

BARRACK STREET BUG MEETING

Minutes of meeting held – Tuesday 22nd November 2016

Present:

Colin Jones (CJ), Amy Hardiman (AH), Julie Seymour (JS), Sarah Brook (SB), Sarah Winnett (SW), Ruth Dixon (RD), Bob Foy (BF) (sub for Dave Matthewson)
Caroline Cooper (Clerk)

1.	<p>Apologies:</p> <p>Dave Matthewson</p>	ACTION:
	<p>Sarah Brook introduced Sarah Winnett (SW) who will be taking over from SB from end of March 2017.</p> <p>The BUG Group introduced themselves to SW, giving a brief outline of their role within the Group.</p>	
2.	<p>Minutes of previous meeting</p> <p>Minutes from previous meeting were approved.</p> <p>Outstanding Matters:</p> <ul style="list-style-type: none"> Decorating of MR2 is scheduled to be carried out sometime in 2016/2017 financial year. 'Change of Use' request form to create an extra meeting room in Barrack Street has been completed and submitted to Physical Assets. JS has had a response from Julian Humphreys who didn't think the room was a suitable option and has asked a mechanical engineer to assess the room. CJ to speak to JH for an update. Cleaning caddies for kitchen areas – JS still awaiting response from Susan Hodson. CJ has confirmed that work is to go ahead for the blinds in The Space and PRP are going to pick up the cost of the blinds. Property surveyor to arrange. JS to remove Kafevend drinks machine from The Conference Room once current stock has been used up. 	<p>CJ</p> <p>JS</p>
3.	<p>Matters Arising:</p> <ul style="list-style-type: none"> Cleaning standards – Susan Hodson has confirmed that a new spreadsheet has been set up to record cleaning standards. More inspections are to be carried out. Facilities Management are now recruiting. New Service Delivery Manager is in place. Further staff to be recruited as soon as possible. 	
4.	<p>Feedback from floor reps:</p> <p>Ground Floor</p> <ul style="list-style-type: none"> Sarah Brook reported an issue with bites from bugs in the carpet. Pest Control has been out and have found nothing that would suggest there were bugs. It has been confirmed that static from the carpet is causing the problem. Anti- 	

	<p>static spray applied to the carpets and this has solved the issue. JS to look at having first floor treated too. To request via Hotline.</p> <p>First floor</p> <ul style="list-style-type: none"> RD asked the question how do cyclists obtain keys for lockers? Where is the information kept to advise staff? It was confirmed that the information is displayed on the Intranet. All keys should be requested through Hotline. <p>Second floor</p> <ul style="list-style-type: none"> BF reported that the urinals in the second floor Gents toilets were causing a problem. BF to email CJ with details. CJ to investigate. JS (on behalf of DM) – cabling in Transport Planning Unit on 2nd Floor is causing a problem for a member of staff when moving their chair. CJ confirmed that Mike Wills had been over to check this out. CJ to confirm whether work had been carried out. 	<p>JS</p> <p>BF/CJ</p> <p>CJ</p>
5.	<p>Feedback from Employee Forum:</p> <ul style="list-style-type: none"> Fresh air/air fresheners – can anything be done to improve the air quality on the second floor of Barrack Street? – CJ advised some of the ceiling fans on this floor have been turned off until further notice as they are hazardous. This could be a contributing factor to the poor air quality but in the meantime staff can continue to use the other ceiling fans, individual desk fans and open windows to improve air flow. The use of air fresheners is not recommended as other members of staff may suffer from allergies. 	
6.	<p>Any other business:</p> <ul style="list-style-type: none"> Terms of Reference - these were circulated prior to the meeting and comments were invited. AH commented that there were a few amendments required. To be updated and posted on the Intranet. The post of Clerk is to be reviewed after end of March 2017. Office Services to seek new Clerk. Ceiling Tile - JS reported that there is a ceiling tile missing in the stationery cupboard on first floor of Barrack Street. The Caretakers have advised that they have no spare tiles. JS informed that the caretakers are not allowed to carry out any works in the ceiling due to possible asbestos issues. Contractor to be called out. 	<p>AH/JS</p> <p>CJ</p>
7.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> Tuesday 14th March 2017 - 11am, Meeting Room 1 	All