

Staff Consultation Forum Meeting

05/05/2021



Present: Anthony Roche (**AR**), Ian Couper (**IC**), Nicola Viinikka (**NV**), Andrew Betts (**AB**) Dee Levett (**DL**), Emma Jellis (**EJ**), Jo Keshishian (**JK**), Alison Fox (**AF**), Christina Corr (**CC**) Caitlin Bruce (**CB – notes**) Fallon Rumball–Nunan (**FRN – notes**)

Circulation: Global

1. Apologies

Vic Godfrey, Allison Fox, Matthew Hepburn

2. Matters Arising

Question: Any update on the set up of the automated response for the SCF inbox?

Answer: CC to action

Question: Any update on the Staff Survey for return to office?

Answer: To be sent out to all staff for completion on Wednesday 5th May 2021.

3. NHDC update

The council is now fully staffed for the Elections and thank you to those who will be assisting with this.

The Personal Development half day is on Friday 12th May - the theme for this month is Commercial - and there will be some resources provided by the Commercial team to help develop our commercial skills.

The Employee Handbook has been updated and will be published in the next week. We have taken the opportunity to incorporate several minor policies into the handbook and have removed them from the list of separate policies, such as Holiday entitlement, rates of pay, and long service awards. The intranet will be updated to redirect staff to the handbook for those specific policies.

Question: What if staff are searching the intranet for an old policy, will they know it has been moved to the Employee Handbook?

Answer: Yes, we will update the old policy pages so that it will direct you instead to the Employee handbook.

Pay negotiations are ongoing - no further update expected until mid-May at the earliest

4. Employee Queries

No Queries

5. IT Update

No Update

6. Building Services Update

Deliveries

These should be organised when a member of the 'ordering' team is onsite to take delivery, or they have arranged with someone on site to accept/check delivery for them.

Anyone witnessing antisocial behaviour should call 101 to report it and receive a crime number.

If there is damage or unsafe structures report to property services or call 4427 for immediate response.

Please report any issues occurring within the building. We would rather be informed many times than not at all.

Council Chamber

Reconfiguration of the council chamber. New wiring and floor boxes have been installed to accommodate the new layout and the wiring upgraded to serve sockets in all tables, which will allow for charging laptops and other devices.

Carbon report

Following a report commissioned by Policy and Community Engagement on our carbon footprint, we found many of the recommendations we already had in progress but produced an action plan and met with the consultant to run through the report.

Solar PV

We are pursuing the installation of solar PV at the DCO.

DSE Assessments

Reviewed DSE assessments and assisting staff with their new working environments

Additional works during COVID –

Property Services (PS) has been involved in a variety of additional work as a result of COVID. Some examples include:

- Ensuring buildings still have water flushing regimes, we have arranged legionella testing or chlorination of water systems.

- Setting up of air conditioning systems and made alterations.
- Drafting and advising on risk assessments
- Purchasing PPE, sanitiser and other COVID protection items.
- Assisting other teams with COVID measures, such as queue control
- Attended to requests for lighting buildings and changing the Letchworth fountain colour for showing support of the NHS.
- Implemented new i-Auditor mobile system for Museum staff to carry out weekly checks of their building.
- Keeping track on DCO occupancy and providing information to Directors and recovery group.

Electrical remedial works

Identified and arranged a variety of electrical remedial works, including a major upgrade of the distribution boards at Jackman's Community Centre.

Hitchin Multi Storey Car Park lift replacement

have tendered for the replacement of four lifts and HMSCP. Due to budget constraints the four lifts will be replaced with three lifts and works will commence in the summer.

Harkness Court

have been involved in the design, tender and project management of the construction works.

LED lighting upgrade

Upgraded lighting to LED at Howard Gardens and the top decks of both multi storey car parks.

North Herts Museum -

Repairs to the lifts, followed by removal from an existing maintenance contract and placing them with the original installer on a comprehensive maintenance contract.

Several new step overs and safety handrails have been installed on the roof of North Herts Museum to improve safety for staff and contractors working on the roof top plant.

Car Park Security Tender

have written a specification and tendered a contract for car park security.

Road resurfacing

project managed the resurface of a private road at Burymead Road, Hitchin

DCO diesel generator

Extending the enclosure to accommodate fuel storage.

Letchworth MSCP

Tendered concrete repair works, which will start later this year.

7. AOB

No update

Chair for next meeting – Christina Corr

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):

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

Nicola Viinikka Visitor Services Assistant based at Hitchin Town Hall and Museum

Matthew Hepburn #4311 - Member, Committee & Scrutiny Officer

Andrew Betts #4282 - Contracts Officer Waste Management based at Buntingford