



## **Staff Consultation Meeting**

**4 Oct 2018**

**Present:** Christine Corr (Chair), Anthony Roche, Ian Couper, Vic Godfrey, Kerry Shorrocks, Claire Morgan, Emma Jellis, James Watson, Rebecca Webb,

**Circulation:** Global

---

### **1. Apologies**

Apologies were received from David Scholes, Maggie Williams, Sue Collett, Ben Glover and Dee Levett

### **2. Matters Arising from Previous Minutes**

The minutes of 5<sup>th</sup> and 20<sup>th</sup> Sept were agreed as a true record.

#### **Matters Arising 5<sup>th</sup> September**

Following on from AR comments regarding restructure. CC asked if all staff affected by the restructure have been contacted. AR explained that the SD's are looking at their areas and will be following the HR procedure.

SCF email has been set up and Ben and James have been set up to monitor. No emails received so far. AR asked if it would be possible to do an item for insight to remind staff of the role of SCF and to promote the contact email and floor representative's. A suggestion to put a notice on the noticeboard on each floor as a reminder of membership and who to contact. AR also asked if we could find out how many views the SCF intranet page is getting – VG said he would look in to it. Following the meeting VG advised the statistics

April: 219

May: 182

June: 205

July: 85

August: 18

September: 238

#### **Matters Arising 20th September**

HR have discussed improving the process, following on from concerns that SCF are not getting all the information, HR will email Unison/SCF as soon as they are made aware of restructure proposal. . SD's will also be contacted prior to SCF meeting to call for restructure agenda items.

### 3. NHDC Update

HTH project is looking more positive,. HTHL/HTHF will be holding an EGM on 30<sup>th</sup> October to consider the final offer.

A reminder that there was a pay deal agreed for 2 years, therefore no discussions this year and 2% will be paid in April 2019 salaries.

### 4. Restructure Updates

Following on from Strategic Planning and Enterprise Restructure, there have been no concerns raised.

KS advised of changes to the HR structure. The service transfer work has now been completed. HR Help was trialled in the CSC but will be continued to be monitored by HR. A new HR Services Manager post is being created which will be 30 Hrs. There have been some minor changes to hours. There are no budgetary changes.

### 5. IT Update

Vic attended to give an IT Update.

- PC Refresh taking place – Older assets will be replaced, moving to Windows 10 later this year
- PAT testing of home equipment – emails being sent out
- Review of Wide Area Networks – to see if there are any savings to be made
- A new App is being developed in-house for the CSC to help Customers with self serve which forms part of the channel shift programme
- Web Map Layers software is being procured which will give information in 1 place on the NHDC web site. This is part of channel shift programme.
- Working with Welwyn/Hertsmere councils to support NLPG on commercial projects generating income.
- Tablet technology requests have increased from both Cllr's and Officers to support paperless meetings.
- AV project almost complete – User notes and drop in sessions are planned.
- Trial of speaker phones for conference calls in larger meetings – Ordering 2 spiders at first.

### 6. Employee Queries

- Summer months – can blinds be left down over night. - **IC to raise with Property Services**
- Fire Drill – some staff struggling to walk to fire assembly point as they are further away – **IC to speak to LD**
- Paint coming off walls in meeting rooms due to chairs etc. being pushed up against the walls – **IC to raise with Property Services to see if paint can be re touched.**
- ID Badges are outdated, can these be updated – AR advised that this would be the best time as staff are changing services etc. **IC to raise with Property Services**
- Meeting through lunches – More meetings are being arranged through lunch breaks – Individuals should raise this with their managers if it is a reoccurring issue.
- Air con – still issues of blowing cold air. No response received from Property Services when raised. - **IC to raise with Property Services**
- Fire Alarm – Can the noise level be turned down in the stairwell when exiting the building? - **IC to raise with Property Services**

- Milk is being requested from individual milk clubs for meetings – Please make sure if you have a meeting; before you offer refreshments you have the facilities. Tea/Coffee is available on the first floor near the Council Chamber.
- Consideration to be given to other staff on the floor. Please be mindful of conversations held near other people's desk. Also if you use a meeting room, please make sure it is clean after you leave, taking all cups and glasses etc.
- No signage to 1<sup>st</sup> floor to show where meeting rooms/Council Chamber is. – **IC to raise with Property Services**

## **6. Chair for next meeting**

James Watson