

Staff Consultation Forum Meeting

1 February 2017



DRAFT Minutes

Present: Claire Morgan (Chair), David Scholes, Maggie Williams, Dee Levett, Emma Jellis, Anne McDonald, Holly Butrimas-Gair, James Watson (Observe) Sharon Nahal (notes)

Apologies: Kerry Shorrocks, Christina Corr, Catherine Cole

Circulation: Those Present, Kerry Shorrocks, Christina Corr, Catherine Cole

1. Apologies

Apologies were received from Kerry Shorrocks, Christina Corr and Catherine Cole

2. Matters Arising from Previous Minutes

It was agreed that an agenda item on the allocation of statutory leave for 2017 would be included for the next meeting

Action: HBG

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

3. NHDC Update

DS updated SCF and advised that the year ahead looks to be one of challenges (particularly financial, with cuts to the Government's on New Homes Bonus) but also huge opportunities with projects that are underway moving towards a conclusion. In 2017 we will see:

- The new North Hertfordshire Museum fit out being completed and the Hitchin Town Hall entering its first full year of trading
- The office refurbishment programme will move into the construction phase following our successful decant to Town Lodge
- The re-letting of our Waste and Street Cleansing contract jointly with East Hertfordshire Council for implementation early in 2018
- The refurbishment and extensions to North Hertfordshire Leisure Centre in Letchworth to offer improved facilities and bring the leisure centre up to current expectations

Finally, DS advised that he would be announcing the senior management restructure as soon as possible.

4. Office Accommodation Update

DS thanked staff for their continued co-operation which resulted in a smooth decant from the DCO. The current position is that:

We have been working with Willmott Dixon to agree the final specification and to ensure that the cost is within our budget. This is very close to being completed and the final figures should be with us this week. Contracts are due to be drawn up by 7 February 2017 for our consideration and final contracts are expected to be signed on 14 February 2017.

In the meantime, although it doesn't look from the outside as though much is going on at the DCO, there is work being carried out inside on various surveys and preparatory work. Construction will start in earnest after the contracts have been signed and the asbestos removed.

5. Equality & Diversity Policy Review

MW referred to the recent circulation of the Equality & Diversity Policy. Some comments had already been received but MW advised that should SCF wish to make any further comments these should be forwarded to Gail Denhey.

6. Employee Queries

HBG raised a query on behalf of Catherine Cole who advised that the offices at the Broadway were still experiencing problems with heating and lighting. This has been reported several times to Property Services.

Action: SN to liaise with Property Services

HBG advised that Leisure & Environmental Services had requested cleaning supplies a number of times and that no response was forthcoming.

Action: SN to liaise with Property Services

CM asked a question on behalf of Christina Corr who requested clarification around DSE assessments for home workers. Does the process need amending to take in to account that some officers are home working for the majority of the time.

Action: SN to liaise with Les Davison

7. Chair for Next Meeting

Kerry Shorrocks to Chair the next meeting.