

Staff Consultation Forum Meeting

3 May 2017



- Present:** Dee Levett (Chair), David Scholes, Claire Morgan, Maggie Williams, Emma Jellis, Ian Couper, Debbie Hiscock, James Watson (notes)
- Apologies:** Rebekah Edwards, Christina Corr, Anne McDonald, Kerry Shorrocks, Holly Butrimas-Gair.
- Circulation:** Those present, Rebekah Edwards, Christina Corr, Anne McDonald, Kerry Shorrocks, Holly Butrimas-Gair.

1. Apologies

Apologies were received from Rebekah Edwards, Christina Corr, Anne McDonald, Kerry Shorrocks, and Holly Butrimas-Gair.

2. Employee queries

DL asked which way paper towels are meant to be placed in holder as it's believed they are currently being placed upside down. At present nothing has been reported to Property Services or recorded in the cleaners book.

DH to note to cleaners regarding the matter.

3. Matters arising from previous minutes

DH informed group that the heating issues at the Broadway offices had been rectified. It was noted that most of the time it's just a case of re-lighting the boiler. There is an issue with one of the radiators in the Broadway offices.

DH to speak with Peter Carey about bleeding the radiator.

4. Property Services Restructure

There is a small restructure in the Property Services team that has been through Corporate Board for approval. The restructure includes changing the Technical Administrator to a Facilities Team Leader. The Facilities Assistants, Caretakers, Apprentices and Administrators in the team will report to the Facilities Team Leader. A further review will be undertaken after the new Facilities Team Leader is in post.

5. NHDC Update

DS informed group that the local plan went to full Council in April and it was agreed to submit plan to the Secretary of State, with a time horizon of 2031. Independent examination into local plan to be done, due to commence in autumn and run through to early next year.

Waste contract out on formal procurement process. Secured jointly with East Herts District Council with an eye to bring together a joint contract management team to create substantial efficiencies. Further details due to be announced at SCF later in the year.

NHLC work progressing well. Project board received tour of the works giving positive feedback in regards to the new learner pool tank constructed, walls complete, new café area underway, changing rooms complete, and new floor & lighting in sports hall. Once new café is complete downstairs the old café will be converted into a dance studio. Pool handed over end of July with overall completion in autumn.

Elections continuing to be a focus due to a snap election in June, organising recruitment, polling booths, booking polling stations etc. DS thanks everyone who will be involved as it will require a team effort across the Council.

The pay policy statement was agreed for the year at full Council, setting on public record for the year how NHDC staff are rewarded & pay grade structures.

At full Council a review of the constitution was agreed. A review of the Council's byelaws had also been undertaken and many outdated or unenforceable byelaws or those which had been overtaken by other legislation were revoked.

DS stated he is hoping there will be an announcement regarding restructure in the next few weeks.

MW reminded the attendees that the 2017 RPR cycle was now underway.

An investors in people award email should have been sent to everyone this week with a survey as part of the new investors in people award structure.

Every 3 years under pension legislation there needs to be a review of everyone who opted out of the pension scheme and opt them back in which happened on 31st March.

Pay increase went through from 1st April with the new pay scales now up on the intranet.

New contracts negotiated for kiddivouchers, childcare scheme & wider wallet discount scheme with same providers. Requesting additional publishing materials for wider wallet scheme. Cycle to work scheme not offered this year due to decline in interest. Plan to reintroduce scheme next year with the hope of increasing awareness. Car scheme has changed from April this year from an adjustment in HMRC legislation. New scheme beneficial for ultra low emission vehicles.

6. Office Accommodation Update

Approach is working floor by floor down the building, asbestos removal first followed by demolition. Once basis work is complete concentration will be towards walling. Contractors currently on target looking at a handback date end of January 2018.

CM questioned will there be a stage when employees are able to look around the offices. DS & DH believe its likely groups will be able to have tours once the contractors get to a certain point in development.

CM asked if floors will be hired to other organisations. DS stated that there's no decision on other occupiers however talks ongoing with outside groups. There may be an aspiration if it's possible to free up space and generate an income from it.

7. Employee Queries

None

8. Chair for next meeting

Christina Corr or Claire Morgan