

MEETING TITLE: Employee Engagement Champions Meeting

DATE:	Wednesday 17 th January 2018
LOCATION:	A108
ATTENDANCE:	Jodie Dimond-West / Holleigh Marsh / Samantha Seaman / Gill Yates / Matt Holland / Dean Cutting / Andrew Idowu / Asma Khatun
APOLOGIES:	Alex Cohen / Geraldine Hanshaw / Ola Mosaku / Sameer Huda / Forhad Altafi / Kayleigh Williams / Olu Agbedejobi / Lee Demmel / Candice Terrelonge

Item No	Agenda Item	Notes
1	<i>Previous Minutes / Action</i>	<p>Not everyone has had the chance to gather feedback, but some feedback was discussed. EEC members to have made contact with their areas by 17/01/18</p> <ul style="list-style-type: none"> Duty Manager / Incident reporting – AC/JDW to feedback to SLT. By 30/01/18 Toilets – AC/JDW to speak to Estates regarding D Block cubicle doors as a matter of urgency. Also discuss hand dryers / urinals and doors on A Block toilets. By 17/01/18 D Blocks Keys – AC/JDW to speak to estates/SLT to find out what solution there is. EEC understand there is proposed work to D Block which could be preventing this, but temp measure must be considered or timeframe of when solution is available. By 30/01/18 Absence & Disciplinary – AC to speak to HR to understand the process and feedback to EEC. By 07/02/18
2	<i>Feedback from Team Meetings/ What's Happening?</i>	<ul style="list-style-type: none"> 22nd January – AC/JDW doing walk around with Paul Markham-James. They will have a look at the condition of D & F Block. 25th January – AC/JDW meeting with JCB to discuss EEC actions from meetings. Duty Manager/Incident report and Absence & Disciplinary feedback will be given at next meeting.
3	<i>Common Issues</i>	<ul style="list-style-type: none"> Attendance has fallen to admin staff, no process and system in place for monitoring attendance overall – Who's responsible? AC to deal with Celcat / E tracker – No consistency and in correct data given. The system needs to be looked as both system do not fall in line together. Office 365 – is the whole college meant to be moving onto? And if so, when is the rollout scheduled for? Update on Staff InfoPoint – what's the next step? Feedback was given back from staff members on SLD 2. Security – it has been observed a security member was seating underneath the stairs when an incident took place. It is felt by staff there isn't enough security visible around the college.
4	<i>IIP Survey</i>	<p>All survey needs to be completed by 26th January 2018</p> <ul style="list-style-type: none"> Ensure areas have completed the IIP survey
5	<i>Deep Dive</i>	Looking at specific concerns from the Staff Survey. Date needs to be set to improve the areas highlighted from survey.
6	<i>AOB/ Date of next meeting</i>	<p>GOAL training for EEC members</p> <p>The next EEC meeting is Wednesday 7th February 2018 15:30 – 17:00 – TBC</p> <p>The next SLT meeting where EEC will attend is Tuesday 30th January 2018</p>