

## **Staff Consultation Forum Meeting Minutes – 1<sup>st</sup> October 2025**

### **Present:**

**Chief Executive-** Anthony Roche  
**Director- Resources:** Ian Couper  
**HR Services Manager:** Rebecca Webb  
**Staff representatives:** Louis Franklin, Christina Corr, Martin Trotter, Christine Howe, Melanie Ferdaous  
**Technical Operations Manager:** Mark Robinson  
**Union representative:** Kieth Fitzpatrick Matthews  
**Notes:** Ruby Lewis

**Circulation:** Global

**Chair for Meeting:** Louis Franklin

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### **1 Apologies**

Tiranana Straughan  
Dee Levett  
Katie Thomas

### **2 Restructure Notices**

None

### **3 Matters Arising from Previous Meeting**

None

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

Staff event - We had approximately 200 people attend the staff event, thank you to everyone who took part or help to organise. We have had a good response on the feedback form, both positives and areas of improvement for next time.

Flu vaccinations - We are offering flu vaccinations through a voucher scheme for anyone who does not get one on the NHS. A global email has been sent containing the details, please respond by the 6<sup>th</sup> October.

[Mental health walk and wellbeing room](#) - On the 9<sup>th</sup> October we will be hosting a mental health walk and launching the wellbeing room. The wellbeing room will be a space to go for a mindful break to help staff look after their mental health, for example after a difficult phone call or interaction with a member of the public. The room will have Lego, colouring, cushions and plants however we are open to any feedback and suggestions.

[Be Calm](#) - An article will be put on insight to give further information on be calm – a wellbeing platform that can be used to help with anxiety, sleep aids and more.



**5 Employee Queries**

None

**6 IT update**

Upgrades on the 4<sup>th</sup> October - Certain systems will not be in use on this day between 15:00 and 19:30. All teams who need to be aware of this have been told. Further upgrades will happen soon, and notifications will be sent as and when.

VPN solution – will be rolled out soon, this will help improve resilience in the event of issues such as a power cut.

Impersonation attacks – new starters are being targeted. Information on this is included in the HR induction meeting and will also be included in the laptop handover policy.

Teams' retention policy – we are implementing a new retention policy that removes content from old messages for the purpose of FOI's SAR's etc, it is not yet decided how long the period will be. More information will be coming soon, we are happy to hear any feedback. There is a lot more to discuss, training and more information will be coming soon.

**7 Green Update**

[9 Sustainability Briefing September 2025.pdf](#)

**8 Ideas/Suggestions**

Q: Do we know if other councils have anything similar to SCF? How will things be implemented to ensure we still have SCF or similar in the new structure?

A: This level of detail has not yet been discussed. Every council will have its equivalent. It will be covered in the workforce work stream at some point.

Any questions regarding Local Government Reorganisation can be emailed to HR and will be put in the FAQ being published on the hub.

**9 Any other business**

None

**10 Chair of next meeting.**

Louis Franklin



Growzone modules on meetings and how to chair can be found in the Meetings section of the online course's menu:

Online courses

- ⊕ Achieve Your Potential
- ⊕ Better Communication
  - ▶ Assertiveness
  - ▶ Confidence
  - ▶ Influencing Skills
- ▶ **Meetings**
- ▶ Presentation
- ▶ Theory & Practice

### **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