

Resources Directorate – Facilities Management Group

Saltisford 1, 2 & 3 Building User Group

Minutes –14/06/2017

SB1 GF CR1 – 14.00 – 15.30

Item	Description
1.0	<p><u>Introductions:</u></p> <p>Colin Jones – Facilities Support Manager Shire Hall Jane Adams – Facilities Clerical Support Shire Hall Viv Mann – Facilities Customer Services Manager Mark Chirnside – Family & Parenting Support Stephen Height – Saltisford B3 1st Floor Molly Fisher – Apprentice B3 1st Floor Tulula Carrigan – Apprentice B3 Top Floor</p> <p><u>Apologies:</u></p> <p>Lorraine Whyte – School Admissions 1st Floor B3 Steve Flynn – Service Delivery Manager, CFS Shawn Gladwin – Senior Finance Officer - Reablement</p>
1.a	<ul style="list-style-type: none">• <u>Noted:</u> Disappointing turnout.• CJ explained purpose and process of BUG meeting to the Apprentices.
2.0	<p><u>Minutes of last meeting and matters arising.- discussed</u></p> <ul style="list-style-type: none">• Carry Forward – Steve Flynn to advise following discussion with Dan Capehorn re Caretakers Cover. (Dan and Steve both on holiday)• <u>Desk Charges are as follows (per VM)</u> The charge is for the total number of desks allocated across all three buildings and all Cost Centre Managers pay for all desks and then also a proportion of hot desks.• Signs on all three buildings will be replaced and read 'Welcome to Warwickshire County Council - All visitors Report to Building 3 Reception'• Following Fire Risk Assessment carried out - ALL staff to tidy and de-clutter own work stations, tambour units and <u>importantly</u> resource rooms. <p><u>To be carried forward and discussed at next meeting:-</u></p> <ul style="list-style-type: none">• Steve Flynn to obtain and share from Sue Hodson desk cleaning spec.

3.0	Opening and closing times – Staff can access 06:30hrs, but cleaning takes priority in kitchens and washrooms. MASH staff due to nature of their work, have access to B3 past normal closing times 18:30hrs.
4.0	<u>CORP Facilities (formally known as Cleaning and Caretaking)</u> <ul style="list-style-type: none"> Issue still remains re notice on gents of 1st floor building 3 being left by cleaner saying cleaner is in attendance when they are not. Action: CJ to inform SF of CORP Services and address verbally to resolve issue.
5.0	<u>Car parking</u> <ul style="list-style-type: none"> 158 car park offences across all three car parks in June 2017 recorded and proving necessity for Profile to continue service. Staff members who parked in Church car park despite email advising not to park there on Poling Day discussed. <u>Noted:</u> - Some staff said they never received the email. <u>Action:</u> - It is staff members own responsibility to get themselves put on the 'WCC-Saltisford-All' email address. Likewise, to make sure they are removed when not based at Saltisford, or do not wish to receive Saltisford emails. Blue Cone System – Staff are not permitted to move the blue cones unless authorised users.
6.0	<u>Fire drills and update of contact list to Jane Adams of Facilities Admin.</u> <ul style="list-style-type: none"> Forward to Jane Adams as per normal. Action: All three buildings are due a planned drill soon.
6.a	<u>First Aid update on names, locations new or refresher training.</u> Advise Jane Adams of training dates and staff need to book up on WILMA – <ul style="list-style-type: none"> <u>Note:</u> Training ref is 'FA011 Emergency First Aid at Work'
7.0	<u>Air conditioning/comfort cooling/lighting upgrades</u> <ul style="list-style-type: none"> Servicing is up to date and issue with hay fever sufferers not relevant. Reason for 'Stale air' complaint /hay fever sufferers not found. All lighting issues are now concluded.
7.a	Survey <ul style="list-style-type: none"> Information on service schedule from CJ as follows: <p>In the roof void there is an Air Handling unit which filters the air by a Bag filter and then a box filter. This system is serviced 4 times a year and the filters are either replaced each visit or every other, depending on if their blocked or not.</p> <p>Then the air is taken down to each floor and then vented in to a Fan coil unit, which is essentially a min AHU. This has a fabricated mesh across the air intake,</p>

	<p>which its primary use is to stop larger particles being sucked from the roof void in to the room. These units are serviced twice a year and the fabric is brushed down on each. Then they are replaced every 3 to 4 years depending.</p> <p>So reference the above the Air in Saltisford is far cleaner then an normal old fashioned office environment.</p> <p>If sitting directly under a vent and your already suffering from Hay fever the movement of air could continue the stimulation of the hay fever despite the lack of pollen. It may be worth moving position in the first instance to see if the condition improves.</p>
8.0	<p><u>Additional Agenda Items:</u></p> <ul style="list-style-type: none"> • Church car parking rules discussed. • Parking offences discussed. • Tops of tambour units- staff to tidy up and de-clutter. • Clutter removal requests for caretakers must be booked through Hotline and on a timely basis. <p><u>Note:</u> Any work requests for caretakers must be booked through Hotline.</p> <ul style="list-style-type: none"> • Emergency exits discussed and evacuation using Evac chairs. • Refresh/practice on using Evac chairs to be carried out by relevant staff. • All staff are to wear security badges (checks will be made on regular basis). • <u>Note:</u> Photos on ID badges must be current and recognisable and updates must be made where necessary. • Obstruction caused by trees on the embankment rear of B3 and costs (£6K) for removal discussed. WCC would need to pay as the trees are not ours • Cleanliness of tea towels discussed – staff bring their own and therefore own responsibility. • Corporate facilities do not provide kitchen cleaning cloths, staff bring their own. • <u>Note:</u> Staff to be made aware of their own responsibilities in keeping their own kitchen areas clean and tidy and look after their own ‘kit’. • FYI - Stephen Height’s notes on issues raised at meeting attached.
9.0	<p>Date of Next Meeting: -13 September 2017 – SB1 GFCR1 14.00-15:30</p>