



Staff Consultation Meeting

7 Nov 2018

Present: Ian Couper, Kerry Shorrocks, Rebecca Webb, Vic Godfrey, Emma Jellis, Ben Glover, James Watson, Claire Morgan and Debbie Ealand. IF for Item 3.

Circulation: Global

1. Apologies

Apologies were received from David Scholes, Anthony Roche, Sue Collett, Debbie Hiscock, Dee Levett and Christina Corr.

2. Matters Arising from Previous Minutes

The minutes of 4th Oct were agreed as a true record.

Matters Arising

- Leaving the blinds down over the summer months will be raised with the cleaners nearer the warmer months.
- Fire Drill – Staff struggling to walk to the assembly points – LD is looking at a solution.
- Paint Coming off the walls in meeting rooms – PS arranging to have buffers fitted to prevent damage.
- Updated ID badges - this is a time consuming job but PS will explore a way to update in batches over a period of time.
- Drafts blowing from the air con units. PS will be trialling some plastic air deflectors soon. Unfortunately if these do not work, there is very little else that can be done, as the cool air that comes out to keep the room at a constant temperature will come down eventually. It may mean swapping desks with other colleagues who prefer a cooler desk.
- Fire Alarm level in stairwells – PS are looking into this but will have to make sure that we are compliant with the required levels in all areas.
- Signage to 1st Floors rooms is being organised.

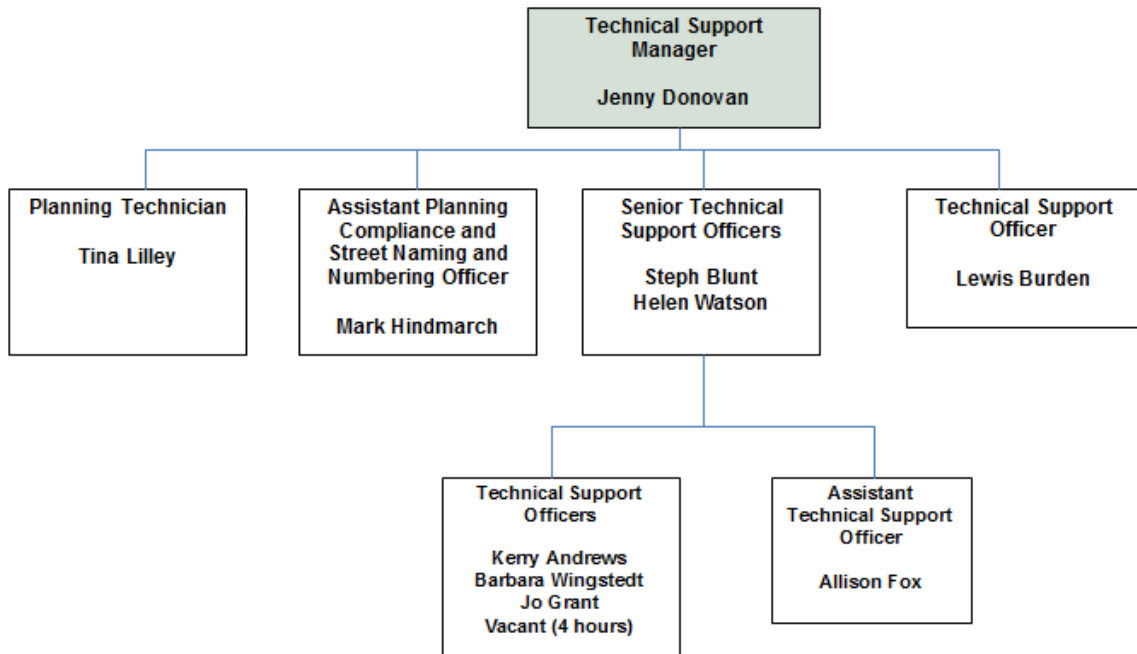
3. Regulatory Structure Changes

IF attended to go through proposed changes to the Technical Support Team and Development Control Team. All staff affected have been advised. The consultation period is now open.

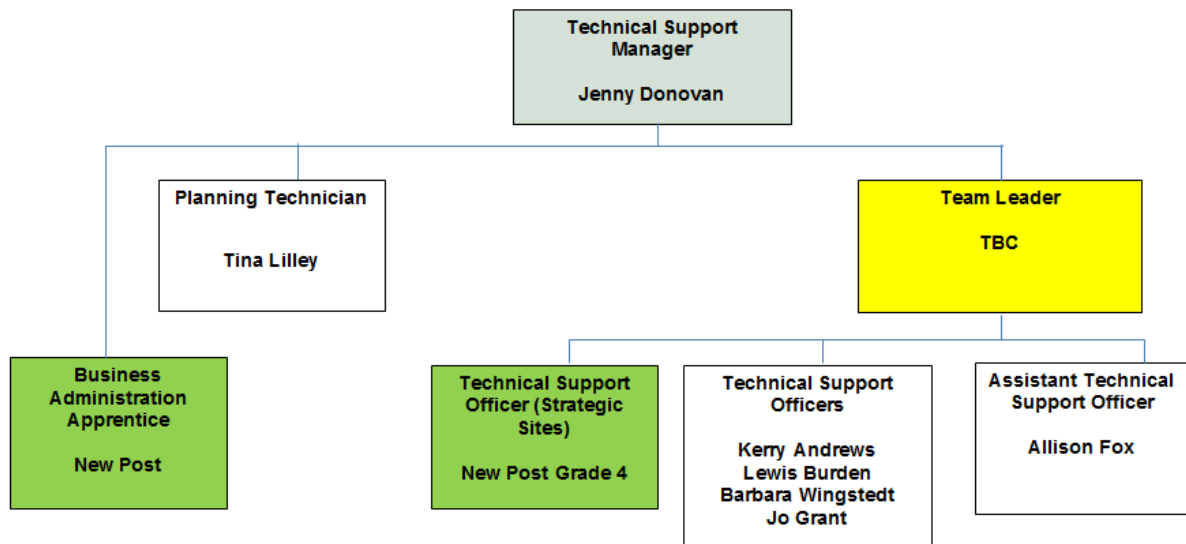
IF explained that the new structure takes into account the workload and changes for the next 3 – 5 years. Central Government allowed LG to increase planning fees provided they would be spent on the service which is what is planned.

Below shows the current and proposed structure for both areas:

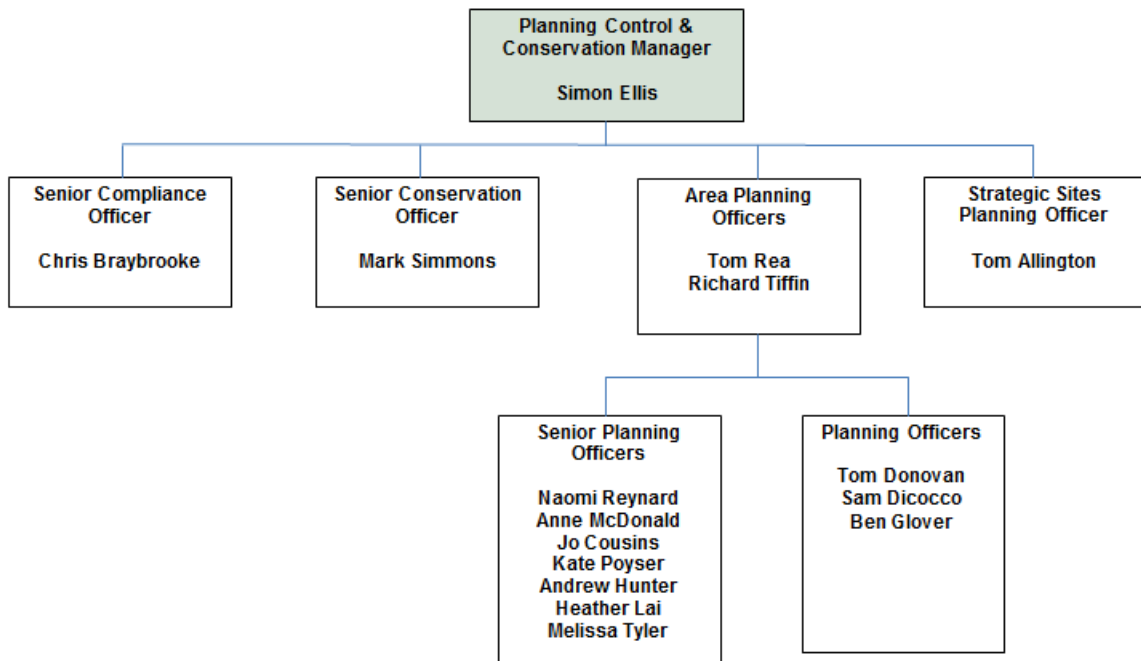
**North Hertfordshire District Council
Regulatory – Technical Support Existing Structure September 2018**



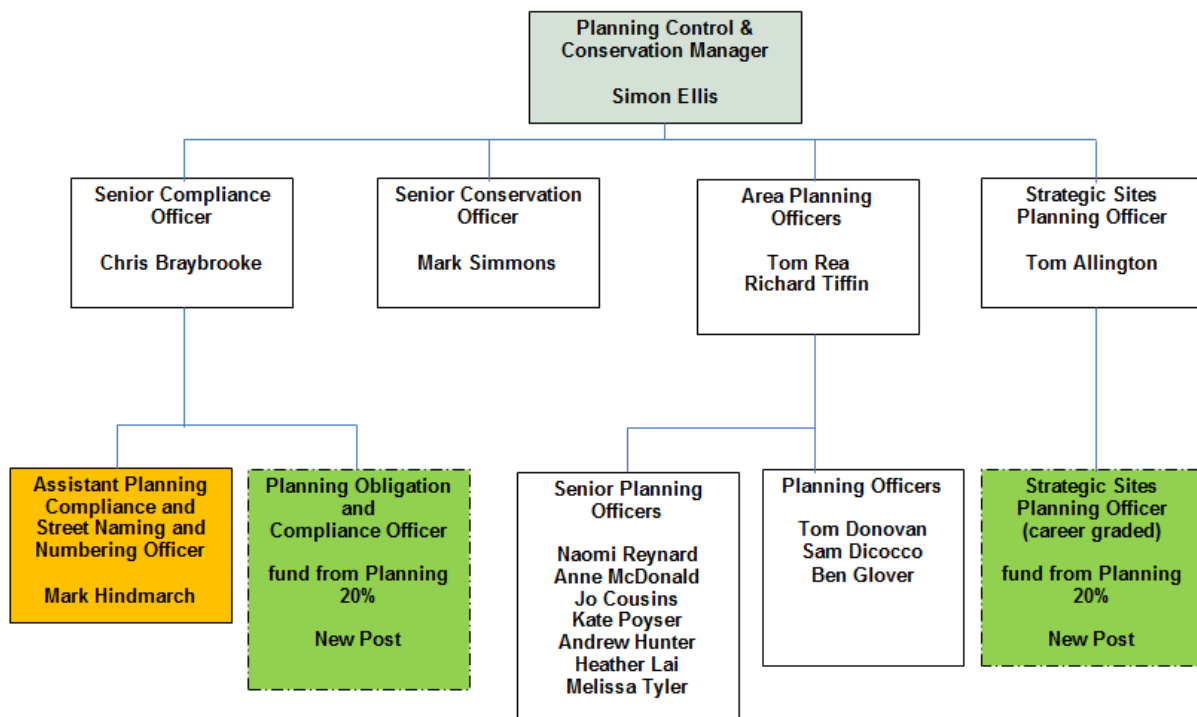
**North Hertfordshire District Council
Regulatory – Technical Support Proposed Structure October 2018**



**North Hertfordshire District Council
Regulatory – Development Control Existing Structure September 2018**



**North Hertfordshire District Council
Regulatory – Development Control – Proposed Structure October 2018**



4. NHDC Update

- HTH/Museum project moving to final stages – Formal approval for the Agreement will go to an extraordinary meeting of Cabinet on 20th November.
- Churchgate proposals will be going to Council on 22nd November.

- Commencement of consultation for expenses and allowances went to SMT. The review of the expenses and allowances are to ensure fair and consistent approach to reflect Council policies and adhere to HMRC rules, minimise burden on P11D form. **Car Mileage Claims** - Proposal is to reduce frequent car mileage to 35p per mile over a three year period. The Low user car mileage will remain at 45p per mile. **Subsistence Allowance** - In line with HMRC the subsistence allowance will be reducing, but this will be a taxable amount. **Incidental Claims** - Plans to delete the claim for newspapers as this is now out of date. **Long Service Awards** - These will increase. Slight changes will be made to buffet provided for 25 Years. IC asked if KS could make the Unions aware of the changes. The changes will be raised at the staff briefing on the 20th Nov and through a survey. Consultation will end mid December 2018 and report back to SMT mid Jan 2019

5. Overtime Audit

KS advised that an Overtime Audit had taken place. It was recognised that staff may need to do overtime when the service needed it. All SD have been emailed the report. It has identified some weaknesses including erroneous rate claims and managers authorising incorrect claims.

Overtime for part time workers, hours are at the flat rate until 37 reached, for Grades 1 – 6 – time and half after 37 hours and Grade 7 and above, flat rate only. HR proposes to send a letter to all staff Grade 7 and above to remind them of the overtime rates. Rates are set out in the Employee Handbook, page 13 that can be found on the intranet.

6. IT Update

Helpdesk is very busy at the moment if you could be patient.

PSN – Annual accreditation due in Jan and pre planning is taking place. This will start next week by a company who ethically hacks into our systems.

IT is busy with new apps, they are currently writing a new app for Members to report items directly to the appropriate officer.

New Apps available to staff on Android include –

- Password Manager – This allows you to unlock your password if you ever get blocked. Good for officers who work outside the hours of 9-5.
- WFH – No need for a secure key dongle to generate your passcode, this can be done via app.
- IT Helpdesk App is also available if you are not able to log in to your PC.

If you would like to get any of these apps get in touch via the IT Helpdesk and they will help set up.

Some older monitors will be replaced soon – This will happen overnight so no impact to users.

IT currently generate approximately £30,000 p.a. income doing work for other councils. This is set to increase as they take on more work from Hertsmere.

Currently IT's Information Compliance team are working on 2 large appeals.

There will be some corporate system upgrades scheduled over the next few weeks. These will take place out of office hours.

AV Technology is now up and running in Council Chamber. 2 roaming microphones are also available.

Cyber security patch has been installed and it has slowed our systems down over the last couple of weeks. IT is investigating why this has happened.

7. Employee Queries

At the last few SCF meetings there had been mention of redecoration of Multi-Storey Car Park, when is this scheduled? - IC advised that there has been a delay to redecoration as some electric works have needed to be carried out, the decoration will follow once complete.

SCF Membership – KS has received a request from staff on first floor to nominate a rep from that floor. Currently they are represented by James who is not located on the same floor. After discussion it was concluded that James was happy for a new representative for the 1st floor to start, and he will become a joint rep on 4th floor with Emma. It was discussed whether there needs to be a couple of reps from each floor but for the time being it would just be 7 Staff representatives.

8. Chair for next meeting

Ben Glover