

**Agenda item 6 - Minutes of Xchange
Tuesday 4 February 2014**



Attendance:

David Oliver, Chief Executive (DO)
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)
Susan Scott, PS Representative (SS)

1	Apologies	ACTION
1.1	None received	
2	Xchange Blog writer	
2.1	Jo Minney agreed to write the next blog for Eunice.	JM
3	Minutes of previous meeting	
3.1	The minutes from the meeting held on 30 July 2013 were approved.	
4	Matters arising from the minutes	
4.1	It was noted that AA had resolved the issue of Health and Safety updates. Any items would be raised at the CX/Union meetings.	
4.2	It was noted that a link to the Staff Satisfaction Survey was on Eunice and posters would be displayed around the building.	
4.3	The survey focussed on support services only. A separate survey on corporate values would be incorporated into Big Team Meetings.	
5	Update on Personnel Policies	
5.1	AA gave an update on Personnel Policies. The Family and Work Life Balance policy and the Staff Management policy had been approved and published on Eunice.	
5.2	AA referred to the extended wellbeing meeting and noted that Jo Minney would be attending team meetings to explain the change to the process.	
5.3	HR had reviewed the Recruitment and Training policy which would be sent around for consultation purposes.	AA
5.5	AA gave a brief update on the new payroll system. Details to be published on Eunice.	AA
6	ICT Survey results	
6.1	Xchange representatives discussed the results of the ICT survey and the following comments were noted: <ul style="list-style-type: none"> • A box for comments should be included • An opportunity to comment on ICT packages/programmes would be helpful. 	

7	Any other items raised via Xchange representatives	
7.1	Two Xchange representatives fed back concerns from their service areas regarding the recent message which had been published on Eunice about shared services discussions with Borough Council of Wellingborough.	
8	Topic for discussion at next meeting - 29 April 2014	
8.1	AA suggested that reward and motivation should be discussed at the next meeting. AD to note for the agenda.	AD
8.2	The Chair gave his apologies for the next meeting and SS agreed to act as vice chair.	
9	James Kasen Award - employee of the quarter	
9.1	The meeting shortlisted the nominations for the James Kasen Award.	