Staff Consultation Meeting

6 Feb 2019

Present: Christina Corr, Dee Levett, Kerry Shorrocks, James Watson, Emma Jellis, Ben Glover, and Sue Collett, Ian Couper for Item 1 and 2.

Circulation: Global

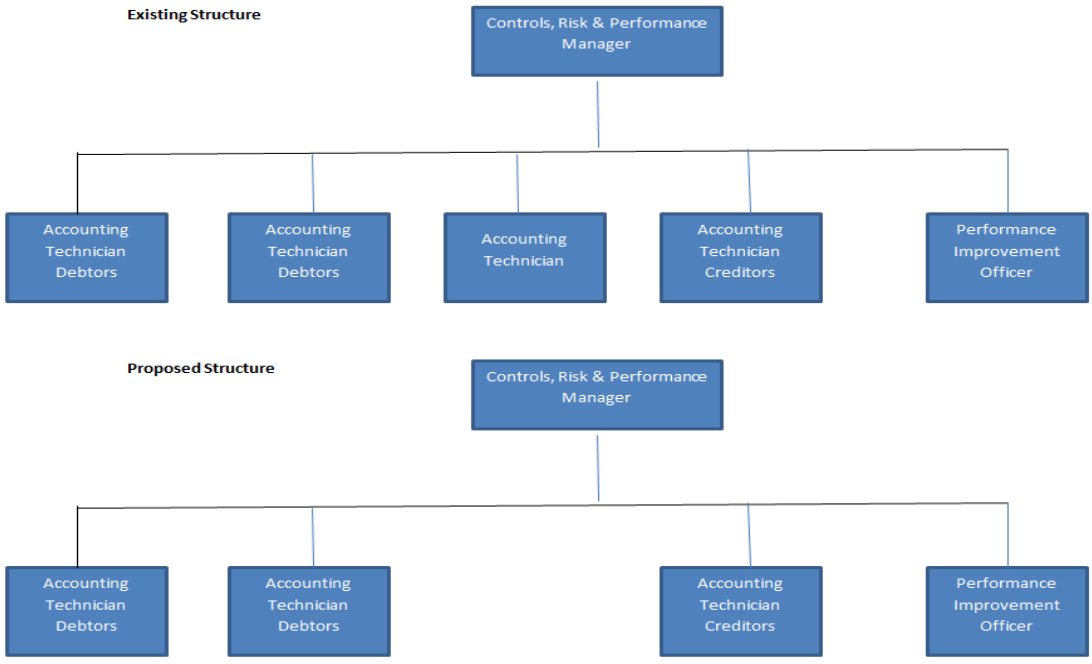
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1. Apologies

Apologies were received from Claire Morgan, Hannah Sweetman, Debbie Hiscock, Anthony Roche, David Scholes, Vic Godfrey and Rebecca Webb

2. Control Risk and Performance Restructure

IC advised of a minor restructure in the Control, Risk and Performance area of Resources. Due to changes in processes and more automated systems are in place. This has led to a reduction in workload. A PT Accountancy Technician post will be made redundant and the Accountancy Technician Creditors post hours will be reduced. All staff in the team have been consulted and are content with the change. Comments have been received and taken on board.



3. Matters Arising from Previous Minutes

The minutes of 9TH January 2019 were agreed as a true record.

Matters Arising

Cleaning of the DCO - Office chairs are cleaned annually, this will be happening around now (by the end of March).

Printers are not cleaned by the cleaners, so if there are specific problems with cleanliness that can not be dealt with by the cleaning materials available, please contact PS.

In general the cleaning contract is output based, so there isn't a specific frequency for things to be cleaned.

Security lights on the multi-storey car park

The lights are angled to provide coverage across the rear car park and have quite a wide beam. Unfortunately, as a result we can't see a way to redirect them that would solve the problem raised.

Plants in the office

It is absolutely fine to have plants in the office, but unfortunately Property Services can't look after them. So it will need an individual or team to take responsibility for them. Please can you also check if anyone who is likely to be sitting nearby has any allergies. The best plants for re-humidifying dry indoor air are:

Areca Palm. - (NASA research found that the Areca palm is one of the most efficient air purifying plants and that it is an excellent humidifier.)



Spider Plant



Peace Lily



Rubber Plant



And all Fern type plants

4. NHDC Update

- 14/15 Brand Street has now been finalised and looking forward to the final fit out so it can open fully.
- Pay rise from 1st April is 2%.
- Staff Survey Results have been circulated – A Staff Survey Sub Group has been set up to look at responses and formulate actions. All suggestions from staff briefing will be taken on board. SCF suggested that once actions have been put together they should go back to staff, so that they feel more involved in the process.
- Brexit and the effects - KS recommended that Municipal Journal Magazine and Local Government Chronicle had some very interesting articles how Local Government is affected. SCF suggested that a copy of the magazines could be left in the downstairs rest area.

5. IT Update

No updates received this month.

6. Employee Queries

- Vending Machines (both Snack and Drinks) are often out of service or empty at night or over the weekend so can not be used by Careline. Is there a contact number?
- Screens on desks are difficult to adjust
- Air conditioning still blowing cold on 5th Floor
- Lots of Printer breakdowns, is there a possibility of more on each floor
- Cleaning boxes do not get refilled – Please reported to PS and they will refill.
- Housing are struggling with Desk Allocation on 1st Floor
- Screens in smaller rooms are located too high and give neck ache.
- Stairs in MSCP are very smelly – Also Careline have noticed that the door from the MSCP and DCO Car Park is always opened and lots of people hang round in there later at night.

7. Chair for Next Meeting – Claire Morgan