

**Staff Consultation Forum Meeting Minutes – 3<sup>rd</sup> September 2025**

**Present:**

**Director- Resources:** Ian Couper  
**HR Services Manager:** Rebecca Webb  
**Staff representatives:** Tiranah Straughan, Martin Trotter, Katie Thomas  
**Technical Operations Manager:** Mark Robinson  
**Union representative:** Dee Levett  
**Notes:** Fallon Rumball-Nunan

**Circulation:** Global

**Chair for Meeting:** Katie Thomas

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**1 Apologies**

Louis Franklin, Christina Corr, Christine Howe, Melanie Ferdaous, Anthony Roche.

**2 Restructure Notices**

None

**3 Matters Arising from Previous Meeting**

None

**4 NHC Update (including HR and Staff Wellbeing Update)**

Pay Award

- The 2025 pay increase of 3.2% has been agreed and was processed in the August payroll.

All-Staff Event

- All are encouraged to book onto the upcoming event.
- Opportunity to connect with colleagues, refresh key skills, and contribute to the Local Government Restructure.

Annual Leave Reminder

- We are halfway through the annual leave year.
- Please check your leave balance and remind teams of the importance of taking breaks.
- Carry-over leave will return to the standard maximum of 37 hours (pro-rata for part-time staff) from April 2026.

National Inclusion Week – 15 September

- A global email will share resources.
- The 'Active Bystander' webinar will take place on 18 September.



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## Personal Development Morning – 5 September

- Staff are encouraged to use Inclusion Week resources and/or revisit [last year's webinar](#).

## Mental Health Day – 9 October

- A staff walk will be held at midday, followed by cake.
- Launch of the new Wellbeing Room is planned. The room will provide a space for staff to take mindful breaks and aims to support staff to look after their mental health.
- Staff feedback and suggestions for the space are welcome.

## Wellbeing Room Q&A

- Feedback was given regarding single occupancy vs shared usage.
- The Quiet Room remains available for individual use.
- No booking or sign-in will be required. Usage will be monitored informally via staff forums and feedback.

## World Suicide Prevention Day – 10 September

- Theme: Changing the Narrative on Suicide
- Encourages open conversations and reducing stigma.
- Staff are reminded to check in if concerned about someone and to access support through HR, EAP, or a Designated Safeguarding Contact.

## Insight Articles

- [Pension webinars \(SCAVC\)](#)
- [Support for carers](#)
- [Flexi Time](#)
- [6 Thinking Hats](#)

## **5 Employee Queries**

None

## **6 IT update**

Laptop Rollout: 100 complete. Staff will be contacted directly. Please do not chase.

Cyber Awareness Month: A staff poll is live. Please vote to share what you'd like to see covered.

Windows 10 Support Ending: From 14 October, Windows 10 will no longer receive security updates. If you're affected, contact IT to discuss upgrade options.

Homeworking Monitors: All new starters are now offered a choice of 27-inch or 24-inch monitors for homeworking.

## **7 Building Services Update**

No update this month. Building Services reports are provided on a quarterly basis

## **8 Green Update**



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[8 Sustainability Briefing August 2025](#)

[9 Sustainability Briefing September 2025](#)

**9 Ideas/Suggestions**

None

**10 Any other business**

If you can please [Support Our Public Sector Challenge Team!](#)

**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](mailto:propertyservices@north-herts.gov.uk).

Alternatively, you can send any issues to the SCF inbox - [SCF@north-herts.gov.uk](mailto:SCF@north-herts.gov.uk).

**Representatives (and phone extension):**

**Christina Corr** #4325 - Senior Technical Officer

**Louis Franklin** #4262 – Digital Services Officer

**Tiranan Straughan** #4842 – Housing Policy Officer

**Katie Thomas** #5021 – Digital and Customer Service Apprentice

**Martin Trotter** #4541 - Shared Service Contract Officer – Waste

**Christine Howe** #4832 - Client Services Support Officer

**Melanie Ferdaous** #4324 – Admin Support Officer