



Xchange Group

Minutes of the meeting held on 5 January 2012

Attendance:

| | | |
|-----------------|--|----|
| David Oliver | Chief Executive | DO |
| Katy Everitt | Head of Resources and Organisational Development | KE |
| Aime Armstrong | HR Manager | AA |
| Chris Moss | ICT Rep and Chair of Xchange | CM |
| Sue Scott | Planning Services Representative | SS |
| Shaun Sannerude | Customer and Community Services Representative | SS |
| Zena Ireland | Environmental Services Representative | ZI |
| Jo Minney | Resources and OD representative | JM |

Minutes: Alice Duggan

ACTION

1 Welcome and Election of the new Chair of Xchange

1.1 DO welcomed the new group to Xchange. The Group elected Chris Moss as the Chair.

2 Minutes from the previous meeting and matters arising

2.1 The minutes from the meeting on 29 September 2011 were approved.

3 Update Terms of Reference

3.1 The Group reviewed the Terms of Reference and made some changes. AD to update the Terms of Reference.

AD

3.2 KE noted that there would be a standing invitation for UNISON to attend all Xchange meetings if they wanted to rejoin the group at any time in the future.

3.3 KE to attend each meeting as the HOS representative and AA to attend each meeting as HR Manager.

KE/AA

4 Update on Policies

4.1 AA advised the group that HR were working through a long list of policies that needed updating. AA to circulate the list and the timetable for updating each policy to the Xchange group.

AA

5 Items received from Customer and Community Services

5.1 Shaun Sannerude raised items on behalf of Customer and Community Services and agreed to feed back the responses. The main points noted were:

- The project list on Eunice would be updated following a discussion at CMT.
- Radiator issues should be directed to the Amenities team
- Copy dates for In House are published on Eunice

SS

6 Items received from Planning Services

6.1 Sue Scott raised items on behalf of Planning Services and agreed to feed back the responses. The main points noted were:

- The next set of Big Team Meetings would be held in March/April 2012. DO to arrange for a message to go on Eunice.
- Once the budget for the next financial year had been set an update on the financial position would be provided.

DO

7 Feedback from Member Workshop on Council Finances

7.1 DO fed back from the Member Workshop and it was noted that Members had discussed issues including Council Tax, the New Homes Bonus and the capital programme. A further workshop would be held on 19 January.

8 Employee of the Quarter Short listing

8.1 Xchange considered the nominations and agreed that all the nominations should go forward to CMT.

9 Agree communication and blog duties

9.1 Xchange agreed the messages that they would take back to their service areas and Sue Scott agreed to update the blog.

SS