



Xchange Group

Minutes of the meeting held on 29 September 2011

Attendance:

David Oliver	Chief Executive	DO
Katy Everitt	Head of Resources and Organisational Development	KE
Tom Morrissey	Chair of Xchange	TM
Rachel Reeds	Resources and OD Representative	RR
Carolyn Aldridge	Resources and OD Representative	CA
Chris Wykes	Customer and Community Services Representative	CW
David Crawley	Planning Services Representative	DC
Charlotte Frost	ICT Representative	CF
Zena Ireland	Environmental Services Representative	ZI

Minutes: Alice Duggan

ACTION

1 Apologies

1.1 Apologies had been received from Symon Adamson, Palden Dorje and Brian Harrison.

2 Minutes from the previous meeting and matters arising

2.1 The minutes from the meeting on 16 August 2011 were approved. **AD**

3 Update on Policies

3.1 AA advised the group that the Maternity and Paternity Leave Policy, Home Working Policy and Work Experience and Interns Policy had been approved at the Personnel Sub Committee meeting on 27 September 2011. It was noted that no further policies would be out for consultation until December 2011.

4 Nomination for Xchange - update

4.1 The group discussed nominations for Xchange and AA agreed to publish information on Eunice. It was noted that TM intended to stand down as Chair of Xchange.

4.2 The group agreed that each service area could have up to 2 representatives at the Xchange meetings and that the new Xchange group would need to review the Terms of Reference at the next meeting.

4.3 The group discussed frequency of meetings and it was agreed to only meet every quarter when the shortlisting for the Employee of the Quarter was due to take place.

5 Employee of the quarter short listing

5.1 The group considered each nomination on its merits, and agreed to put all nominations forward for CMT to decide on a winner.

6 Agree communication

6.1 The group agreed items to feedback to their service areas and ZI agreed to write the blog.

ZI

7 AOB

7.1 DO advised that there were issues that might need to be communicated to staff including on going discussions with the Local Government Group on the pension scheme and negotiations regarding pay awards for staff.

7.2 It was noted that a survey of local authorities would take place regarding changes to employees terms and conditions. It was hoped that the results of this survey would be shared with staff.

7.3 CA asked if it would be possible to have a stand in representative from UNISON when PD was unable to attend meetings. DC to discuss with PD.

7.4 TM noted a request from BH regarding the quality of television set in the staff room. Amenities team would be investigating.

7.5 The group expressed their thanks to TM for his efforts and hard work as Chair of the meetings.

7.6 The next meeting was scheduled to take place on 20 December 2011.