

# Staff Consultation Forum Meeting

01/09/2021



**Present:** Ian Fullstone (IF) Dee Levett (DL), Emma Jellis (EJ), Jo Keshishian (JK), Christina Corr (CC), Fallon Rumball–Nunan (FRN – notes)

**Circulation:** Global

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## 1. Apologies

Debbie Hiscock, Nicola Viinikka, Vic Godfrey, Anthony Roche, Ian Couper, Andrew Betts

## 2. Matters Arising

IC has organised for a PPE recycling box in the canteen area of the DCO.

Accepted items include:

- Lateral flow tests (place in the plastic bag it comes in)
- Disposable face masks
- Plastic gloves
- Visors and face screens
- Safety gear (helmets and bump caps)
- Safety goggles
- Earplugs
- Plastic overalls and clothing covers

## 3. NHDC update

Pay Award update: Union have rejected the offer of 1.75% increase (for most grades) and union members will be invited to vote on whether to accept the offer later this month. Update to follow dependant on when outcome is announced.

Half Day Development is Friday 3<sup>rd</sup> September: team or individual development on Wellbeing. Managers have been sent team activity suggestions and individuals can find resources available on Covid intranet pages or a dedicated module on GrowZone.

Inclusion Group Meeting will focus on Ethnicity and will take place on Monday 20 September 2021, 10am - 12pm. The agenda for this meeting will be posted closer to the time on intranet page and message board.

Three new apprentices have been appointed:

- Democratic Services

- Community Engagement
- Procurement (Legal Team)

Currently advertising for apprentices in:

- Hitchin Town Hall (Digital Marketing)
- Customer Service.

Also, we have appointed our first Kickstart trainee, as part of the government scheme supporting those aged 16-24 who are unemployed, this role will be assisting IT with laptop roll out.

Covid cases across Hertfordshire are currently rising. The return of schools will likely also affect these numbers. This will be monitored along with staff survey responses to formulate a potential return to office date.

Government have chosen not to continue with virtual Council meetings so meetings within the Council Chamber and full Council meeting at Hitchin Town Hall have taken place. Meetings will have key officers attending in person and others dialling in remotely. Hybrid meetings have been working really well.

#### **4. Employee Queries**

**Question:** Pre Covid, those retiring would have the opportunity to have a recognition buffet within the Council building. Due to the Council Offices being closed, and staff working from home this has ceased however now restrictions have been lifted, can this happen in a local park or restaurant instead and a receipt be given?

**Answer:** This has been raised in HR Help previously and was discussed with IC. Unfortunately, it has been decided we must continue to be consistent with the Employee Handbook which states that buffets must take place in a council meeting room, and it is imperative that the buffet allowance is not used towards alcohol. Due to Covid we have had to put a hold on all retirement buffets, and we are hopeful that people who have missed out can return to do these at a later date.

#### **5. IT Update**

Weekly updates for the laptop roll out project can be found on the intranet.

IT continuing to deliver laptops and working on each floor putting docking stations in. Booking system is also still in production.

#### **6. Building Services Update**

None

#### **7. AOB**

None

**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](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):**

**Emma Jellis** #4312 - MSU team based on Floor 4

**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

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