

Staff Consultation Forum Meeting

04 October 2017



Present: Dee Levett (Chair) Christina Corr, Kerry Shorrocks, Sue Collett, Emma Jellis, Anne McDonald, Debbie Hiscock, Rebekah Edwards, Claire Morgan, Maggie Williams, Ian Couper, James Watson

Apologies: David Scholes, Ian Couper

Circulation: Those present, David Scholes, Ian Couper, Vic Godfrey

1. Apologies

Apologies were received from David Scholes, Ian Couper, Vic Godfrey

2. Workshop

Many thanks to Helen Bylett who led a workshop on what makes a good SCF rep, covering how to report back, raise issues, ask questions, and how you should approach the staff you represent.

The group questioned if there was a number/limit of people that can be represented per rep in which it was believed to be around 50 people. It was discussed that induction should potentially cover the purpose of SCF and who the SCF rep.

Clare Morgan had previously created a document covering SCF which would be useful for starters as well as current staff.

JW to circulate SCF document

It was agreed it would be useful to learn how many people have accessed the SCF site

KS to ask SK to look at how many people have gone on the Staff Consultation Forum Page.

Update- stats for the SCF page: for 1 April to 30 September 2017, there were 1,198 page views. It was the 10th most popular page for the period.

3. Matters Arising from Previous Minutes

All matters arising from the previous minutes were agreed.

4. NHDC Update

An assessment day for the Deputy Chief Executive role is due to take place on Friday 6th October. 5 candidates are being assessed by David Scholes, Kerry Shorrocks & a member of the East of England Local Government Association HR team. (Appointment has since been confirmed as Anthony Roche)

Flu vaccinations are currently being given to staff who have booked appointments. People who can't make the vaccinations can contact HR help to receive a voucher which can be used at a Superdrug to have the jab.

Corporate business planning is currently in a busy phase due to waiting for the autumn budget. Every year work has to be done to balance the budget for the year ahead so each service is asked to look into ideas at making savings or generating income. Nothing more has yet been heard regarding pay. As a result the review of the national pay scale isn't going to be completed within the original timescale. KS will keep staff updated regarding pay in the future.

5. Office Accommodation Update

Debbie Hiscock is communicating with the heads of services to work on how many desks, chairs, office equipment they will require when moving back into the DCO. DH told the group currently there will be 35 desks per floor with 30 desks on the first floor and 2 touchdown offices per floor.

Plans are currently being worked on for the touchdown areas as well as the canteen area which will have plug sockets for people to work.

Planning currently have difficulties regarding desk space in town lodge with the department often split between rooms while also having a router for the desks they have been allocated. It was agreed that property services and planning will have further discussions to ensure planning has suitable desk space in the DCO.

As Careline will be moving into the DCO there were concerns where staff who work early morning/night shifts will park as the multi story will close and employees don't want to be walking far. DH agreed to look into the matter closer to moving back into DCO.

It was still hoped that a floor in the DCO will be available to let out and generate income.

6. I.T. Projects Update

Item not discussed in this meeting.

7. Employee enquires

EJ queried will room bookings from January 2018 be available at the DCO and if yes will those bookings still need to be made at town lodge.

DH stated that by 30th January a provisional plan will be put forward to move people back in the DCO during February till around the end of March with moved back by 1st April. However this isn't to say that some of the meeting rooms won't be available for use once work has been done to determine what chairs/tables etc can be moved from the town lodge into the DCO. From 31st January 2018 as rooms become available they will appear on the intranet for people to book.

The plan is there will be a 10-12 person meeting room and a 6 person meeting room on each floor. What was committee room 2 will remain as a 12 person and what was committee room 1 will also be a 12 person room. These are the two meeting rooms intended to be up and running first. There will also be new furniture in the council chamber.

EJ asked a question regarding Serco and whether people can book next years holiday.

MW stated that people won't be able to book until the end of the year.

KS added the automatic carry over of 5 days will again apply.

The posters in the toilets that advertised Careline and domestic abuse were discussed.

KS said she had taken the opinion of several other departments on the use of the toilets and the content of the messages and overall the agreement was that the posters are a useful material to get messages to staff and also weren't considered offensive. However what was an issue is the management and ownership of the posters. The same posters have been up for the time we have been in Town Lodge. Sarah Kingsley has agreed to be the person to contact regarding advertising and information posters. If an individual or department wishes to put up a poster then communications will first determine if it's appropriate as well as the most effective way to communicate it.

MW asked whether the notice boards were also covered by communications as they often contain the same posters.

It was stated that nothing is to be blu-tacked/pinned to walls/doors/kitchen cupboards etc and when moved back into the DCO poster/leaflets will only be allowed in the clip frames provided in the cubicles and on designated noticeboards.

Update - Sarah Kingsley has agreed Communications will also manage the content of Notice Boards.

8. A.O.B

None

9. Chair for Next Meeting

Cristina Corr.