

**Draft Minutes of Xchange**  
**Tuesday 30 April 2013**



**Attendance:**

David Oliver, Chief Executive  
Aime Armstrong, HR Manager  
Shaun Sannerude, **Chair** & CCS Representative  
Sue Scott, Planning Representative  
Jo Minney, ROD Representative

**For Item 2 only**

Paul Howard, Resilience Officer  
Kris Papierz, Health and Safety Officer

**1 Apologies**

1.1 Apologies had been received from Charlotte Frost.

**2 Welcome to the Safety and Resilience Team**

2.1 Xchange welcomed Paul Howard, Resilience Officer and Kris Papeirz, Health and Safety Officer to the meeting.

PH gave an update on the Emergency Plan which was out for consultation. Two information sessions had been arranged for 14 May 2013 and 10 June 2013. All staff welcome to attend if they have any queries or issues to discuss. PH also on site at ENC offices on every Tuesday.

KH discussed Health and Safety issues including Emergency evacuation procedures and Fire warden training. KH will be on site at ENC offices on Fridays. KH to attend future meetings of Xchange to discuss Health and Safety Issues including accident reports.

KH

SS raised a query regarding fire (evacuation) training for Councillors. KH to consider.

**3 Xchange blog**

3.1 Shaun Sannerude agreed to write the Xchange blog.

**4 Minutes of the last meeting**

4.1 The minutes from the meeting on 30 April were approved.

**Matters Arising**

4.2 AA and SS fed back from the First Aid Training which had been well received by those staff members who attended. It was noted that ENC would be purchasing a defibrillator for use in the building and written instructions would be produced to assist anybody who may need to make an emergency call from the building.

4.3 JM reported that the new process of submitting HR & Payroll forms electronically was now up and running. It was noted that further improvements to the mileage spread sheet would be made.

**5 Family and work life balance policy**

5.1 AA asked for any comments on the Family and Work Life Balance policy which was out for consultation. Xchange representatives had not received any comments from their service areas. The Policy would be considered at the Personnel Sub Committee meeting in June 2013.

**6 Employee of the Quarter – shortlist the nominations**

6.1 Xchange considered the nominations for the employee of the quarter.

**7 Any other business**

7.1 AA suggested that Xchange add a special topic for discussion to the agenda of each meeting. The results of the staff satisfaction survey would be discussed at the next meeting. AD to add to the agenda once a date had been set up.

7.2 DO noted that a 1% pay award had been approved at the last meeting of the Personnel Sub Committee. Members would consider a report at the June PSC meeting regarding pay award for Chief Officers.