

# Staff Consultation Forum Meeting

4 January 2017



## DRAFT Minutes

---

**Present:** Christina Corr (Chair), Maggie Williams, Dee Levett, Claire Morgan, Emma Jellis, Anne McDonald, Ian Davis (item 2), Holly Butrimas-Gair (notes)

**Apologies:** David Scholes, Kerry Shorrocks, Catherine Cole

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

---

### 1. Apologies

Apologies were received from David Scholes, Kerry Shorrocks and Catherine Cole

### 2. Property Services Update

CC produced a list of outstanding queries, most of which were noted in the previous minutes, to which ID responded:

- Hot water in the ladies toilets is now back on however it is far too hot to wash hands with. ID and Property Services are looking into the option of a mixer tap to be installed.
- The mounting of a coat hook to be put up in the Planning office has been requested twice. ID will look into this matter.
- Hand gel dispensers have been requested at various points in the building, including toilets, entrance doors and kitchens.
- Cleaning boxes have been distributed, however if an area feels that they don't have access to one they should contact Property Services.
- Hand wipes are included in the cleaning boxes and costs for these are being deducted from the central fund.
- All cubicles in the ladies toilets are working and there is a sufficient amount of toilet roll in each.
- Shredders are being emptied daily, however if one becomes full, it is advised that Property Services are contacted who will empty it as soon as possible.
- The cold water tap is now working upstairs and freestanding water units have been distributed. Three are left from DCO which will be going to Finance, Customer Services kitchen and the Letchworth Museum. DL noted that there is no water cooler at Unit 3 and asked if this would remain the case, to which ID replied it would, as there is not enough room for one in that facility.
- TRVs aren't working on the radiators. ID advised that this would be looked into by Jack Patel once other buildings and urgent matters have been dealt with.

C Corr thanked ID and the Property Services team for their help and hard work in the move to Town Lodge, which was echoed by the other members of SCF.

### **3. Matters Arising from Previous Minutes**

A discussion was had regarding the statutory days for next year. MW will look into this matter but it was decided that they shouldn't be much different to this year.

There being no other outstanding actions, the minutes were agreed.

### **4. NHDC Update**

This item was deferred to the next meeting of SCF in DS's absence.

### **5. Office Accommodation Update**

ID confirmed that it was the project team's aim to move back to DCO by December 2017. Regular emails are being sent by Howard Crompton which will provide staff with any important updates on the project.

### **6. Employee Queries**

EJ questioned whether staff who had been promoted to a grade 5 role would be entitled to their additional holiday entitlement from the day of promotion. MW has researched this and since confirmed that the increase in holiday entitlement is applied from the date of promotion and pro rated for the balance of the current holiday year. The full entitlement is then given from the commencement of the next holiday year. If anybody has any further queries regarding this matter, please contact HR Help.

AM asked if there is a stationery cupboard located on the 1<sup>st</sup> floor. ID confirmed that there is one in the thin corridor next to Norma Atlay's office. Some stock from DCO is currently in crates, therefore the cupboard will be updated as soon as possible. Any stationery requests (other than those that go through the document centre) are to be sent to Property Services. Facilities Assistants will also be stock taking and replenishing the cupboard on a weekly basis.

DL commented on the largely positive feedback that the Town Lodge has been receiving.

### **7. Chair for Next Meeting**

Claire Morgan to chair next meeting.