

# Staff Consultation Forum Meeting

05 June 2019



**Present:** Rebecca Web (**RW**), Christina Corr (**CC**), Debbie Hiscock (**DH**), Emma Jellis (**EJ**), Kerry Shorrocks (**KS**), Ben Glover (**BG**), Andrew Mills (**AM**), James Watson (**JW**), Claire Morgan (**CM**), Ian Couper (**IC**), Debbie Hiscock (**DH**), Dee Levitt (**DL**), Caitlin Bruce (**CB - notes**)

**Circulation:** Global

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## 1. Apologies

No apologies were received

## 2. Matters Arising

**Meetings will now be held at 2:30 pm on the first Wednesday of each month.**

Lift in the DCO (District Council Office). A part was replaced but has not fixed the problem. There are specialists scheduled to come out.

5<sup>th</sup> floor gent's toilets now sorted.

Still looking for JSCC (Joint Staff Consultation Committee) member from SCF (Staff Consultation Forum)

CM standing down from SCF due to new commitments

## 3. Building Services Update

Entrance and exit for DCO multi story car park – The motor the entrance side has failed, a company came out and gave a quote but this was very high so we are now waiting for another quote.

Office moves will begin 12/06/19.

## 4. NHDC Update

Unison has put in a “bold” pay claim, for £10 per hour or 10%. Pay claims are usually quite ambitious. Background research will be done on pay by employers. Usually feedback from councils is that a big pay increase isn't plausible due to budget cuts. **SCF will be updated with news as KS gets it.**

The evaluation period for the new payroll system has now closed and there are 3 potential bids, we don't currently know what the costs as need to do the quality evaluation first.

New doctors service – this enables staff to contact a GP remotely; the information has been sent out globally and is available on the intranet.

New councillors are finding their feet and trying to work out what they are able to do within the corporate plan and budget.

The waste contract has had a change of routes, the days of collection have stayed the same but the routes the dustcarts go round has changed so rubbish collection may happen at different times. Residents have been sent communications about this.

Acoustics at Hitchin Town hall will be done by the end of June; the floor will be done over the summer most likely in August time.

## 5. IT Update

**It was raised that Vic Godfrey might want to name a substitute to deliver the IT update and answer queries in his absence.**

## 6. Employee Queries

Question asked about cleaning (windows, building etc.), answer in previous minutes: "We have a new cleaning contractor (from the 1st April) the previous contractor was going to be cleaning the external windows before the end of the contract but they weren't able to in time. We will probably give the new contractor a few weeks before we start implementing the ad hoc schedule where every quarter it will list what they need to do"

Query raised about smoking breaks – "Is there a limit on how many can be had and how long they can be?"

**KS** – This is reviewed when the policy is looked at, we try not to be too prescriptive, people are allowed breaks when they go to make tea or coffee and no time limit is given to them. It is expected that it will be a reasonable amount of time. If someone was taking unreasonable amounts of time then it is a managerial issue and we would expect it to be picked up.

It was raised that some of the induction process forms on the intranet are incredibly out of date, as well as this there are several anomalies on the e-learning on the grow zone – **This will be reviewed by HR.**

Query about badges being updated was asked

**IC** – There is a plan to update these after the office move has been sorted.

Issue regarding the cleaning supply boxes being low was raised – advised to contact property services; employee said they had done so with no response. **IC to follow-up lack of response.**

Issue raised about possible brushes for cleaning keyboards – **IC/DH will approach IT regarding this.**

Query about SID (Staff Information Directory) being out of date – it is up to individuals to contact the CSC to change information.

It was asked when the statutory days would be.

**KS** – There is still no decision, as soon as there is members of SCF will be made aware

An issue was raised with the online application service for external and internal candidates. This issue was brought to the attention of IT following the meeting and it was suggested the potential applicant may have been using an older or non- standard browser however an eye will be kept out for any similar issues.

Question asked about flexitime being used differently on homeworking days and office working days.

**KS** – Employees should be working during business hours, the policy is designed to try and make sure people are available for the core part of business.

## **7. Chair of Next Meeting**

**James Watson**