



Xchange Group

DRAFT minutes of the meeting held on 13 March 2012

Attendance:

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 Apologies

1.1 Apologies had been received from David Oliver.

2 Minutes from the previous meeting 5 January 2012

Matters Arising

2.1 Minute 3.1 - Terms of reference

AD to circulate the updated Terms of Reference.

2.2 Minute 3.2 - Terms of reference

It was noted that DO, KE & AA had met with Unison. Unison would be meeting with DO & AA for consultation on a monthly basis. As agreed at the previous Xchange meeting, Unison would continue to receive the agenda and a standing invitation to all Xchange meetings.

2.3 Minute 4.1 - Update on policies

AA noted that the list of policies had not been circulated as the 30 policies were being re-grouped into categories. AA would be working with assistance from the Policy Officer to create one large document with all the smaller policies included. AA hoped to bring more information to the next meeting of Xchange.

KE requested that an action list be created for Xchange including this item.

AA

AD

2.4 **Minute 5.1 - Items received from Customer and Community Services**

SS had fed back to his service area the comments on the items that had been raised. It was also noted that CMT were progressing with the project list.

2.5 The minutes of the meeting on 5 January were approved by the Xchange group.

3 **Tax Coding Letters/ Medical insurance issue**

3.1 AA advised that medical insurance had stopped but had still been reported on P11D's as the tax office had been working with 2010/2011 information.

3.2 AA to post a message onto Eunice to notify staff that they could wait for the tax office to receive the 2011/2012 information and correct the P11D's or staff can write as individuals to the tax office. Some wording for the letter would be suggested.

AA

3.3 AA to submit a complaint to the tax office.

AA

4 **Items received from Resources and OD**

4.1

- AA advised that the consultation process for staff remained the same.
- Feedback received by staff will only be published on Eunice depending on the nature of the policy.
- Staff can make comments through their Xchange rep or directly to Organisational Development.

4.2 KE outlined that, as part of the new Localism Act, each authority had been required to produce a Pay Policy by 1 April 2012. This policy would include comparison details of pay data for CMT and Middle Managers against the lowest paid members of staff. Organisational Development had been restricted time wise which meant that this policy had not been through the usual consultation process. The policy will be going to Personnel Sub Committee, Policy and Resources Committee and finally to Full Council. The Pay Policy will be reviewed annually and will in future come to the Xchange group.

4.3 It was noted that any questions asked at the open sessions regarding the car scheme review would be written up and published on Eunice. The Consultation sessions would take place on 19 March 2012 at 10am and on 17 April 2012 at 2pm.

5 **Council car scheme review**

5.1 AA summarised information that she had sent by email to the Xchange group on 6 March 2012. The criteria for the review had been agreed in January 2012. The essential car user payment was not under review and would remain the same. An update paper would be taken to Personnel Sub Committee on 20 March 2012.

6 Update on other policies

6.1 AA gave an update on the References Policy which had been emailed to the Xchange group on 3 February 2012. It would be incorporated into the recruitment policy.

7 Update on Head of Service vacancies

7.1 It was noted that the Head of Finance selection day would take place on Tuesday 20 March. The appointment would be made by Full Council on Monday 26 March.

7.2 The Head of Planning selection day would take place on Friday 16 March.

8 Employee of the quarter short listing

8.1 Xchange considered the nominations and short listed accordingly.

9 Agree communication and blog duties

9.1 SS agreed to write the blog by 23 March 2012. Xchange representatives asked to receive the minutes before they fed back to their service areas.

SS