

Staff Consultation Forum Meeting

03 July 2019



Present: Christina Corr (**CC**), Emma Jellis (**EJ**), Kerry Shorrocks (**KS**), Ben Glover (**BG**), Andrew Mills (**AM**), Thomas Ayres (**TA**), James Watson (**JW**), Lea Ellis (**LE**), Ian Couper (**IC**), Vic Godfrey (**VG**) Oliver Charter (**OC - notes**)

Circulation: Global

1. Apologies

Dee Levitt, Caitlin Bruce, Anthony Roche, Rebecca Webb, Hannah Sweetman

2. Matters Arising

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

No further news on the pay claim

3. Building Services Update

The office moves that have taken place have gone well. There are more moves to come and there will be more updates soon.

IC will be looking into the cleaning boxes and if they become empty please let property services know.

VG looking into having cleaning brushes for the keyboards on every floor.

4. Greenspace Restructure

AM explained that there is a need for a restructure within the Greenspace team following three employees retiring at the same time, which was unexpected. Roles have also evolved within the team since the last restructure. The restructure will replace three roles and create a new 'Greenspace Manager'. The new role will look at, and supervise, the day to day running/operation of the team leaving AM to be able to have more time to take a strategic look at the service delivery from the Greenspace team. TA confirmed to SCF that the Greenspace team are happy with the proposal and feel it is a positive move.

5. NHDC Update

KS gave update on the procurement of the new payroll provider. There have been demonstrations from 3 companies; all with modern systems accessible from the mobile devices. There is some clarification needed around price but a decision on who will be awarded the contract should be made in the near future.

There has also been a Career Development survey sent to all NHDC employees. This has been created following the Gender Pay Gap action group's discussion and the staff survey. A good response has already been received but KS asked if SCF members could spread the word around to staff encouraging them to complete it.

NHDC are going to offer another Bikes for Work scheme this year. Previously this has been done with Halfords but other frameworks will be looked into. There is potential it could be a local business supporting the scheme.

CC raised concerns that it needs to be made clear it is a Salary Sacrifice Scheme.

NHDC council offices are going to close down over Christmas. There will be an early finish on the 24th December and DCO will open again on 2nd January. There will be further updates and information in the near future.

IC explained that the new administration is looking at a new Corporate Plan which will be different to previous years.

IC is also looking at the Medium Term financial strategy for NHDC which highlights the uncertainty around funding as well as the need for savings over the next few years.

HTH museum is now open to the public.

There is also a possibility the 2nd floor will be let out to a business, but this is in the very early stages.

6. IT Update

IT is working on a Windows 10 upgrade. VG advises staff that haven't already got Windows 10 to upgrade to the software by January 20th 2020, as older operating software won't be supported.

The Govmail project is making progress and will be rolled out corporately within 6-8 months.

There is also further development to 'e-billing' taking place.

Across NHDC there will also be PC, monitor and tablet refreshment programme.

Subject Access requests are increasing by the week and they are requesting more detailed questions.

The new administration have asked if the layout of the Council Chamber could be changed so IT is assisting with this move. There will also be additional speakers in the Chamber.

Careline have asked IT to help with the DR at unit 3 to help with publicity and commercialisation of Careline.

A new SID app has been created and is being tested.

VG explained that if staff contact the Helpdesk around broken keyboards IT will look at replacing them.

IT working on Cyber audits.

7. Employee Queries

Q. Is there a date set for when the Document Centre move over to DCO?

A. This will be towards the end of the year as there is still some movement of technology to be accommodated for.

Q. Will there be 3 more desks on 4th Floor?

A. IT equipment is ready, we are just waiting on desks from property services.

An employee query was raised around whether the staff briefings days could be rotated to try and accommodate all staff working patterns. This will be looked into.

There are two desks on floor 3 awaiting computers. IT is waiting for some electrical work to be completed and will then look at putting the equipment in. IC to get an update from Debbie Hiscock on the electrical work.

The women's toilets on the 2nd floor do not flush properly, and this has been raised with property services. IC will get an update from Debbie Hiscock.

There is a need for other SCF elected members to attend JSCC through a potential rota. Details to be confirmed in next meeting.

VG to look into some of the screens being moved in meeting rooms.

8. Chair of next meeting

Ben Glover