

Staff Consultation Forum Meeting

01 November 2017



- Present:** James Watson (Chair, Minutes) David Scholes, Claire Morgan, Maggie Williams, Emma Jellis, Sue Collett, Andy Godman, Steve Crowley, Keith Fitzpatrick-Matthews, Toby Le Sage, Rebecca Webb, Dee Levett
- Apologies:** Kerry Shorrocks, Ian Couper, Vic Godfrey, Debbie Hiscock, Rebekah Edwards, Anne McDonald,
- Circulation:** Those present, Kerry Shorrocks, Ian Couper, Vic Godfrey, Debbie Hiscock, Rebekah Edwards, Anne McDonald
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1. Apologies

Apologies were received from Kerry Shorrocks, Ian Couper, Vic Godfrey, Debbie Hiscock, Rebekah Edwards, Anne McDonald.

2. Matters Arising from Previous Minutes

Previous Minutes were agreed.

It was agreed that the SCF document prepared by CM should be added to the SCF page of the intranet by JW.

3. NHDC Update

In terms of corporate business planning phase of the year, efficiency and growth proposals for the next 1-2 years are currently being discussed through informal workshops during week ending Friday 3rd November and week after.

The draft budget is being presented to cabinet in December with no substantial announcements from the government expected in terms of funding and budget however there is still the need to reflect on anything which has an impact on local government.

In relation to projects, North Herts leisure centre works are complete with the official re-opening having taken place on 7th October which was a success.

Cabinet had meeting simultaneously with East Herts cabinet 2 weeks ago to discuss the new waste contract bids. It is currently in the standstill period with an announcement of the successful bidders in around 10 day's time.

4. Office Accommodation Update

Due to Howard Crompton recently being on leave Ian Fullstone has been overseeing the DCO project in his absence. Works are ongoing with the contract period set to finish end

of January at which time the building will be handed back. There is nothing to suggest this date won't be achieved.

5. I.T. Projects Update

At the time of SCF Vic Godfrey was at Buntingford depot looking into data links, broadband and mobile technology for the new waste contract.

The uniform project is progressing well. The project is moving from a company called Idox, moving the planning system, building control system, land charges, and GIS. The plan for this data to go live is the end of November.

250 dual arms have been delivered which will be fitted into the DCO. These are two arms at desks that move around for monitors to sit on. AV equipment for the DCO chambers will begin once moved back.

Mobile pass, a phone app which can be used instead of a token, is available for staff to download onto their smart phones. Further information will be sent out and it was mentioned that the pass isn't mandatory and staff should contact IT if they wish to install it.

General data protection regulation project is beginning because of changes in the data Protection Act due to it being reviewed for the first time in 20 years. IT is currently compiling a spreadsheet containing the NHDC data that is held by all Council departments at present. That data will be transferred into a gap analysis spreadsheet which will identify the areas that need to be strengthened. The main area identified so far is the difficulty in getting the software companies to adapt their product in terms of redaction and deletion to enable NHDC to be compliant.

There will be a presentation by Howard Crompton at the next SMG to provide an update on GDPR.

There has recently been a penetration system test which provided a good result however there is some work that needs to be done to strengthen firewalls.

An email recently went out regarding passwords. Staff need to ensure they make their password stronger. It was suggested that IT look into setting up in the system that only passwords which contain the correct requirements, such as special characters, will be accepted. With reference to a query raised at SCF on 6th September, it was confirmed that passwords do need to be changed regularly.

6. Proposed restructure for Museum and Hitchin Town Hall

The main reason behind the restructure was to have the town hall and museum under the same facility to ensure there is a structure in place to move forward. This includes having an operations and facilities manager to oversee both areas.

A proposed restructure was presented to the group for the Town Hall & Museum. In the new structure Cultural services will not include an Archaeology officer and Learning officer.

The current museum support officers will become support officers for the whole facility increasing by 15 hours from 40 to 55.

Due to town hall events being successful a pool of duty managers have been included in the proposed structure to assist with large scale events.

Consultation started on 3rd October with a closing date 9th November. SC has had 1-1s with staff who would be directly affected. The first set of questions have been responded to with SC to answer additional questions the week ending Friday 10th. In regards to the time period during the structure report going to corporate board and the beginning of the consultation period it was unfortunate that it took longer than expected for a decision to be made due to unforeseen circumstances such as it being the holiday season with staff being on leave.

(Please find attached the current & proposed structure charts at the end of the minutes)

7. Staff concerns on proposed reorganisation of the museum and Hitchin Town Hall

The concerns raised in the museum service were that there is a drastic cut of specialist expertise. 74 hours, 2 staff out of 5, a 40% cut of curatorial staff leaving the museum with no resilience.

Regarding the building as a single facility it will be difficult to function efficiently as the town hall and museum operate differently.

For some exhibitions there is a requirement to have a museum/curatorial professional on site while it's open. That means the cultural service manager, education officer, and heritage access officer will each be working 1 weekend in 3. Due to working weekends they won't be there during the week which reduces the number of staff especially when someone may be off sick or on leave. This lack of professional staff could have an impact on current Lottery Funding and grants already received and for those in the future.

The proposal went to corporate board 1st August and the first the staff heard of it was 1st September which seems like a long delay to consult staff affected by it. The museum are losing posts to provide a grade 11 operations and facilities manager who won't be able to give the professional expertise the museum requires.

8. Possible Relocation of Careline

Although the relocation of careline isn't a restructure the reorganisation policy equally applies. The report went to corporate board which was agreed in principle subject to the outcome of staff consultation, with plans for the careline centre being moved into the DCO around April/May next year.

No jobs are at risk and there will be no changes to the structure or working arrangements.

A group meeting took place Monday 30th October to discuss any staff queries with 1-1s starting shortly after however due to the shifting patterns this isn't planned to finish until the end of this week. Key concerns that were raised included parking particularly nightshift parking for female staff and where tea/coffee making facilities within the centre would be based due to staff continuously needing to see their computer monitors. Also what were the smoking arrangements when moved back into the DCO. It was suggested that when taking smoking breaks at night Careline staff should stay in line of sight of the building. This had been the practice previously followed by DCO staff.

9. SCF email address

MW has been unable to find an address for SCF so queried whether it would be useful to have one up and running.

An issue raised was if having an email would take away certain responsibilities of an SCF rep in regards to bringing staff queries to meetings. Also people who raise queries through the email won't be anonymous depending on who has access.

The question of who would manage the email was also discussed which was to be decided in a future meeting once/if the email becomes operational.

It was agreed that the SCF email would be useful and would be looked into further.

MW to discuss with KS the next step to have an SCF email

10. Employee Queries

JW raised a query on behalf of the waste team regarding the restructure and job interviews. The waste management team were not given the new staff structure on Monday 30th October as per the original timetable. They have not received any information regarding when the new structure will be provided or any changes to the timetable. This makes it difficult for the waste team to make choices regarding applying for other jobs. At the time of SCF it was stated that Vaughan Watson would be contacting the team in the next few days to discuss the restructure.

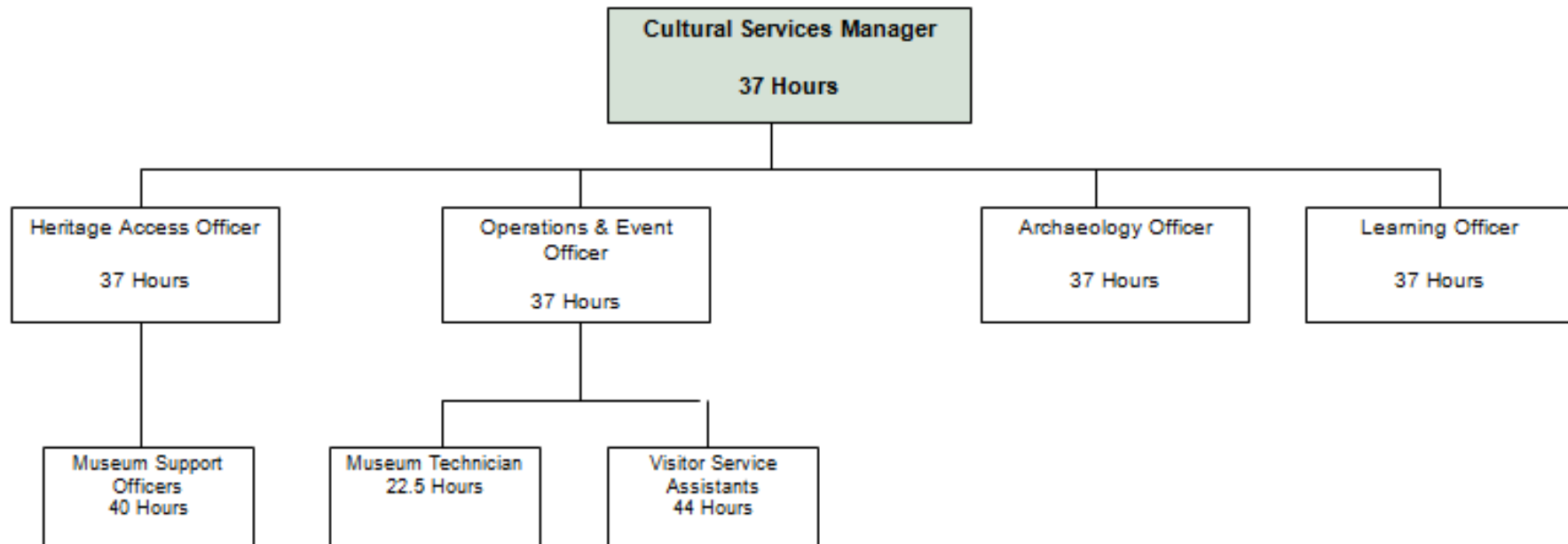
CM asked what were the results of the IIP survey.

MW stated that she would contact Keith to find out the results as there were minor issues with the report that had to be rectified.

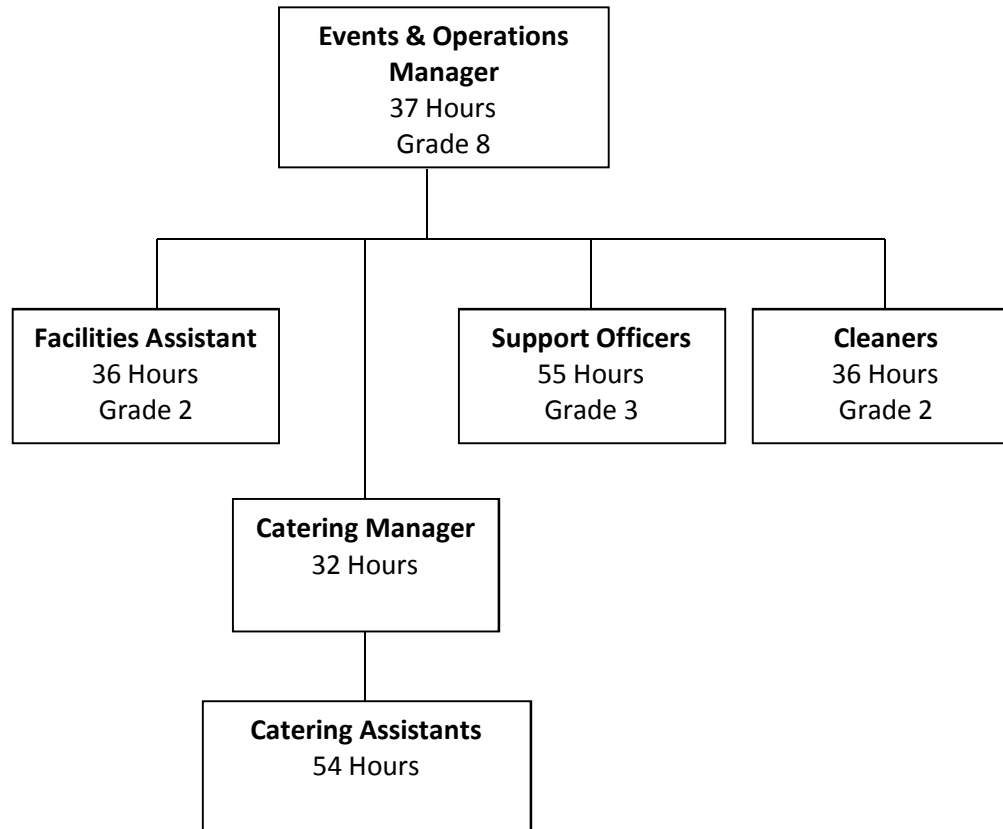
11. Chair for Next Meeting

CC/AM

North Hertfordshire District Council Cultural Services Structure



Structure Chart for Hitchin Town Hall



Proposed Structure Chart 2017



Operations & Facilities Manager
37 Hours
Grade 11

Cultural Services Manager
37 Hours
Grade 10

Events & Operations Manager
37 Hours
Grade 8

Museums Curator & Education Officer
37 Hours
Grade 9

Museums Curator & Heritage Access Officer
37 Hours
Grade 9

Pool of Duty Managers
Grade 5

Catering Manager
32 Hours
Grade 5

Facilities Assistant
36 Hours
Grade 2

Support Officers
55 Hours
Grade 3

Cleaners
36 Hours
Grade 1

Pool of Bar Staff
Grade 1

Catering Assistants
54 Hours
Grade 2

Visitor Service Assistants
44 Hours
Grade 2

Museum Technician
22.5 Hours
Grade 3

