

# Staff Consultation Forum Meeting

5 October 2016



## Minutes

---

**Present:** Claire Morgan (Chair), Maggie Williams, Anne McDonald, Emma Jellis, Dee Levett, Holly Butrimas-Gair, Debbie Ealand, Christina Corr, Sharon Nahal (notes)

**Circulation:** Those Present, David Scholes, Kerry Shorrocks, George Sobota, Catherine Cole

---

### 1. Property Services Update

This item was deferred to the next meeting.

### 2. Minutes from the Previous Meeting

The Minutes were agreed.

#### Employee Queries – Elections

MW reported that a benchmark has been carried out among other local authorities in the region to determine if specific guidance is issued on how to determine who is released for election duties. The feedback indicates that other authorities actively encourage employees to be involved in election duties, but their release from work is subject to line manager approval and meeting the needs of the business. Managers are encouraged to be flexible and agree to the release of staff as far as possible, but the needs of the service must come first, and therefore in some service areas (for example residential care), it may prove difficult to allow staff to participate. No special arrangements are put in place for staff not volunteering, as managers will not have agreed to release staff if that would place unnecessary pressure on other colleagues. The responses also show that volunteers are sought to help staff elections and this is not included as a duty within standard JDs.

On the basis of this feedback it is not proposed to issue specific guidance on the release of staff for election duties.

### 3. NHDC Update

This item was deferred to the next meeting.

### 4. Office Accommodation Update

DL advised that the Project Team were meeting with the contractors to consider the works required and timetabling of these. Further information would be made available in due course.

## **5. Employee Queries**

HBG raised an query around calls not being introduced when transferred via switchboard. DL explained that this was because customers chose to call switchboard number and requested to speak to an officer direct. If a call comes through the Customer Service Centre then calls are introduced.

EJ asked whether IT could inform staff when works to servers are undertaken so that officers are aware that there could potentially be problems with logging on.

CC asked why pieces of card were placed on desks promoting events when information can be placed on the intranet.

CC raised question around the printing of large volume print jobs on the MFD printers when it would be much more cost efficient to send these to the Document Centre for printing.

CC requested that Property Services oil the 'squeaky doors'. However, as this matter had not already been reported to Property Services CC stated that she would do so in the first instance.

Further to a discussion at JSCC, CM asked representatives to seek views from their teams whether staff would want the Council to run and 'financial well being day'. MW advised that the Council was not qualified to provide financial advice to individuals but, that the Employee Assistance Programme was a confidential free service that staff could utilise.

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

Christina Corr to chair next meeting.