

Staff Consultation Forum Meeting

03 April 2019



Present: Christina Corr (**CC - Chair**), Anthony Roche (**AR**), Ian Couper (**IC**), Kerry Shorrocks (**KS**), Claire Morgan (**CM**), Dee Levett (**DL**), Ben Glover (**BG**), James Watson (**JW**), Emma Jellis (**EJ**), Caitlin Bruce (**CB - notes**)

Circulation: Global

1. Apologies

Apologies were received from Debbie Hiscock, Vic Godfrey, Hannah Sweetman, Rebecca Webb and Sue Collett

2. Matters Arising from Previous Minutes

SC – With regards to the drinks vending machine which is being replaced: will there be environmentally friendly cups in line with the NHDC plastic free policy?

IC – The new machine will allow people to put their own cups under it and they can use cups provided in cupboards – so yes

SC – In the previous minutes Lynda Needham's name has been misspelt

CB – Sorry, I will correct this mistake

KS – There was a discussion at the Joint Staff Consultative Committee – when the Staff Consultation Forum minutes are looked at the councillors weren't easily following the initials of people and abbreviations of departments

AR – From now on we can have initials of staff next to their full name at the top of the minutes and full names for departments and meetings?

CB – Yes

IC – If there is dust on the tops of cupboards let property services know because they will be cleaned regularly. We know windows need cleaned – we are waiting for them to be cleaned on the outsides which is due to be done fairly soon. The note about first aiders was raised at the health and safety committee and the plan is to put the information of what to do and who to call should you need a first aider in the lift lobbies as opposed to on the notice boards.

3. NHDC Update

AR

- The special council meeting regarding the future high streets fund was held – the bid that was selected was the Hitchin one. We have had an acknowledgement of receipt from this bid and in that the government has said the decision will be made at some

point over the summer. We will continue to try and advance both projects anyway regardless of the fund

- In relation to elections; we have the district election, we still don't know if there is going to be a European election. The European election date is Thursday 23rd May, the count takes place on a Sunday but the latest date for calling that election is the 12th April, so we should know by then whether we are running a European election or not.

IC

- Some work has been done amongst service directors around locations of team areas – no teams have set desks, they are all hot desks. An email will go out on global regarding this. (email sent 04/04/2019)

4. IT Update

In VG's absence the below are questions to be addressed in the next Staff Consultation Forum.

CC – There used to be posters with the Wi-Fi connection and password around the building, the one in the chamber appears to have been removed. Can this be replaced?

JW – I was unable to change my password from home, is there any way of doing this from home without calling IT?

KS – Are there any plans to do something about the slow server as many people are being locked out because they end up on this server?

IC – IT are buying a load handling system which should help this issue by rebalancing the number of people on each server.

KS – When can we expect the impact from that?

5. Building Services Update

IC

- The new cleaning contract started on 1st April and a global email was sent out to say if anyone noticed any problems please let property services know and they will be addressed
- New compliance contract started at the end of January
- The car park (opposite the district council offices Letchworth) is now being closed at night in response to both resident and employee complaints and concerns, it will be in place for a short (undefined) period

JW – There has been some of that behaviour during the day

AR – All staff need to make sure if they are aware of any antisocial behaviour they should report it because then we can capture a log this helps build up the body of evidence we can provide – ultimately it will be down to the police to possibly do something.

IC

- Parking are collating the general feedback but obviously if it is criminal report it to the police

6. Employee Queries

CM – On the Staff Consultation Forum reps table on the intranet I am down as first floor rep but I represent the first floor and the document centre. There isn't anything saying

who the reps are for other off site staff (Hitchin town hall and museum and Buntingford).
Do they have reps?

CC – They don't

KS – We have on occasions had Staff Consultation Forum reps from careline, the museums, parking and they come and then they go

CC – Maybe we should put out a bulletin to say if you have anything to raise approach any of us

CM – There is also the Staff Consultation Forum email (SCF@north-herts.gov.uk) that people can raise things via

KS – Any of those members of staff can contact any of the reps and can also reach the forum via the Staff Consultation Forum email

AR – Is it worth sending a group email specifically targeted to those individuals because of new staff that may not be aware of Staff Consultation Forum

JW – Would the movement of staff and team areas to different floors affect who the rep for each floor is?

IC – We will address this in the next Staff Consultation Forum

AR – In the next meeting we can discuss the possibility of changing the makeup of the Staff Consultation Forum from floor to directorate based

CM – I would like to stand down from the Joint Staff Consultative Committee so I am not looking to see if anyone would like to volunteer to take my place?

EJ – Do we know how long the car park will be closed in the evenings for?

IC – The entrances will be locked at 7pm the exists will remain open until 9pm

7. Chair of Next Meeting

Dee Levitt