

# Staff Consultation Forum Meeting

05 August 2020



**Present:** Kerry Shorrocks (**KS**), Dee Levett (**DL**), Lea Ellis (**LE**), Vic Godfrey (**VG**), Christina Corr (**CC**), Ian Couper (**IC**), Allison Fox (**AF**), Emma Jellis (**EJ**), Rebecca Webb (**RW**), Caitlin Bruce (**CB – notes**)

**Circulation:** Global

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## 1. Apologies

Vic Godfrey, Anthony Roche, Toby Le Sage, Ben Glover

## 2. Matters Arising

A question was raised regarding the modified staff survey – this has gone out to all employees.

Pay bargaining – the employers have offered a rise of 2.75% (the highest offer seen in a number of years), this has gone to a ballot with union members. It will take some time for this ballot to be processed. More information will follow as soon as more is known.

Sanitisers are ready for the staff entrance and main entrance.

No update on a work from home winter fuel allowance – IC will look at this again closer to winter.

Next gender pay committee meeting 19/08 – this will be publicised.

## 3. Business Services Update

There was a discussion around the booking system for the building and the hour long slots. Staff are able to book 2 one hour slots. It is up to individuals to ask if they can stay for longer.

Steve's contract has come to an end meaning there will be no caretaker in the building from Wednesday to Friday. The SCF wanted it noted how thankful they are for the hard work Steve did.

A question around bigger signs for the public about the office being closed. More information could be put on the internet about the district council offices being closed. **IC to take this to the recovery group.**

#### 4. NHDC Update

The Holiday flex scheme has now opened. This is a salary sacrifice scheme wherein employees can purchase extra holiday – more information [here](#).

Shaping our future – a project board is being set up and a member from the SCF is needed. The board will be made up from the Managing Director, a Unison representative, an SCF representative and will include gender pay gap/ equalities group and councillor input.

The project board for COVID recovery is looking at how we will move services back to business as usual and how we would cope with a second wave. A move back to the district council offices will be considered as the responses to the staff survey are looked at.

The Labour/ Liberal Democrat administration are looking at the council plan for next year, a meeting concerning this will be held in October.

A question around if provisions would be made for employees who are shielding or have family members who are shielding. The policy remains that if employees are able to work from home they can do so.

#### 5. Employee Queries

An employee had an issue and so called the IT helpdesk and left their number, they then asked a colleague to raise a ticket for them. IT said that they were unable to call the employee because there was no number left on the ticket.

AF suggested that it might be good for IT to have a list of employee personal numbers to call if they are having an issue with their IT.

#### Chair for 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](mailto:propertyservices@north-herts.gov.uk)

Alternatively you can send any issues to the SCF inbox - [SCF@north-herts.gov.uk](mailto: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

**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)