



Present: James Watson (Chair) David Scholes, Dee Levett, Christina Corr, Claire Morgan, Ben Glover, Sue Collett, Maggie Williams, Milan Johnston (notes)

Apologies: Anthony Roche, Rebecca Webb, Ian Couper, Kerry Shorrocks, Emma Jellis.

Circulation: Global

1. Apologies

Apologies were received from Anthony Roche, Rebecca Webb, Ian Couper, Kerry Shorrocks and Emma Jellis.

2. Matters Arising from Previous Minutes

Previous Minutes were agreed.

It has been agreed that each floor will have its number placed parallel to the lift to identify which level you are on whilst using the lift, these have already started to be put into place.

Discussions with property services about tea and coffee being provided in the staff canteen area is still in progress.

Action: CM to email IT to discuss an IT representative attending the meeting with updates on IT projects

3. NHDC update

The Senior Management Restructure is now going through the next phase. Two service director roles are currently advertised and still open for applicants. The time scale for interviews is likely to be 8 May 2018, with the intention to go live with the new restructure from 1 June 2018. Those that have already been matched have been notified for where they will fit in. The next step would be to fill vacancies within the teams.

Service Plans: Rather than having 8 documents, a more corporate streamline process will be in place, feeding parts into action plans which will help to identify throughout the year rather than having 8 plans individually.

Local plan: The examination inspections are now complete. Huge implications for having local plans, first wave of follow up work and inspector will come back in the summer with any changes.

Gender pay gap (GPG): There was a huge amount of publicity around the GPG. North Hertfordshire District Council having the largest pay gap published. An action plan is in place seeking to deal with this, identifying what the GPG would look like if we included the contractors into the figures, providing a snapshot of a different perspective.

Waste: We are in the run up to the new waste contract Urbaser going live next week. The new contract will be a saving of £2 million a year.

Elections: David Scholes would like to say a big thank you to all colleagues across the organisation who has contributed towards the elections which will take place on 3 May 2018.

HR update: The new pay scales for grades 1-12 have been published and are available on the intranet. Grades 13 – 16 are yet to reach an agreement and will be published once an agreement has been reached. The May salary will be backdated to 1 April 2018 which will include all increments. You can also find a copy of the updated rates of pay policy on the intranet.

4. Office accommodation update

The blinds have been ordered and contractors are looking to get these fitted over the weekend of 12 and 13 May 2018, but this will be confirmed.

The contract is about to be awarded to install the technology in the Council Chamber. Contractors are looking to get this underway in June, with the aim to have the annual Council meeting in the Chamber.

The grills on the panels that clad the building are to be replaced due to some water leakage when there is heavy rain.

5. Employee Queries

Parking warden staff queried about the rest room facilities in Hitchin and Letchworth as they were unable to gain access into the DCO offices. It was suggested that these staff members would need to get their ID cards re-registered on the system to gain access to the building.

CM queried if there are any plans to have a staff noticeboard, which could perhaps be located in the staff canteen room. DL said that these were being installed today.
(They have been installed in the staff entrance)

Action: JW to contact Debbie Hiscock to enquire

6. Chair for next meeting

CC to chair next meeting