

Staff Consultation Forum Meeting

7 September 2016



DRAFT Minutes

Present: Kerry Shorrocks, Maggie Williams, Anne McDonald, Amanda Dell, Dee Levett, Christina Corr (Chair) Claire Morgan, Sharon Nahal (notes)

Circulation: Those Present, David Scholes, Catherine Cole, John Robinson, Debbie Hiscock

1. Active Communities Team Restructure

Helen Rae attended the SCF to outline the proposed changes to the active communities' team. The details were submitted to the SCF Representatives ahead of the meeting including the before and after structure charts. It was noted that there were no adverse staff implications and staff were being involved and were in agreement with the proposals.

2. Minutes from the Previous Meeting

The item was raised again regarding the charge of 29p for connection to the Council's phone system when working from home. There was further discussion and KS agreed to seek confirmation from the CSC about the position. The update is that the system will now hold the log in connection so people will not need to reconnect each time, however if the connection is lost it would be necessary to log in again. A call locally should not incur any charge however if people are incurring personal charges they should contact the *telephone* e-mail address.

Otherwise the minutes were agreed.

3. NHDC Update

KS Corporate Business Planning

KS explained that the annual Corporate Business Planning work is underway with Councillor meetings next week. In common with recent years, the position is demanding and the Council may need to revisit the Medium Term Financial Strategy and look at the outcomes of the Autumn Statement and any subsequent announcements.

NJC National Pay Scales Review

As part of the 2016-18 pay deal, the NJC agreed to conduct a review of the NJC pay spine that local employers can apply to local pay and grading structures. In a letter to Chief Executives on 22 August they say "It is important to state from the outset that a restructured pay spine will not be possible without some additional

cost for councils. However, both Sides will endeavour to achieve an outcome that is financially viable for employers and fair to employees. We have scheduled regular meetings for the foreseeable future and would aim to conclude our review by 30 June 2017.” KS to keep SCF updated on the progress.

Additional Responsibility Pay (ARP) policy review

The ARP Policy has been reviewed to include a means of fair assessment for payments made for other forms of additional responsibility that are not covering a higher grade. The policy will be circulated with the SCF minutes.

4. Office Accommodation Update

The next meeting of the OA Project Board is on the 19 September. It's hoped there may soon be details of the contractors to carry out the works and when the work can commence to get certainty around the decant timetable. The OA project papers are available on the intranet and it would be helpful for SCF representatives to advise staff to continue to clear out papers etc. in readiness.

5. Employee Queries

Office conditions - Various matters were raised.

Hot desks were not being left clean and clear for the use of others there will be reminders sent out to staff to do this.

There were issues with Toilets becoming dirty from heavy use during the day and taps being left running.

Refrigerators not being at the right temperature to keep food and cleanliness

It was noted that when matters are reported to property services that they are acting on them

There was still no method for staff to see when reporting problems that advise staff if someone else has already reported the problem. It was also noted that the regular bi-monthly attendance of a member of the PS team at SCF was not happening regularly.

(Action Property Services & HR)

Elections

The matter of whether the council should have some clear guidance for how to manage staff absence during elections was raised again and HR agreed to carry out a benchmark of other local authorities to see what they have. It was noted the guiding principle is that the Council has a statutory duty to resource elections including use of staff of the Council to assist in providing these resources and that teams must try and manage on reduced services during elections and thanks are always given to all the staff involved including those that cover their colleagues.

Action HR

SCF Representative Change

Amanda Dell advised SCF she was stepping down from SCF as 3rd Floor Rep but that Emma Jellis would take over and Amanda would act as a substitute for Emma. Two nominations from the 3rd floor will be needed for Emma and Amanda to brief Emma on the role of an SCF rep. **(Action AD)**

- 6. Chair for Next Meeting**
- 7. Claire Morgan**