

## Staff Consultation Forum Meeting

03/05/2023

**Present:** Anthony Roche (**AR**), Ian Couper (**IC**), Jo Keshishian (**JK**), Claire Bernard (**CB**), Louis Franklin (**LF**), Vicky Kent (**VK**), Christina Corr (**CC**), Andrew Betts (**AB**), Dee Levett (**DL**), Mark Robinson (**MR**), Caelan Ballard – notes (**CB**)

**Circulation:** Global

**Chair for Meeting:** Christina Corr (**CC**)

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### 1. Apologies

Apologies were received from Rebecca Webb, who was substituted by Jo Keshishian.

### 2. Matters Arising from Previous Meeting

None

### 3. NHC Update

- The next local elections will be taking place on Thursday 4<sup>th</sup> May 2023. The list of candidates is available on the modern.gov website.
- The new Leisure and Waste procurements are now out.
- As part of the new Leisure contract, it is proposed that staff discounts for NHC Leisure Centre facilities will be continued at 50% off. However, the discounts will no longer apply to partners of staff.

### HR and Employee Wellbeing Update

- A message recently went out to staff confirming that the issues with Annual Leave on iTrent have now been resolved. All carry over leave is now showing on balances and the December statutory days have now been added. Any further problems with iTrent or leave balances should be directed to the [Hrhelp inbox](#).
- The next New Starter get-together will be held on Tuesday the 6<sup>th</sup> of June and may be beneficial for new members of staff.
- Staff are reminded about the new EAP platform, [North Herts Be Well](#). An article has been published in Insight which highlights features and new benefits of the platform.
- A user guide on the North Herts Be Well app, Spectrum.Life, will also soon be available on the intranet. The Spectrum.Life app includes many different features, from virtual workout classes, and exclusive staff discounts to self-guided meditation resources.



#### 4. Employee Queries

**Q:** Currently, staff are supplying their own milk for the fridges in the DCO, however, this has caused an excess of milk bottles being stored in the fridges and monitoring the expiry dates has become difficult. This has caused a lot of waste but could potentially also cause a health and safety issue. Is there provision for milk to be supplied and monitored by NHC?

**A:** This can be considered, but the logistics of how milk will be supplied fairly and monitored will need to be suggested by staff before this can be agreed upon.

#### 5. IT Update and Queries

- The IT training room has now been closed and the room can no longer be booked on the system. However, the rollout of V3 laptops should enable staff to engage in training from any meeting room. The room is now being refitted and being used by Careline.
- The IT team are in the process of converting the workstations to laptop docking stations on the first floor. The first bank of desks are expected to be converted by the 19<sup>th</sup> of May.
- Staffing levels for the IT Help Desk are lower than normal due to vacancies within the team, which may affect service speed. IT are currently recruiting for several roles.
- Staff are reminded to log any pre-business case or new program as a pre-business case, so that the IT department can advise or investigate accordingly.
- The new starter form is under development and is expected to be finished by the 12<sup>th</sup> of May.

**Q:** The upcoming Bank Holidays are not displayed on staff Timesheets, which is affecting flexi-leave balances. Is this there a reason for this, and can it be amended?

**A:** Bank Holidays will not be displayed automatically on the Flexi-Timesheets and will need to be added manually. This can be done by clicking the grey box above the weekday where a Bank Holiday occurred, and then selecting 'Bank Holiday' as the type of leave and 'Full Day' as the duration. Ensure the changes have been saved for the flexi-leave to be adjusted correctly. Any ongoing problems with the timesheets should be reported to [msu.support@north-herts.gov.uk](mailto:msu.support@north-herts.gov.uk).

**Q:** Do staff working from home need to use a docking station?

**A:** It is not necessary to use a docking station while working from home and is down to the preference of staff. However, a docking station means there are fewer cables to plug when switching between working at home and the office. A docking station will be needed if connecting to more than one monitor or a monitor that does not connect that via HDMI.

#### 6. Green Update

No Green Update for this SCF.

#### 7. Building Services Update

**Q:** The vending machines in the DCO only accept coin payments currently, and most members of staff do not have coins with them at work. Could the accepted payment methods be expanded to card or contactless payments too?



**A:** This is feasible and can be considered once the current vending machine contracts have finished.

If anyone has any issues, please email these to [propertyservices@north-herts.gov.uk](mailto:propertyservices@north-herts.gov.uk)

**8. Ideas/Suggestions**

None

**9. AOB**

None

**Chair for next meeting – Louis Franklin**

**Have something to say?**

If you have an issue that 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 phone extension):**

**Christina Corr** #4325 - Senior Technical Officer Revenues and Benefits

**Claire Bernard** #4323 - MSU Admin Support Officer

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

**Louis Franklin**#4262 – Admin Support Officer

**Vicky Kent** #4396 – Community Protection Apprentice