

Staff Consultation Forum Meeting

08 January 2020



Present: James Watson (**JW**), Ben Glover (**BG**), Dee Levett (**DL**), Andrew Betts (**AB**), Emma Jellis (**EJ**), Kerry Shorrocks (**KS**), Lea Ellis (**LE**), Vic Godfrey (**VG**), Caitlin Bruce (**CB – notes**)

Circulation: Global

1. Apologies

Debbie Hiscock, Anthony Roche, Allison Fox

2. Matters Arising

None discussed

3. Building Services Update

Work on the 2nd floor has begun, this may generate some noise. There will also be some new faces coming in and out of the district council offices, please ensure you check badges of unfamiliar people entering the offices via the back door where you can.

4. NHDC Update (KS + VG)

Training on the test system for the new payroll champions will begin soon.

Rebecca Webb, who is leading the payroll project team, will be attending the next SCF meeting (05/02/2020) to discuss the payroll project and where we are with it.

A chat bot for FAQs is being added to the intranet – this will be used to help staff when the new payroll is in place hopefully answering FAQs quickly.

There will be updates on payroll in the January edition of [insight](#).

A reminder to staff to try not to leave expenses and overtime claims until the last payroll date in March.

A reminder to all staff that the Document Centre is now closed. If anyone has issues with printers please contact the IT helpdesk.

JW asked what was to happen to the equipment from the Document Centre

VG answered that equipment that is being leased would be sent back and other equipment was to be sold.

5. IT Update (VG)

The windows 10 rollout has begun – Phases 1 and 2 can be found on the Intranet.

Work will commence in the next few months on the new mobile phone contract, the tender is renewed every 2 years. IT will be talking to service managers and directors to ensure that those who do have mobile phone need them.

The annual PSN accreditation will begin shortly – this tests security against hacking. A reminder that most hacks happen internally so staff should be vigilant about opening attachments – do not open attachments that look suspicious or that you are not expecting.

The year end accounting process has begun.

A reminder that all the large meeting rooms now have conference call facilities.

Two CCTV cameras will be installed on the top of the District Council Offices (DCO) and will look out on to the top of the carpark – one fixed looking at the stairwell and the other pans the whole of the top floor.

6. Employee Queries

Is it possible that keyboard brushes are supplied?

VG to chase up.

What is the proper procedure for working the day after an evening count?

KS said that there was no formal policy in place as late night counts are rare and people volunteer to do them – arrangements of use of flexi time or working from home can be made between employees and managers to mitigate effects to service delivery.

Can there be a list of departments in the lifts?

These are already on the doors of each floor but should be raised with property services.

Will Christmas shutdown be the same this year?

That discussion has not been had yet.

Clarification on food waste liners is needed as caretaker gave some to staff member who queried coffee grounds going into food waste bins recently.

<https://www.hopinto.co.uk/> is a portal which shows apprentice vacancies in Hertfordshire, where the training providers are and current jobs of people who have that qualification.

7. Chair of next meeting

Lea Ellis

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

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

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

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