

Staff Consultation Forum Meeting

04 December 2019



Present: Anthony Roche (**AR**), Ian Couper (**IC**), Ben Glover (**BG**), Dee Levett (**DL**), Allison Fox (**AF**), Emma Jellis (**EJ**), Kerry Shorrocks (**KS**), Debbie Hiscock (**DH**), Christina Corr (**CC**), Lea Ellis (**LE**)
Caitlin Bruce (**CB – notes**), Antonella Di Maria (**AD**)

Circulation: Global

1. Apologies

James Watson, Toby Le Sage, Andrew Betts

2. MSU Restructure

AD explains that in the proposed restructure they plan to introduce a grade 5 post into the MSU. This is because, after some job role reviews, managers felt they needed another grade 5 post. One area that stood out was burials, where additional responsibilities have come in. The grade 5 role will be a generic job description so it can move around the MSU if it needs to. There will be no redundancies in this restructure and anyone from the MSU or council can apply as the grade 5 post will be advertised internally.

3. Matters Arising

None discussed

4. Building Services Update (**DH**)

Waste and recycling – The food bins do not need food waste bags.
Please ensure recycling is being put in the correct bins.

LE suggested that signs be made telling employees that the food waste bins do not need bags and volunteered to make one for floor 3

5. NHDC Update (**KS + AR**)

KS gave an update on the cycle to work scheme – there will no longer be a finite window in which people can participate in the scheme, employees will also be able to use a number of providers as opposed to just Halfords, although Halfords will still be participating (there is more information on this [here](#))

Employees must remember to book their stat days for the Christmas shutdown

AR Gave a small update on the peer review saying that there will be an article in insight with more information on the intranet soon. There will also be drop ins held in early

January for any questions. The purpose of the review is to gain some honest feedback and learn from it.

KS Shared that the tri-annual evaluation for pension schemes had come back, our employer contribution is 18.6%. There will be communications regarding auto-enrolment soon as in April 2020 all those who have been opted out for over 1 year will be opted back in. Everyone who is being opted back in will receive a letter informing them of this and they will then be able to opt out again.

6. Whistleblowing email

An email regarding a policy refresh on whistleblowing was sent to SCF for any comments. It was suggested that a simplified version of the policy be available for staff and that some information about the refresh be shared in staff briefing.

7. Employee Queries

DL asked about a rumour about unpaid bank holidays for part time employees being stopped

KS responded that there were no discussions around this

DL asked about customer service centre participation in dress down Fridays

AR said that there were plans to get a sign in the customer service centre for dress down Fridays to let customers know what was happening and reassure them that services would still be delivered

8. Date of next meeting

08/01/2020

9. Chair of Next Meeting

Dee Levett

Have something to say?

If you have an issue you think should be brought to the attention of the SCF, please contact any SCF representative via phone, email or in person. They will raise your issue at the next meeting. You will not be identified unless you want to be.

Issues relating to property e.g. broken lift, non-flushing toilets, etc. must always be reported to Property Services in the first instance: propertyservices@north-herts.gov.uk

Alternatively you can send any issues to the SCF inbox - SCF@north-herts.gov.uk

Representatives (and extension):

Lea Ellis #4830 - Community Engagement team based on Floor 3

Ben Glover #4248 - Planning team based on Floor 3

Emma Jellis #4312 - MSU team based on Floor 4

James Watson #4209 - Commercial team based on Floor 4

Christina Corr #4325 - Senior Technical Officer R&B team based on Floor 5

Allison Fox #4203 - Technical Support Officer based on Floor 3

Andrew Betts #4282 - Contracts Officer (Waste Management based at Buntingford)