

# Staff Consultation Forum Meeting

1 June 2016



## DRAFT Minutes

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**Present:** Christina Corr (Chair), Kerry Shorrocks, Amanda Dell, Dee Levett, Claire Morgan, Maggie Williams, Safa Isan (notes), Debbie Hiscock (item 1), George Sobota. (New 4<sup>th</sup> Floor SCF Representative replacing Oliver Furbur)

**Apologies:** John Robinson, Catherine Cole, David Scholes; Anne McDonald

**Circulation:** Those Present, John Robinson, Catherine Cole, David Scholes, Anne McDonald

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### 1. Property Services Update

DH was asked if something could be done around fault reporting because there is no indicator or response to show the fault has already been reported. DH informed SCF that Property Services were looking into updating their generic inbox so that employees receive a receipt to notify them their email has been delivered and who will be dealing with their request.

KS raised a query on behalf of AM that was to request that more notice is given to staff to prepare for desks and general office space to be thoroughly cleaned. DH agreed that would be done in future. AD also said that Computer stands (including packs of printing paper that are being used to adjust the height of the PC) had disappeared after the clean. DH said she would investigate.

Toilets - The smell in the 2nd floor ladies toilet (shower) was raised again. In other toilets a broken lock, a damp smell that may be wet cleaning mops were raised and where there is nowhere to put down work papers, it was requested that a shelf is installed

There was a positive response from the re-stock of the vending machine on the 5th Floor. Positive feedback had been received on the reasonable pricing, Crisps 30p and Chocolate bars up to 40p and sales were going well.

SCF thanked DH for attending the meeting.

### 2. Minutes from the Previous Meeting

AD asked if there was going to be any communication about the Broadband payment claim change in the revised Home-working Policy KS said not other than through the SCF minutes, not all staff choose to claim for Broadband.

MW said the Cycle to Work scheme had been opened again and having closed there had been one application.

AD asked if the Hitchin Town Hall on line booking system was ready and whether it could be viewed along side the other Halls for hire. It was confirmed that HTH booking was now open on the website. How it appears with other halls was to be looked into.

Subsequent Note: GS reported that the live booking system could be accessed using the link below and that the rates and capabilities of the Town Hall accommodation were included on this.

<http://www.north-herts.gov.uk/hitchin-town-hall>

CC said there had been some negative comments from staff towards the new Museum Uniform Policy. KS said there had been consultation and a Frequently Asked Questions document created. It was confirmed that natural fibres were to be used and comments from staff about short sleeved shirts had been considered. Some of SCF stated that a Uniform would create a smarter more professional image.

There being no outstanding actions from the previous meeting, the minutes were agreed.

### **3. NHDC Update - KS**

A Council meeting is to take place on 14 July which will be about the next stage of the local plan. Plans are to build additional housing with the expectation of 14,400 new homes in the area will be presented. A big public attendance is expected.

Staff survey results will soon be available with a full report and service level results for services with more than 10 respondents. AD asked what the response rate was, KS said the rate was lower than the last survey – Update. In total, 193 staff completed the Survey. This is a response rate of 58% (based on a sample of 332 staff, which takes into account those who were unable to complete it – e.g. due to maternity leave). This is a decrease of 7% from last time. The results overall are encouraging, with overall staff satisfaction increasing (up 8% from 2014) and staff responding positively to many of the questions in the survey. The next Team Talk will have some High Level updates.

KS asked if SCF Reps could remind people to book their main Summer leave with the peak period ahead, particularly the school holidays.

There has finally been a pay *agreement*. Pay will increase in June salaries by 1% for most staff for 2016 backdated to April. There is a two year agreement and there will be a 1% increase in April 2017 as well. A few staff on grades 1, 2 and 3 will have an increase of higher than 1%. The reason for this increase is due to the national living wage which is currently £7.20 but is set to increase to over £9 by 2020. The living wage applies to those over the age of 24 but the Local Government Employers do not apply the age restrictions and employees will receive an increase regardless of their age.

We are investigating whether we might be able to screen the 2pm England vs Wales Euros 16 match on 16 June. This is the only match involving home nations at group stage where it's not a weekend, early or later evening kick off.

### **4. Office Accommodation update- KS**

At the 27 May Office Accommodation project meeting it was confirmed that tenders for the work on DCO will go out on 31 May to be returned by 5 July after which evaluation of them will take place. It's expected that costs will have increased since the costs were estimated. It may then need some value engineering to assess what will be affordable. There will be another report to Council and a special meeting may need to be arranged in early August. After receiving this information, there will be more firm timescales around the move.

The roof at the Town Lodge has been repaired and local storage for documents has been arranged and there is still more scope for document scanning.

#### **5. SCF Chair rotation – KS**

KS said she just wanted to remind SCF that the Chair role can rotate around all SCF representatives and at present it's mainly one or two doing it. It was suggested that a request for the chair for the July meeting is put in the minutes. **SCF Please volunteer and copy in the other SCF representatives.**

Action SCF Reps

#### **6. Employee Queries**

GS said that he had been asked to raise the matter that hot-desks are not being left clear for other people to work at and asked if there was a hot desk policy.

KS said this links closely with the new office accommodation project and there needs to be a clear desk standard. When we move to Town Lodge the desks will have to be cleared. She agreed there needs to be a reminder put out that desks designated as hot desks must be left clear when they are finished with. It was suggested to look at how clearly hot desks are labelled so staff can see where they can work.

The matter of moving from desk sharing to a consistent method of clear desks was being prepared as part of the culture change aspect of the OA project.

SCF to remind staff of clear desks protocols and KS to put out a message to staff on the intranet/team talk.

Action KS

#### **Chair for Next Meeting**

#### **7. SCF Representatives a volunteer please.**

Action SCF Reps