

**Minutes of Xchange
Tuesday 13 November 2012**



Attendance:

David Oliver, Chief Executive
 Katy Everitt, Head of ROD
 Aime Armstrong, HR Manager
 Shaun Sannerude, **Chair** & CCS Representative
 Charlotte Frost, ICT Representative
 Sue Scott, Planning Representative
 Jo Minney, ROD Representative
 Joe Bailey, ES Representative

1	Election of a new chair	
1.1	The Group elected Shaun Sannerude as Chair	
2	Apologies	
2.1	Apologies had been received from Zena Ireland. Joe Bailey represented Environmental Services.	
3	Minutes of the meeting on 21 August 2012	
3.1	The minutes of the meeting held on 21 August 2012 were approved.	
4	Matters arising from the minutes	
4.1	AA fed back that it had not been possible to organise a lunchtime pilates/ well being session for staff.	
4.2	X change representatives discussed a first aid training session. AA asked Xchange representatives to find out how many staff would be interested in taking part. AA to follow up with Amanda Nimmo the number of first aiders required.	Xchange reps & AA
5	Car review update	
5.1	AA gave an update on the review of the car scheme and it was noted that an agreement had been reached. All staff affected had been updated and essential car users would be consulted with.	
6	Social committee	
6.1	Xchange representatives noted the social committee planned to shut down in December 2012. Staff could still organise events and use Eunice to advertise.	
7	Agree communication of items and agree volunteer for the blog	
7.1	SS agreed to write the Xchange blog for Eunice.	SScott
7.2	JB raised an issue regarding the soft seating area located near the vending	

	machines. KE to ask Amenities if the photocopiers could be stored in another location.	KE
7.3	It was noted that any national agreement for pay awards may bring changes to terms and conditions.	
7.4	It was hoped that a big team meeting for 2013 would be organised after the funding for local government was known.	
8	Employee of the quarter nominations	
8.1	CF left the meeting and the group shortlisted the Employee of the Quarter.	
	<i>The next meeting of X change would be held on Tuesday 5 February 2013.</i>	