

**Minutes of Xchange
Tuesday 5 February 2013**



Attendance:

David Oliver, Chief Executive
Aime Armstrong, HR Manager
Shaun Sannerude, **Chair** & CCS Representative
Charlotte Frost, ICT Representative
Sue Scott, Planning Representative
Jo Minney, ROD Representative
Lisa Blackler, ES Representative

1 Apologies

1.1 Apologies had been received from Zena Ireland. Lisa Blackler represented Environmental Services.

2 Minutes of the meeting on 13 November 2012

2.1 The minutes of the meeting held on 21 August 2012 were approved.

Matters arising

2.2 With reference to minute 4.1 it was noted that a first aid training session would take place on 17 April 2013 but would be limited to 12 spaces. AA to follow up with Amanda Nimmo the number of first aiders required within the organisation. Xchange representatives to feedback to their service areas AA/ Xchange
reps

2.3 With reference to minute 7.2 it was noted that the photocopiers that had been stored near the staff seating area would be sold and removed as soon as possible.

3 Elections special leave consultation

3.1 AA asked Xchange representatives for any comments from staff regarding the consultation on Elections special leave, which had opened on 22 January 2013 for 3 weeks. No comments were fed back to AA via Xchange.

4 Pay Policy consultation

4.1 AA asked Xchange representatives for any comments from staff regarding the Pay Policy consultation which would be going to the Council meeting on 27 February 2013. No comments were fed back to AA via Xchange.

5 Electronic submission of HR and payroll documentation

5.1 It was noted that from 1 April 2013 all payroll documentation including mileage forms, receipts, timesheets, new starters forms etc would be submitted to payroll electronically. PDR forms and wellbeing forms should also be submitted to HR electronically. Xchange
reps to
communicate
Appropriate authorisation would still be achieved and the process would be as simple as the previous system. Petrol receipts would need to be retained and sent to HR. JM asked for any comments or queries to be sent to her.

6 Induction project

- 6.1 It was noted that JM was working on a project to improve the induction process and it was hoped that it would be in place by 30 June 2013.

7 Criteria for essential user status

- 7.1 SS raised a query regarding essential user status. AA tabled a written definition from the "green book" for Xchange representatives to share with their service areas.

"Part 2 Section 12

12.1 Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance in accordance with the provision set out in Part 3 Section 6.

Part 3 Section 6

6.1 Employees required to use their motor vehicles for the efficient performance of their duties will receive allowances for the use of their motor vehicles on business only after being so authorised by the local authority. The local authority may determine whether the use is casual or essential in the cubic capacity of car considered appropriate.

6.2 Essential users are those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. If the employed uses a private car in carrying out those official duties then they shall be entitled to receive the lump sum allowance and mileage rates set out below.

Local interpretation, part of single status agreement (car scheme handbook, page 3)

Essential car user status is given to posts that require the post-holder to travel frequently in order to carry out the core activities of their job. The Executive Director decides, with the advice of the relevant Head of Service, which posts are classified as requiring frequent car use. Frequent is determined by the number of times business travel is required as part of an employee's role, not the amount of miles they travel. "

8 Leave entitlements for staff

- 8.1 SS raised a query regarding assistance for staff who experienced difficulty working out leave entitlements. AA said that the HR team would be happy to assist and were trying to make the process more user friendly.

9 Office Moves

- 9.1 CF fed back from a meeting regarding changes to the Environmental Services corridor, the staff room and a meeting room. Staff from Cultural Community Partnerships would be moving into the Red Brick building from March 2013. It was noted that the Members Room would be available in September 2013. Information to be published on Eunice for staff.

10 Employee of the quarter

10. The group shortlisted nominations for employee of the quarter.