such queries to SCF.

There was discussion around booking bank holidays and it was agreed to include a link to the Frequently Asked Questions document which can be viewed by following this link

[http://srvinternet01.north-herts.gov.uk/intracontent/index/human\\_resources/serco\\_hr\\_payroll\\_system/frequently\\_asked\\_questions\\_post\\_self\\_service\\_go\\_live.htm](http://srvinternet01.north-herts.gov.uk/intracontent/index/human_resources/serco_hr_payroll_system/frequently_asked_questions_post_self_service_go_live.htm)

## **9. Chair for Next Meeting**

It was agreed that Chris Carter would chair the next meeting.