

Staff Consultation Forum Meeting

04 March 2020



Present: Ben Glover (**BG**), Dee Levett (**DL**), Andrew Betts (**AB**), Lea Ellis (**LE**), Vic Godfrey (**VG**), Christina Corr (**CC**), Ian Couper (**IC**), Allison Fox (**AF**), Deborah Hiscock (**DH**), Emma Jellis (**EJ**), Caitlin Bruce (**CB** – notes)

Circulation: Global

1. Apologies

Anthony Roche, Kerry Shorrocks, Rebecca Webb

2. Matters Arising

A question around the current status of the Legal restructure given a manager was leaving.

The response was that this restructure is currently on hold for this reason.

Door handles, banisters, toilet taps etc are all supposed to be sanitised via the cleaning contract. Desks are also cleaned with the sanitiser.

DH has asked for all cleaning procedures in writing.

3. Building services Update

Extra cleaning boxes have gone on each floor in response to the coronavirus.

There are tubs of 200 sanitising wipes as well as a roll of **disposable** cloths in each box. These cloths are **not reusable** please do not put them back in the box and please close lids on the sanitiser tubs as they will dry out.

There will be one more sanitiser dispenser per floor (like the ones in lift lobbies), these will be by the cleaning boxes. Dispensers will also be added to the council chamber, IT room and the IT training room.

New posters will be going up reminding people to wash their hands and clean their desks.

4. IT Update

The new Information at Work is now live, there are a few small issues – Northgate are looking into this. Apologies for any inconvenience but IT are working with Northgate to resolve any issues.

Windows 10: the next phase is to start working on homeworking PCs, IT will contact those who have them shortly to upgrade then following that laptops will be upgraded.

A project has started to move the parking manager and supervisor back to the office in the Lairage car park in Hitchin, this could take a few months.

IT developers are currently working on work with waste services– there will be a secondary rate for brown bins for people on benefit. There will need to be some software written to enable people to apply.

IT helpdesk is busy at the moment due to fallout from Windows 10, calls that are not tech issues could be resolved by reading guidance on the intranet or ask colleagues for help.

MFDs (printers) now come under the remit of IT – if there are any issues with them log an IT helpdesk call.

5. NHDC Update

There will be a senior leadership meeting about coronavirus and various policies – communication around this will be sent out shortly.

Consultation with those directly affected by the chief executive restructure will begin next week and the week after. Consultation is due to be concluded before the full council meeting at the beginning of April.

The extra statutory day to allow a Christmas shutdown will now be permanent.

Staff on grades 1- 4, including Apprentices, that have less than 5 years' service will from the new leave year get an increase to their annual Leave from 21 to 22 days (pro rata for part time staff).

From April carry forward annual leave can be used over whole leave year as opposed to being used by the end of May.

Holiday flex scheme - the purchase of annual leave scheme will be being launched soon, with the window for applying to be in August and staff will be able to purchase up to 5 days additional leave.

The new flexi policy proposal will be sent round today (04/03/2020) this will be open for all staff to comment on until 20th March, the policy should be put in place from the 20th April subject to feedback.

6. Employee Queries

It was asked how being made to work from home would affect those who can't work from home.

This will be discussed in the coronavirus meeting next week and any decisions will be communicated to staff.

Reminder to all staff to turn their PC monitors off at the end of the day.

A question around the staff annual pay increment was raised.

This has not been agreed yet, as and when it is finalised it will be backdated to the 1st April.

A reminder to all staff that when using communal spaces in the office such as toilets and the canteen they should be mindful of those around them and those who will want to use the space after them.

As well as the above it is asked that staff be mindful when using their mobile phones in the office – please try to keep them on silent/vibrate where you can to avoid disturbing other members of staff.

DL to ask DH about getting a new toaster for the canteen with Unison funding.

A thank you to the person or people who put out the sanitary products and honesty boxes in the ladies toilets was raised.

Chair for next meeting – Alison Fox

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)