

Staff Consultation Forum Meeting

07/08/2024

Present: Anthony Roche (**AR**), Ian Couper (**IC**), Louis Franklin (**LF**), Dee Levett (**DL**), Mark Robinson (**MR**), Jo Keshishian (**JK**) Harrison Mcleod (HM) notes

Circulation: Global

Chair for Meeting: Louis Franklin (**LF**)

1. Apologies

Rebecca Webb, Christina Coor and Tiranan Straughan, Andrew Mills

2. Restructure Notices

IC – New structure for HR. We are going to use the money from two vacant posts to adjust the structure. This includes amending the Learning and Employee Engagement Business Partner post to a Learning & Development manager and creating an Assistant Learning and Development business partner. Job evaluation will determine their grades, there are no redundancies, and the proposal is cost neutral, Consultation has started and will close on 4th of September. No one wanted to attend SCF.

No questions from the group.

3. Matters Arising from Previous Meeting

No Matters arising from previous notes.

4. NHC Update

HR and Employee Wellbeing Update (JK)

There is no further update on the pay award this month.

We are accepting Holiday Flex applications this month from anyone who hasn't already made an application for this holiday year. Staff can opt to buy up to 1 week's extra annual leave and the cost of this will be spread across 6 months (October-March). The scheme is proving to be very popular with over 40 applications made at the start of the holiday year.



The next Personal Development morning is on Friday 6th September and more information will be sent out to managers closer to the time. For those of you who haven't seen Insight yet this month, in Anthony's update he has described how he uses his Personal Development time to catch-up on some work-related podcasts whilst walking in the countryside.

Corporate Update (IC)

We are aware of the unrest around the country and will make sure staff are safe and comfortable there is not much else to highlight.

LF – would it be worth to send an email around about how to stay safe and make them aware of dangers.

IC- Yes of course, we have something we will send around.

DL- What about front of house staff?

LF- We are looking at remote control doors for front of house.

AR- I am aware that Herts county council have drafted a response that has been shared with HR and I know that other chief executives are doing internal messaging. We want staff to feel safe and we will let them know what we are doing to support vulnerable community groups to make sure they are safe

LF – The new grow zone is it meant to make us do the E-learning again? I had a reminder to complete some training that I did at the beginning of the year.

JK – Yes, the topics will be similar, but the content might be different so its important to complete them.

5. Employee Queries

No Employee quires

6. IT Update and Queries

MR - New helpdesk has gone out and no massive complaints, so it seems like it's working. There is some money for screens in Buntingford now, so we are getting those installed. 270 devices have converted onto the new windows 11 rollout. However, a lot of staff aren't coming back to us when they are contacted about the rollout and so we are having to do a lot of chasing.

IC- We are taking down integra and finalising the move to the new finance system. The final transition will take about a week.

7. Building Services & Facilities Update

IC- A message has been sent out reminding people to not allow people to tailgate in via the staff entrance / exit, as we have had an incident with a member of public wandering in the building, trying to find Customer Services.

LF – Do we have a sign on the back door pointing people to the front (reception entrance)?

IC – I will look into this.

8. Green Update

LF – there is a lot in the update this month, including with the solar scheme for business which is great. How wide are we publicising this?

AR – I am aware that we did publicise it, but there were certain criteria (eg size of roof, ownership of the building) and it's a trial, so it wasn't open to everyone. What I'm not aware of is the level of interest, but this will make us money and contribute towards our net zero policy.

LF – There is also some details about on our home solar panel scheme. See [link](#).

9. Ideas/Suggestions

No Ideas or suggestions

10. AOB

Agreed that due to low attendance the HR restructure information would be circulated by e-mail.

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

Alternatively, you can send any issues to the SCF inbox - SCF@north-herts.gov.uk

Representatives (and phone extension):

Christina Corr #4325 - Senior Technical Officer Revenues and Benefits



**North
Herts**

Council

Claire Bernard #4323 - MSU Admin Support Officer

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

Louis Franklin #4262 – Admin Support Officer

Tiranan Straughan #4842 – Housing Policy Officer