

Staff Consultation Forum Meeting Minutes – 4th June 2025

Present: **Director – Environment:** Sarah Kingsley
HR Operations Manager: Jo Keshishian
Staff representatives: Louis Franklin, Christina Corr, Claire Bernard, Katie Thomas
Technical Operations Manager: Mark Robinson
Union representative: Dee Levett
Notes: Ruby Lewis

Circulation: Global

Chair for Meeting: Louis Franklin

1 Apologies and introductions

Apologies were received from Anthony Roche, Ian Couper, Rebecca Webb, Melanie Ferdaous, Andrew Betts and Tiranah Straughan

2 Restructure Notices

None

3 Matters Arising from Previous Notes

None

4 NHC Update (including HR and Staff Wellbeing Update)

JK: We are still waiting on a further update for the pay award. The next personal development morning is this Friday, the 6th of June, an email will be circulated in the next few days with further information. A reminder will be published on the hub regarding Register of Interest forms. All staff must complete this form annually after recent changes to the conflict of interest policy.

SK: A further update regarding Local Government reorganisation will be given at the next staff briefing. The leisure decarbonisation project has been awarded to Wilmott Dixon. This project will cause disruption to the leisure centres and their users. The staff briefing will also provide further details on this. The waste contract was taken over in May. The team are gearing up for the upcoming change to the collection cycle.

5 Employee Queries

Q: If another member of staff wants to replace a current SCF staff representative, how is this done?

A: An email can be sent to Hrhelp



MR: We have had many queries regarding the tv screen in the canteen. This has been removed due to licensing issues and will now display the same messages as the screen located in the entrance. A new plug in for Outlook for Mimecast is coming soon. This will make it easier for blocked messages to be looked at. Large file send is also being introduced, making it easier to send and receive large files. We have begun to replace old laptops, over the next 3 or 4 months those who have been identified as needing a new laptop will be contacted. Please note we are not taking requests. There has been issues recently in meeting room 2 on floor 1. The desks with the IT equipment being moved has meant a lot of equipment has been broken. These desks will now be bolted down to prevent any further damage.

7 Building Services Update

None

8 Green Update

Read [here](#)

9 Ideas/Suggestions

HR will check SCF is highlighted in the new starter email.

10 Any other business

None

11 Chair of 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

Melanie Ferdaous #4324 – Admin Support Officer