

Staff Consultation Forum Meeting Minutes – 7th May 2025

Present: **Chief Executive:** Anthony Roche
Director- Resources: Ian Couper
HR Services Manager: Rebecca Webb
Staff representatives: Tiranah Straughan, Louis Franklin, Christina Corr, Andrew Betts, Claire Bernard, Melanie Ferdaous
Technical Operations Manager: Mark Robinson
Facilities Team Leader: Debbie Hiscock
Union representative: Dee Levett
Notes: Ruby Lewis

Circulation: Global

Chair for Meeting: Christina Corr

1 Apologies and introductions

Apologies were received from Katie Thomas and Reina Gendle

2 Restructure Notices

None

3 Matters Arising from Previous Meeting

CC: Is there an update on the replacement of headsets?

MR: We have a few in stock, refresh and replacement have taken place where people have requested it. A global email will not be sent as replacing all headsets will be too expensive.

CB: I have done what was previously suggested, the team have been told to raise a ticket or approach their line manager when a replacement is needed.

4 NHC Update (including HR and Staff Wellbeing Update)

RW: The pay claim coming in from the unions was for at least £3000 for most grades. An offer has been made for 3.2% across the board. The unions are currently arranging their meetings to consider the employer offer. One of the Unions has said that they are likely to reject, the other two have not made any comment. . A further update will be given when more information is available.

There has been a global email regarding the Staff Recognition Awards. These awards are for colleagues who go above and beyond and continuously represent our values. The closing date for nominations is the 30th May.



The next personal development morning will take place on the Friday 9th May. This is a good opportunity to complete any outstanding mandatory learning and other training sessions available on Growzone.

Managing stress support links have also been provided from the staff briefing last week.

IC: Referred to the recent Insight article from Anthony. The local County elections took place last week and that detailed the results. That article confirmed that we value inclusion in NHC, and we would like to reinforce that message. We are currently gearing up for the annual council in May, this will set out the new chair and any changes to Cabinet and committee membership.

5 Employee Queries

The HR recruitment application is due an update and IT are providing support with it. If there are any issues please e-mail HR help.

Staff have been coming and sitting on desks and not looking to see if it has been booked. The 4th floor is also having a lot of block booking. Desks are booked out and when you come in, they are empty. **Agreed to emphasise in the minutes that need to just book desks that you are going to use and cancel bookings as soon as you can if you don't need them.** HR to also check that desk booking is part of induction for new starters.

6 IT update

MR: We are starting to look at refreshing old laptops. We will contact you if we believe your laptop needs updating. Dell laptops have changed their model. 15-inch laptops are gone, and the choice is now between either 14 or 16 inches. We will try to standardise this but can only give what we have unless an Occupational Health referral requires anything specific. We are finalising the policy wording for the large file send. This will be a plug into Outlook for those who have permission where you can send and receive large files from external people very securely. There will be a notice out soon for those who will be given functionality.

7

8 Green Update

[4 Environment Briefing April 2025.pdf](#)

9 Ideas/Suggestions

None.

10 Any other business

None.

11 Chair of 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

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

Melanie Ferdaous #4324 – Admin Support Officer

Reina Gendle #4188 – Careline Technical Administrator