



Staff Consultation Meeting

05 Sept 2018

Present: Anthony Roche, Kerry Shorrocks, Ian Couper, Claire Morgan, Dee Levett (Chair), James Watson, Ben Glover,

Circulation: Global

1. Apologies

Apologies were received from David Scholes, Maggie Williams, Rebecca Webb, Christina Corr, Debbie Hiscock, Sue Collett, Emma Jellis and Vic Godfrey.

2. Matters Arising from Previous Minutes

There were no matters arising from the previous minutes of 4 July and they were agreed as a true record.

3. NHDC Update

AR gave an NHDC Update:

Service Directors have met with DS/AR to put forward proposals for restructure for their service areas. These have been agreed. Any staff impacted will be spoken to in line with current HR policies. New roles are being created as the realignment takes places. There will also be other posts being advertised that were previously vacant.

RPR have now been completed and all received in HR.

Museum/Town Hall/Churchgate – No further updates but should have clearer picture by end of Sept.

Waste Problems – O & S will be meeting on 18th Sept to discuss issues, there are still levels of disruption, which have been caused by a multitude of different issues. The staff briefing on 13th Sept will have an update from the waste team for all staff.

4. Commercial Restructure

SC update on proposed structure.

Key change will be to the project support officers. These will change to commercial support officers. The focus on their role will be supporting, investigation and implementation of commercial project ideas.

Two further roles will be created. Commercial Manager – will be responsible for new projects and exploring ideas that have not been done before. Commercial Officer - will explore what NHDC currently do and thinking of ways of working differently and creating income.

Once all the HR processes are complete, the Manager post will be recruited first.

On a side note SC updated that he has received a good number of options for company names and is looking forward to receiving more.

5. SCF Email Inbox

The group discussed that SCF previously had an email address but it has not been used. The group discussed the monitoring of the email address and James and Ben volunteered to monitor it. It was decided to re-instate the SCF email to give an alternative point of contact.

6. Employee Queries

Cleanliness of the Gents urinals on 3rd Floor have previously been reported but has not seen any improvement. IC advised he would speak to PS regarding them.

Cleanliness in the Multi Storey Car Park has improved. IC advised that there is a decorating schedule due to start shortly. All burnt signs will be removed. Although not sure if the signs will be replaced as yet.

Cleanliness of the desks with hot-desking – It was asked if there were more desk wipes available. Advised that all floors have a cleaning box and these should be available in this box. If anything is missing email PropertyServices@north-herts.gov.uk, who will replace missing items. It was also raised that wipes are not particularly environmentally friendly and maybe an alternative could be sourced.

It was asked if there any progress on paperless meetings. AR advised that O & S meeting on 18th Sept will be trialling the first paperless meeting; everything will be on tablets and screens. It was agreed that the next SCF meeting would be paperless and we would have papers available on the room screen.

CM asked if the audio/visual equipment was now running in CC. AR advised that all the equipment is in place ready for Council meeting on Thursday.

7. Chair for next meeting

The Chair for the next meeting which will be held on 3rd October is CC.

The meeting closed at 2.45pm.