# Staff Consultation Forum Meeting Minutes – 4 December 2024

**Present:**
Anthony Roche
Ian Couper
Louis Franklin
Tiranan Straughan
Katie Thomas
Claire Bernard
Mark Robinson
Dee Levett
Christina Corr
Melanie Ferdaous
Jeanette Thompson (item 3)
Isabelle Alajooz (item 3)
Michelle Bell - notes

**Circulation:** Global

**Chair for Meeting:** Louis Franklin

---

1 **Apologies and introductions**

Rebecca Webb

Welcome to Melanie who is here to observe.

**2 Restructure Notices**

None

**3 Policy Amendments (IA and JT)**

The Conflicts of Interests Policy has been updated and has already been reviewed by three Statutory Officers and Leadership Team. The aim is to make the policy more user friendly and we would welcome any feedback from SCF. The goal is to publish the amended policy in the New Year.

The existing policy includes a number of different forms for various scenarios e.g. budget, external work and private interests. The updated policy will be simplified to include a single form covering all scenarios.

Q Would the form need to be completed for volunteering at a Charity for one day?
A The form should be completed in all circumstances and we can make the policy more explicit to cover this.

Q Could MS forms be a consideration?
A There will be conversations outside of this meeting on how to make the form more user friendly and possibly digital.

Q The form will need to be accessible to external parties for recruitment.
A We are exploring ways this could work.

**4 Matters Arising from Previous Meeting**

None

**5 NHC Update**

**HR and Employee Wellbeing Update (IC in RW's absence)**

Personal development morning on Friday - no specific topic but a good opportunity to review and catch up on any outstanding learning on GrowZone.

We have two new starters in the HR Team – Georgie (who has transferred from CSC) and Ruby. If anyone is unsure who we are, details including photos, are available on the Hub Human Resources - Home. Anyone in the team will be happy to help/ answer questions, but if in doubt, email Hrhelp.

Neurodiversity network - we have our first session on 12 December. This will be an informal group for staff to share experiences, support or information about neurodiversity.

Upcoming productivity workshop - 16 January – a really great online session and we would encourage everyone to take a look when the details are announced.

A reminder that some find the festive period difficult. It's important to look after your mental health and look out for others – there is various support available on the Hub.

Staying mentally well over Xmas
Christmas financial planning
Financial Wellbeing

Reminder about the GP helpline - available 24/7 GP Helpline

Finally a big thank you to those staff who are working over Christmas closedown to keep our vital services up and running.

**General NHC Update (IC)**

None

**6 Employee Queries**

None

**7 IT Update (MR)**

The Helpdesk Team Leader vacancy is being advertised.

Floor 3 meeting rooms are no longer bookable and have been removed from the room bookings app.

Internal phishing campaign results currently being reviewed. New starters being targeted. HR will reiterate importance of cyber safety at HR Welcome Chats and signpost to GrowZone module.

Drop in session this Friday will cover the tools you already have at your disposal and some clever hints and tips to help embower you. LF to add link to viva engage.

**8 Building and Facilities Update**

Debbie will be returning to work in mid December.

Property Services have been made aware of the hot water issues over shutdown and will ensure this is sorted.

**9 Green Update**

This month's Environment Briefing can be read in full here.

**10 Ideas / Suggestions**

AR advised the Corporate Peer Challenge report will need an action plan and that one of the themes picked up was around staff engagement. This could be a potential agenda item for discussion at February's SCF.

**11 AOB**

Next SCF falling on bank holiday so will be rescheduled.

**12 Chair for next meeting**

Christina Corr

**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
**Claire Bernard** #4323 - MSU Admin Support Officer
**Andrew Betts** #4282 - Contracts Officer Waste Management based at Buntingford
**Louis Franklin** #4262 – Digital Services Officer
**Tiranan Straughan** #4842 – Housing Policy Officer
**Katie Thomas** #5021 – Digital and Customer Service Apprentice
**Reina Gendle** #4188 – Careline Technical Administrator