

Staff Consultation Forum Meeting

5 April 2017



DRAFT Minutes

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| Present: | Christina Corr (Chair), Kerry Shorrocks, Maggie Williams, Dee Levett, Emma Jellis, Anne McDonald, Holly Butrimas-Gair (notes) |
| Apologies: | David Scholes, Claire Morgan, Ian Couper, Property Services |
| Circulation: | Those Present, David Scholes, Claire Morgan, Ian Couper, Property Services |

Prior to commencement of the meeting, MW introduced India who is the new HR apprentice and was in attendance to gain an understanding of how SCF works.

1. Apologies

Apologies were received from Claire Morgan, David Scholes, Ian Couper and Property Services.

2. Employee Queries

There were no employee queries raised at this month's SCF.

3. Matters Arising from Previous Minutes

It was discussed that Rebekah Edwards will be replacing Catherine Cole as a department representative. HBG will send meeting requests for all scheduled SCF meetings to Rebekah.

Action: HBG as above.

CC informed HBG that, following the DSE self-assessment query from last month's SCF, the questions had not yet been completed. CC will send them to HBG to forward to Les Davison once they have been finished.

HBG is yet to receive a response from Property Services regarding the heating issues at the Broadway offices.

Action: HBG to follow-up with Property Services.

HBG confirmed that cleaning supplies are available for Leisure and Environmental Services and are stored in the hot desk room.

It was noted that the rubbish bins appear to be organised in a more suitable way, however DL mentioned that the bin by the back door has been removed which has proved a slight inconvenience.

Action: DL to liaise with Property Services to reinstall the removed bin.

There being no other outstanding actions, the minutes were agreed.

4. NHDC Update

KS reminded the group that NHDC are in a two year pay deal and staff will receive a 1% increase in pay, with the exception of grade 1 posts and apprentices, whose increase will be slightly more than 1%. This will be reflected in April salaries.

The Local Government Employers and Trade Unions are currently reviewing the National LG pay scales but this has not yet reached the negotiation stage. Councils have been warned to expect a reasonable pay increase over the next few years. KS will update employees as more information comes through in the coming months.

5. Office Accommodation Update

The last few items of furniture and fittings have been removed from District Council Offices and work is now well underway.

KS attended a project team meeting earlier in the week where samples, colour schemes and kitchen furniture were discussed. It is likely that a neutral colour scheme will be used, with a lighter coloured carpet for desk areas and darker colours for walkways. Carpet tiles will be fitted so that they can be easily lifted if necessary.

It was confirmed that the lockers currently at Town Lodge will be taken back to DCO when staff return next year.

6. Restructure Consultation

Reports are due to be sent to Corporate Board with the suggested restructure areas. KS can't give any further detail as, at this point in time, not as much progress has been made as originally hoped. The Trade Union are aware of the areas that are being looked into.

KS suggested that the quarterly update sent to managers is also sent to members of SCF, so that they are aware of any HR updates.

Action: HBG to circulate most recent HR update to SCF members.

7. Chair for Next Meeting

Dee Levett to chair the next meeting.