

# Staff Consultation Forum Meeting

04 September 2019



**Present:** Hannah Sweetman (**HS**), Christina Corr, Debbie Hiscock (**DH**), Toby Le Sage (**TLS**), Anthony Roche (**AR**), Emma Jellis (**EJ**), Kerry Shorrocks (**KS**), Ben Glover (**BG**), Lea Ellis (**LE – Chair**), Caitlin Bruce (**CB - notes**)

**Circulation:** Global

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## 1. Apologies

Dee Levitt, Ian Coupler, Rebecca Webb

## 2. Matters Arising

**If issues regarding rubbish being put down the toilets arises again a message will go out on the message board**

**DH** 2 desks have been delivered, one was put on floor 3. We need to accommodate a height adjustable desk on floor 4; there will be a slight delay with that one in place because IT will need to re-cable everything.

There is still no date set for the document centre move.

The new notice board is up and being used in the canteen

**LE to speak to Helen Bylett and Keith Crampton about promoting ‘working in a political environment training’ and the opportunity for staff members to go to a council meeting**

**EJ to let careline know to bring it up if there is an issue with parking during council meetings so it can be resolved**

**AR to ask Heritage Foundation who is best to talk to about social events for possible joint lunchtime yoga**

## 3. Building Services Update

**DH** The stairwells in the multi-storey car park outside the district council offices are due to be repainted (13/09/19 – 16/09/19)

**AR** There have been concerns from some members of staff on the 5<sup>th</sup> floor about the number of antisocial behaviour incidents in the car park. Ian Couper will put together a procedure note so members of staff will know how to deal with situations when they do arise, this will potentially be coordinated through property services we can keep track of the number of incidents

**DH The Macmillan coffee morning will be held down in the canteen and will be taken forward by the Communications team – this will take place on the 27/09/19**

**DH** We are switching from coffee sachets to jars in order to be more sustainable, the wooden coffee stirrers and tea bags will also now be recyclable

#### **4. NHDC Update**

**KS Annual flu jabs for staff are coming up again – there will be surgeries at the Council on the 14<sup>th</sup> and 24<sup>th</sup> of October**

**KS** The regional pay briefing is on 16/09/19 so at the next SCF after that (02/09) I will feed back what the employers have to say about the UNISON pay claim

**KS** We are now through the procurement phase of the payroll project and have put an announcement on the message board to say our new partner will be Liberata and the system they will be using will be iTrent. We have a good list of payroll champions so we are looking at potentially getting ahead with some of the training

**KS** Problems with SAP are ongoing, we continue to chase up the SAP team as their problem is at their end and I have been assured that they are doing a “deep dive” to look at the system issues. In the interim there are workarounds that are communicated to staff and managers

**AR** The Chancellor has now announced the spending review so we will need to look into the detail to see exactly what that means for our budget next year

**AR** There will potentially be another general election in mid October or thereafter and as usual we will need staff to assist with this

#### **5. IT Update**

Freedom of information and data protection requests are on the increase and IT are finding that the requests that they are having are becoming more detailed and complex to answer. There have been a few late returns from service areas. **If members of staff do have freedom of information requests and they are struggling for time they should let IT know because they can attempt to sort out an extension if needed.**

**TL** IT have had a request to modify Unit 3 for Careline disaster recovery office. We have a warehouse on the other side of Letchworth where we have some paper storage an office upstairs and Careline have a disaster recovery office downstairs so if there is a network or power failure at the district council offices they can continue to work at Unit 3. The request has now been completed

**TS** The monitor swap (swapping out smaller PC monitors for larger ones) will be completed in a few weeks

**LE** What will happen to the old ones?

**TS** They will be reused for homeworkers or will be kept in storage in Unit 3. **TS** There are 2 new graduates looking at artificial intelligence and robotics in IT, this covers things like reading forms and finding key pieces of information

#### **6. Staff and Member safety at Committee/Council meetings email (see contents from email at end of minutes)\***

**CC** Members of the public who are visitors need to be accompanied by a member of staff

**AR** It might be possible for the door to the chamber to be locked unless there is a meeting; all other doors in the District Council Offices are locked and visitors should not be entering through the back door

**HS to go back to individual who raised concern as they will need to raise it to the Democratic Services team**

## **7. Employee Queries**

**BG** When did flexi-leave for service directors begin and when will the policy be changed because it currently states it is for grade 12 downwards?

**AR** Historically this was capped at grade 12 however this was queried and now is available for members of staff above grade 12 if they choose to use it.

**KS** There has recently been an audit of the flexi time policy so there will be a message which goes out to staff about this. In terms of policy changes we will remove the reference to the grade bar

**HS** Are there any further updates on the issues with SAP?

**KS** We are chasing SAP currently as the issues are at their end and they are trying to work out what it is that's causing it.

**CC** Is there any update on the cycle to work salary sacrifice?

**KS** HR are working on that now and are looking at options to joining different frameworks. There will be further information on this in the October issue of insight.

**CC** Would it be possible for social event emails (non work related emails) to be sent during a specific window or not at all, if the information is going on the intranet and does it need to be sent in a global email as well?

**HS** Would it be possible to have an opt-in option? That way those who want these email sent to them will still get them but those who don't want

**AR to contact Sarah Jenkinson regarding an opt-in for social emails**

## **8. Chair of next meeting**

**Christina Corr**

# **Have something to say?**

If you have an issue you think should be brought to the attention of the SCF, please contact an SCF representative via phone, email or in person. They will raise your issue at the next meeting. You will not be identified unless you want to be.

Issues relating to property e.g. broken lift, non-flushing toilets, etc. must always be reported to Property Services in the first instance: [propertyservices@north-herts.gov.uk](mailto:propertyservices@north-herts.gov.uk)

Alternatively you can send any issues to the SCF inbox - [SCF@north-herts.gov.uk](mailto:SCF@north-herts.gov.uk)

Representatives (and extension):

**Lea Ellis** #4830 - Community Engagement Team Floor 3

**Hannah Sweetman** #4231 - Licensing Floor 5

**Ben Glover** #4248 - Planning Floor 3

**Emma Jellis** #4312 - MSU Floor 4

**James Watson** #4209 - Commercial Team Floor 4

**Christina Corr** #4325 - Senior Technical Officer Floor 5