



Staff Consultation Meeting

9 Jan 2019

Present: Dee Levett, Kerry Shorrocks, Claire Morgan, Hannah Sweetman, James Watson, Emma Jellis, Ben Glover, Rebecca Webb. Jeanette Thompson for item 4. Keith Crampton for item 5. Howard Crompton for item 6 and 7. Jo Dufficy for item 6 and 7.

Circulation: Global

1. Apologies

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

2. Matters Arising from Previous Minutes

The minutes of 5th Dec ember 2018 were agreed as a true record.

Matters Arising

Churchgate – LEP funding has not been granted, now looking at the next steps.

Letter Box has been made more secure

Chairs are scheduled for an annual clean but will be monitored and any problems before can be reported to PS. It was further raised “What is the scope of the cleaners?”, sometimes it appears that no vacuuming has been done. **IC to check with PS the scope and report back to SCF.**

Plants – PS has done some research into the best plants for dry air and will be sending out an information list shortly.

Evening meetings – Front Doors will be locked at 7.30 but a new doorbell will be fitted that will be linked to Caretaker’s mobile phone so he will be able to come and open the door. After 8pm there will be no caretaker available.

3. NHDC Update

Xmas Stat Days – A decision needs to be made on what Stat Days to allocate in 2019. The previous year in comparison is 2013, when we allocated Friday 27th Dec as a full day and Tuesday 24th Dec pm and Tuesday 31st Dec pm. SCF members to feedback any staff preference.

4. Community Engagement & Policy Teams Restructure

JT presented the proposal to reorganise Community Engagement and Policy into one team. The proposal to reorganise was originally proposed in conjunction with the Community Manager.

Discussions have taken place with staff. The proposal is to combine both the Communities Manager and the Senior Policy Officer post. Most middle line posts will remain mostly the same. Changes to the bottom line includes career graded Assistant Community Engagement Officers and a Community Engagement Apprentice. Full Council will need to approve deletion of the Community Manager post on 7th Feb.

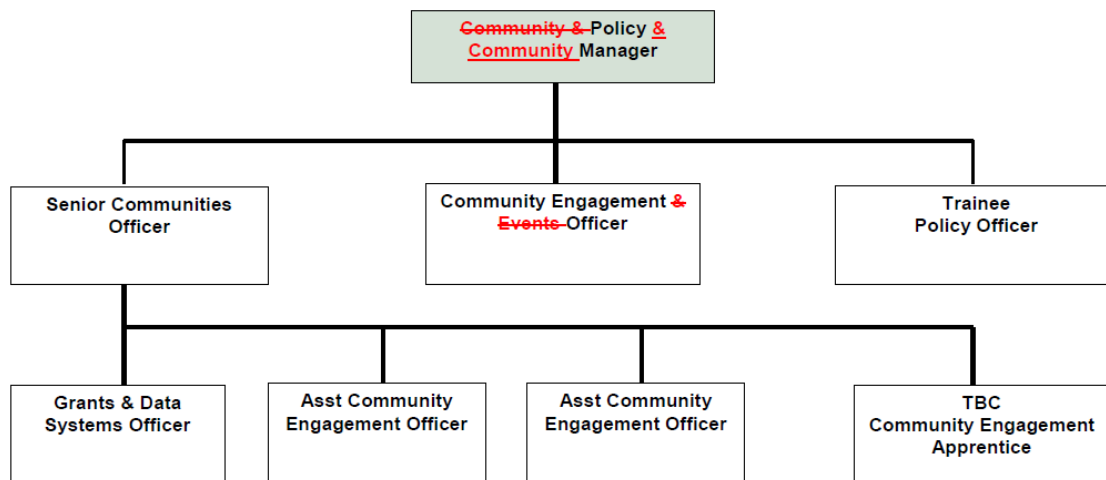
SCF raised whether Jobs will need re-evaluating, advised 2 posts have already been completed.

The team have been happy with the consultation and only minor issues with Job titles but not Job descriptions.

APPENDIX A



North Hertfordshire District Council
Proposed Structure
Legal & Community – Policy & Community Services



5. Organisational Values & Behaviours

KC attended SCF to update on the progress on the Organisational Values and Behaviours. Keith and Helen have been talking to various people around the authority and feedback has been listened to and amendments have been made. The OV & B will be taken to SMT for agreement and once complete L & E will look at how they can be communicated to staff.

6. Document Centre Restructure

Workload has been reducing with the Introduction of paperless committee meeting and the new proposed outbound mail. The document centre site has also been identified for redevelopment so the DC will need to be relocated. It is recognised that the service is still required but on a smaller scale.

It is proposed to reduce the staff number from 4 to 2. The Graphic Designer post will remain and one member of staff will remain to manage the print service. Staff/Equipment will be retained within the DCO.

Consultation closes on 25th January.

SCF were pleased that the Graphic Design post is being retained as they felt that this could be an area that could expand in the future.

7. Revenues & Benefits Management Restructure

Major changes to Universal Credit has meant caseload has been dropping but workload has been increasing due to the new process, however funding is received on caseload only. Processing staff leaving have not been replaced but it's not possible to keep cutting these and the next step is to reduce the managers. All managers have been spoken to and the decision on the reduction of a Manager will be made by Council on 7th Feb.

8. IT Update

No updates received this month.

9. Employee Queries

Security Lights on the multi storey car park are very bright when exiting the building. Is it possible to angle them slightly – **IC to raise with PS**

10. Chair for Next Meeting – Christine Corr