

Staff Consultation Forum Meeting

6 December 2017



- Present:** Christina Corr (Chair) Kerry Shorrocks, Maggie Williams, Dee Levett, India Blows, James Watson (Notes)
- Apologies:** David Scholes, Anthony Roche, Vic Godfrey, Emma Jellis, Debbie Hiscock, Anne McDonald, Claire Morgan, Rebekah Edwards, Rebecca Webb, Ian Couper, Keith Crampton, Sue Collett
- Circulation:** Those present, David Scholes, Anthony Roche, Vic Godfrey, Emma Jellis, Debbie Hiscock, Anne McDonald, Claire Morgan, Rebekah Edwards, Rebecca Webb, Ian Couper, Keith Crampton, Sue Collett,
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1. Apologies

Apologies were received from David Scholes, Anthony Roche, Vic Godfrey, Emma Jellis, Debbie Hiscock, Anne McDonald, Claire Morgan, Rebekah Edwards, Rebecca Webb, Ian Couper, Keith Crampton, Sue Collett.

A number of apologies were not received so it was agreed to add to the notes a reminder for those who are unable to attend SCF to send their apologies prior to the meeting.

2. Matters Arising from Previous Minutes

It was suggested that a rota be created among SCF reps to monitor the SCF email. This will be further discussed at next months meeting.

3. NHDC Update

The Local Government Employers have made a pay offer of 2% for 18/19 and a further 2% for 19/20. There will be bigger increases for lower grades to take into account the rising rate of the national minimum wage. This offer is tied in to the review of the national pay scales that will be changed in 2019. There will be further information if and when the pay offer is agreed with the Trade Unions.

4. Office Accommodation Update

Howard Crompton recently distributed a spreadsheet indicating where departments are likely to be based in the DCO and sent a detailed Office

Accommodation update to all staff on 2 December 2017. Discussions are currently underway about the working protocols such as hot desk arrangements and food at desks.

Drop in sessions with Kerry Shorrocks, Howard Crompton & Vic Godfrey and Debbie Hiscock available to answer any office accommodation queries will be held on 15 December 2017 10am-12noon & 19 December 2017 2pm-4pm, both in room town lodge room2.

5. IT Projects Update

This item wasn't discussed with no significant updates to report.

6. Smoking and the Workplace

A review of the smoking and the workplace policy has been carried out. It was asked whether the report covered Careline and where they could smoke at night. It was agreed that they should remain in line of sight of the building due to there being no specific designated smoking area. Any final comments on the policy review should be sent to India Blows in HR by Friday 15th December.

7. Final liP report

The report publication has been delayed due to concerns about the quality of the report provided. liP have agreed to prepare a more detailed report at no extra cost. Another assessor is due to meet Kerry Shorrocks and Keith Crampton next week to discuss further.

8. Employee enquires

It was asked how managers can monitor their team's annual leave balance on SAP. It can be seen when a leave request is authorised by a manager. HR can provide a report from SAP on request by emailing Hrhelp.

The MSS Quick Guides were useful in giving managers guidance on how they can use the Manager's access to SAP.

Officers can submit a claim for 1 year broadband but it was asked how managers are able to find out when the employee last claimed. Managers should check the last time they authorised a claim by viewing all completed tasks in Manager Self Service (MSS).

9. Chair for Next Meeting

Dee Levett