

# Staff Consultation Forum Meeting

1 July 2015



## Minutes

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**Present:** Kerry Shorrocks, Amanda Dell, Christina Corr, Jo Softly, Claire Morgan, Catherine Cole, Sharon Forde, Chris Carter, Jack Clarke, Kiren Kalirai

**Apologies:** David Scholes, John Robinson, Sharon Nahal, Dee Levett

**Circulation:** Those present, David Scholes, John Robinson, Sharon Nahal, Dee Levett

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### Actions

#### 1. Apologies

David Scholes, John Robinson, Sharon Nahal, Dee Levett

#### 2. Matters Arising from Previous Minutes

Christina raised that there was an error in the minutes from the previous meeting.

On Section 5 – Office Accommodation Update the reason why Christina had raised concerns with the new office layout was incorrectly noted.

The query related to equipment individual officers use. There is an application which has been loaded onto one computer within the Council called 'Employee Authentication Service'. This application is fitted with a camera and a signature pad. It is only available on one PC and the team was advised when it was initially loaded by the DWP that the computer should be located where there is some privacy and a blank background for photo recognition.

There are probably other officers out there with similar requirements.

The minutes have been updated changed to show the issue was raised.

Jack Clarke was introduced to SCF. Jack is a new member of staff who has joined the project support team on the fourth floor and was invited to the meeting by Kerry to see how SCF works.

Kiren

#### 3. Office Accommodation Update

Chris and Kerry provided an update on the Office Accommodation project.

They are at a stage where they are looking at architectural window replacement options. The glass will most likely be green in colour but appear to be clear glass from the inside. This colour is designed to reflect heat away.

Amanda asked if they have decided if there will be any soundproof

rooms. Chris informed SCF that the Leader of the Council raised this at a JSCC meeting last week therefore it is something that may be looked into further. Kerry suggested that this request should be raised with property services who will be able to either confirm that this request is being looked into or if not provide the reasons why.

#### **4. Employee Queries**

Kerry informed that she is going to be meeting with Howard Crompton and Vic Godfrey to discuss broadband costs and shall provide an update once there is one available. **Kerry**

Catherine asked why the recycling boxes have been changed on their floor. There only seems to be one recycling box now rather than different boxes for different recycling items yet the box is no bigger in size. Other SCF members confirmed that this has been changed on their floor also. Kerry to raise with the waste team for an explanation. **Kerry**

Claire raised that IT have released an app which allows people to take photos to report things and they can then also track the progress of the issue they have reported. Claire asked if staff will be getting smart phones in order to allow them to take photos and report faults. Kerry said that was unlikely; there is no requirement within the job role to do this. Kerry informed SCF that IT has presented their work at a Senior Managers Group and were interested in business s improvement ideas that IT can assist with. Kerry will get a copy of the form that IT used and circulate it with the SCF minutes. **Kerry**

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

Kerry said that there were discussions going ongoing on Senior Manager changes and that the expected timetable will be a report to Cabinet in October.

Christina raised that there are now 3 SCF representatives with the initials CC within the SCF members so it was decided that Christian names would be used on the SCF notes generally instead of initials.

#### **IT Update**

IT presented some changes to Senior Management Group last week. One change being that soon staff will be able to book their flexi time days off using the flexi timesheet system. This will eradicate the need for a hard copy t form.

Amanda said that some managers had asked her, following the payroll refresher course if t SAP could show flexi leave  
Kerry advised that this will not be possible because these are two separate systems.

Kerry said HR use a worksheet which all the staff update each week to show where they are e.g. mainly in meetings, on annual leave, on flexi leave, non working day etc. which allows the team to see the whereabouts of each other at a glance. The sheet could be shared if other teams want to use it.

Christina asked if in the office refurbishment whether there will be hot desks available for home workers. Kerry advised that this is the intention and there is likely to be a clear desk policy

Catherine raised that in Electoral Services they have static scanners which they all use on a daily basis so therefore individual team requirements will need to be taken into consideration. Kerry said that S Ian Davis had requested that teams provide their individual accommodation needs.

Kerry formally welcomed Catherine and Jo to the SCF team. Catherine will now be representing the first floor and Jo will the fourth floor. Claire having moved to fifth floor is now the fifth floor. Rep Kerry requested that the list on the SCF intranet page is amended to reflect the above changes.

Kerry reminded SCF that the summer holidays are now upon us and that it is important that staff book their summer leave as quickly as possible so that managers are able to plan cover to minimise disruption.

The SCF reviewed who would be available for an SCF meeting in August and with enough people it was proposed that the August SCF meeting will go ahead.

**Kiren**

There were a number of issues raised for the attention of property services so a member of property services will be invited to attend the next meeting.

Issues include a range of toilets, standard of cleaning and various Office Accommodation Project Questions.

## **6. Chair for Next Meeting**

It was agreed that Claire would chair the next meeting.