

Staff Consultation Forum Meeting

03/11/2021

Present: Anthony Roche (**AR**), Ian Couper (**IC**) Dee Levett (**DL**), Emma Jellis (**EJ**), Maggie Williams (**MW**) Christina Corr (**CC**), Vic Godfrey (**VG**) Nicola Viinikka (**NV**), Andrew Betts (**AB**) Rebecca Webb (**RW**) (Fallon Rumball–Nunan (**FRN** – **notes**))

Circulation: Global

1. Apologies

Debbie Hiscock

2. Matters Arising

None

3. NHDC update

IC invited feedback regarding the current DCO Covid guidelines, and whether they were still appropriate or whether we should consider relaxing them. Members discussed various topics surrounding this including those with underlying health issues that may not be apparent and younger staff members with no immunity. Members collectively agreed to continue with current guidelines and a reminder to go out to colleagues recapping these to everyone:

- Wear face coverings (unless exempt) when moving around the building (including coming in to and leaving the building)
- Book a desk before using it and definitely only sit at the bookable desks.
- Continue to socially distance when using meeting rooms and therefore use a meeting room that has plenty of space
- Clean your desk before and after use
- Regular (twice weekly) lateral flow testing.

IC to action.

4. SCF - Terms of Reference

Draft survey questions circulated prior to meeting. MW welcomed comments on these.

Discussion on attendees, format, timing, and responses to data collected followed.

Members agreed with the questions. MW to liaise with communications team regarding circulation.



Anonymous results to be discussed in January SCF meeting. (To be held at a later date of 12.01.2022)

5. Employee Queries

Question: Why was the decision taken to let floor 3?

Answer: If the decision is made to let this alongside floor 2 it makes more sense for them to be close together.

6. IT Update

Laptop project: 259 have been rolled out.

Currently working on Careline and Communication's team.

Hitchin town hall, car parks and contact centre to follow.

75 docking stations still to be placed on floors 1,4 and 5.

Buntingford has 5 docking stations, more to be added.

Cark parks have 2 docking stations.

12 to be installed in Hitchin Town Hall. Hitchin Town Hall will receive a survey of equipment they require for homeworking.

Once all V2 (Version 2) laptops are rolled out, they'll be upgraded to V3 (Version 3) moving away from Citrix.

Audio visual equipment has been installed on floor 5, meeting room 4. Meeting room 3 to follow.

Booking System: Please make sure you are using it. It is important to book in to allow for responses to any positive covid tests and to follow social distancing guidelines.

Remember to check in/out, if you do not check in after an hour your booking will be void and desk will be available to book.

Question: Will guidance be available on usage?

Answer: This can be found on the intranet pages. [Desk Booking System | Intranet \(north-herts.gov.uk\)](https://www.north-herts.gov.uk)

7. Building Services Update

IC welcomed questions.

Positive feedback with regards to seating charts and desk numbers actioned from previous meeting.

8. AOB

VG raised low staffing in IT and its impact on IT help desk. VG asked for employees to be patient as response times have been affected as a result.

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

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