

NEIGHBOURHOOD SERVICES STAFF PANEL

March 5 2014

AGENDA AND MINUTES

Present: Sian Lamrick (SL), Sara Weare (SW), Justin Jones (JJ), Matt Touhig (MT), Sarah Worthington (SWo), Andrew Powell (AP), Richard Morgan (RM) David Leech (DL)

Chair : Sara Weare

Abbreviations: SP = staff panel, SF = staff forum, HoS = Heads of Service

Item	Agenda Subject	Notes
1.	Apologies	Julian Merryman, Rosie Bradley, Stacey Davies, Andrew Nevill, Tony Crewe, Chris Latham
2.	Re-cap on last meeting and update actions log	<p>SW briefly updated on the actions log from last meeting.</p> <ul style="list-style-type: none">• Libraries to draft a report within the new few weeks on the Text Messaging project.• Stores Project almost complete, health and safety have had input. SL to finalise and forward report to SD for consideration.• The Arts provision collaborative approach is in progress.• Additional weight on vehicles that enter the Household Waste Recycling Centre (HWRC) weighbridge due to rainwater and crew members sitting in the cab – has already been addressed by Waste Team – we are only charged for waste that arrives at the Treatment Centre, not the HWRC.• Traders using domestic household bins to avoid paying trade fees – already being addressed by the Waste Team.• Passible increase in cemetery costs- already being addressed.• The re-introduction of the staff suggestions boxes – to be given further consideration.

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3	Ideas from the Noticeboard	<p><u>Prioritise Idea List from February Meeting</u> The Staff Panel have been asked to prioritise income generation/efficiency saving ideas from the last meeting . SW will then present prioritised list to HoS</p> <p>Agreed prioritised list to be presented to HoS in March :</p> <ol style="list-style-type: none">1 Explore the efficiency benefits of purchasing small plant and equipment that is hired on a regular basis.2 Commissioning of a heat analysis survey at Ty Blaen to consider current usage and practices and to look for potential 'quick win' efficiency savings.3. Install timers to all of the hydro boilers in Ty Blaen so that they can be turned off during evenings and weekends (approx. £50 per unit to install)4. To develop a formal process for the salvaging and reuse/re-sale of materials from schools (such as toilets, sinks, fencing etc). Copper piping could be sold? <p><u>Create Furniture Sale Area in HWRC</u> Discussion took place on setting up a Recycling Shop at Ty Blaen. SW advised that the Waste Team had advised that this formed part of the new plans for the site, and should be in place by the end of this year. SWo asked if good quality bulky items could be recycled at the Shop. SW to look into.</p> <p><u>Staff Survey Results</u></p> <p>SW provided a brief update on the Staff Survey results, highlighting the key themes:</p>
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		<ol style="list-style-type: none">1. Poor ICTICT support2. Work Smart Reviews/1 to 1's/Team Meetings– inconsistent approach across the Service Area3. Training required for Managers4. Hot desking/Homeworking – inconsistent approach across the Service Area5. Managers need to listen to staff more#6. Improved internal communication is required7. Pressured workloads – more staff resource required8. Thank you's and staff recognition required. <p>HoS and Group Leaders came up with an Action Plan to address the above themes, and the actions now need to be prioritised into a timely work programme. HoS have advised that they would like Staff Panel to facilitate a workshop session at the next Staff Forums (to be held end of April/beginning May.</p> <p>Staff Panel Members agreed that they would be happy to do this, although were keen that operational staff are involved in this as well. SW to prepare format of session, and Staff Panel to meet before Staff Forum to discuss and agree the approach.</p> <p>Following Staff Forum, Business Transformation will develop the Action Plan and manage the progress and implementation of it.</p>
5	Any Other Business	<ol style="list-style-type: none">1. Overhanging hedges / Fly posting. The publicising of cutting back of overhanging hedges and trees to be put on hold for the moment - JJ, SW & Andy Margie to explore the current process/policy (in conjunction with Planning). CL to prepare communication for publication later in the Spring.2. Full list of ideas

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		<p>SW thanked SWo for producing a list of all Staff Panel Ideas that have been raised since the Panel began. SW agreed to review the full list and advise on progress on each of the ideas, to allow Staff Panel members to share this feedback with their teams.</p> <p>3. Free trees for schools Staff Panel were advised that there is a scheme in place that allows schools to access free trees.</p> <p>4. MFDs It was questioned whether the MFD's could be upgraded to include a function to allow staff to log on to them using swipe cards or by entering an extension number. This would make the log on process quicker.</p> <p>5. Welsh Language Welsh language translations incur a high cost for the Service Area. AN suggested through redeployment, perhaps we could look to employ someone who is a welsh speaker with Neighbourhood Services and then sell the service of this employee to other areas of the Council and maybe even external? SW advised that this is likely to be difficult to take forward, but the she would seek views from HoS.</p> <p>6. Digital Projects DL advised that from April he has been tasked with setting up digital projects and working with Business Transformation to see how people are using them, e.g. twitter, facebook, google etc., DL to speak to Cath Thomas or SD before taking any further.</p>
6.	Date of Next Meeting	Wed 16 April 2014