

Staff Consultation Forum Meeting

04 April 2018



Present: Claire Morgan(Chair), Anthony Roche, Kerry Shorrocks, Dee Levett, Emma Jellis, Ian Couper, James Watson (notes)

Apologies: David Scholes, Preeti Binning, Ben Glover, Rebecca Webb, Maggie Williams, Christina Corr, Sue Collett, Vic Godfrey, Debbie Hiscock.

Circulation: Global

1. Apologies

Apologies were received from David Scholes, Preeti Binning, Ben Glover, Rebecca Webb, Maggie Williams, Christina Corr, Sue Collett, Vic Godfrey, and Debbie Hiscock.

2. Matters Arising from Previous Minutes

Previous Minutes were agreed.

- The bike racks have been installed in the DCO car park.
- The housing company discussions at the shareholder sub-committee and at Cabinet were positive. It has been agreed that companies will be set up for both letting existing assets and also looking at development opportunities.

3. NHDC Update

Gender Pay Gap (GPG) The GPG deadline to publish was 30th March 2018 and we published our figures with the rationale and plans to manage the GPG.

The GPG is not a matter of equal pay, the Council has a job evaluation scheme that ensures jobs of equal value receive the same pay rate regardless of gender and there are no equal pay concerns.

The main drivers of the gender pay gap is the distribution of women in the organisation, there are many female employees that work part time in clerical roles. The majority of jobs of similar value to these are with the Councils contractors in services such as waste and recycling, grounds maintenance, and leisure. This creates an imbalance in terms of distribution of similar jobs by gender and widens the GPG.

There are also more men in senior roles and an e-mail has gone out to staff sharing the Senior Management Team report on the GPG. The report includes the plans to narrow this difference by leadership development and succession planning to support more women into the senior roles.

National Pay Bargaining – The three main unions have reported back to employers on the pay offer. GMB accepted the offer, Unison has indicated it will provide its final decision by early April. Update pay offer agreed to be paid in May Salaries backdated to April.

Senior Management Restructure: The consultation period with staff affected has now closed. A reminder was sent out to all staff stating they can comment directly back to DS & AR during the consultation both from those directly affected as well as the wider staff. All comments will be taken into account and the aim is for the outcomes to be confirmed in the near future.

The job matching exercise has been completed as part of the consultation process with a number of the existing heads of service being matched to the new service director roles; however some of the roles will require the running of recruitment exercises. The aim is to have everyone in post starting at the same time by the end of May depending on the length of recruitment.

Finance: The council is waiting on central government to announce what the councils funding will be.

4. Office accommodation Update

Employees are still receiving regular updates on additional works taking place in the DCO i.e. the works on the lifts and window blinds.

The training of fire marshals is set to take place with information set to go out to all staff shortly afterwards regarding where to assemble during an evacuation. A rehearsal evacuation is being planned as well as an evacuation procedure for in the evenings.

It was agreed that the office accommodation update item would be kept on the agenda for SCF in May, however would likely be replaced with there being a lack of updates due to the move back into the DCO being complete.

5. I.T Projects Update

There were no updates. It was agreed that the item should only be on the agenda when there is an agreement with IT that a representative will be attending with updates on IT projects and quarterly is probably sufficient

ACTION: CM to email IT to discuss further

6. Employee Queries

- One query raised was whether floor numbers are going to be put on each floor parallel to the lift due to some people not always been able to tell which floor they're arriving on whilst using the lift.

ACTION: JW to enquire with HC/property services

- Another question raised was due to the limited fridge space is milk able to be provided for each floor. It was suggested that each floor could consider buying milk jointly.

- During the office drop in sessions that took place in town lodge there were discussions that tea and coffee would be provided in the staff canteen area, however this has not been the case since the move back into the DCO.

ACTION: JW to contact HC to enquire

- There appears to be an inadequate provision of printers and they are constantly in use and it's difficult for people to get their printing. It was asked whether additional printers could be installed. This was thought to be unlikely however it will be reviewed and discussed further if necessary.
- SCF reps previously represented different floors however since the move back into the DCO there are now multiple reps on the same floor. Reps are currently representing the same staff/email list as before and it was asked whether this should continue. It was suggested that once the restructure has been completed there could be an SCF rep per service area.
It was agreed that this be added to the agenda for SCF in June.

7. Chair for Next Meeting

- JW to chair next meeting