

Draft Minutes of Xchange
Tuesday 30 July 2013



Attendance:

Sharn Matthews, Executive Director (SM)
 Aime Armstrong, HR Manager (AA)
 Shaun Sannerude, **Chair & CCS Representative** (SS)
 Jo Minney, ROD Representative (JM)
 Lisa Blackler, ES Representative (LB)
 Charlotte Frost, IT Representative (CF)

Also in attendance: Palden Dorje (PD), Carolyn Aldridge (CA) and Kris Papierz (KP)

Minute taker: Barbara Wiggins

1	Apologies	ACTION
1.1	Apologies had been received from David Oliver and Sue Scott.	
2	Xchange Blog writer	
2.1	Jo Minney agreed to write the next blog.	JM
3	Minutes of previous meeting	
3.1	The minutes from the meeting on 30 April were approved.	
4	Induction Project	
4.1	JM noted that, following consultation on an updated version, comments received had been incorporated into a new document. A final draft is being prepared for general comments by staff. The new version was required to make sure all new members of staff receive the same message when commencing at ENC.	JM
5	Health and Safety Update	
5.1	KP provided a verbal report on the latest Health & Safety issues. AA suggested that to avoid re-writing the Terms of Reference Health & Safety should be discussed at the regular meetings with CX/Union and deleted from the Xchange agenda. AA would add an item to the next Agenda and feed back to KP.	AA
5.2	KP noted that further consideration of fire evacuation arrangements should be considered following a recent event.	KP
5.3	It was noted that a review of First Aid training, manual handling and working at heights was required.	KP
5.4	Potential Violent Persons Register – further consideration was required on updating data and access to information. A suggestion had been made to resurrect the Working Party to discuss the process.	
6.	Staff Satisfaction Survey Results	
	CA attended the meeting to go through the results of the recent Staff Survey.	

	<p>Discussion was held on how to engage more staff in the process. Two suggestions were made:</p> <ul style="list-style-type: none"> • Use posters to advertise when a survey was available for comment • Split surveys into two areas: corporate values and support services <p>A request was made for Xchange to see a copy of the recent ICT Survey, preferably with comments from ICT Managers, by the end of October. CF to feed back to ICT Managers.</p> <p>CA asked for ideas on how to make the process easier in the future.</p>	CF
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	<p>PD noted the success of the 2012 food bank collection at ENC. More and more people in the district were in crisis and not able to provide enough food for their families. There were three food banks in the East Northamptonshire area and they were only open on certain days. PD requested that the food bank at ENC should become a permanent feature and donations would be divided between the three food banks already in operation. SM suggested some guidance was prepared on 'dos and don'ts'. PD has this in hand. Meeting agreed to take the project forward.</p>	PD
7.2	<p>PD also noted that many of the people who used food banks did not have the skills and ideas required to prepare cheap, filling and nutritional meals. She suggested asking staff, via EUNICE, for their recipe suggestions to pass on. Meeting agreed. SS suggested a Member Briefing was prepared to advise Councillors of the project too.</p>	PD
7.3	AA requested an item for the next Agenda: Recruitment and training. AD to note.	AD
7.4	AA noted that the Staff Management Policy had recently been re-drafted. CMT had discussed the item and she was now requesting that it was passed to the service areas for consideration.	ALL