



## Xchange Group

Minutes from the meeting held on Thursday 1 October 2009 in room CHG2

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<b>Present:</b>	Palden Dorje	<b>PD</b>	Chair & Unison Representative
	Mark Lovell	<b>ML</b>	Executive Director
	Julie Lee	<b>JL</b>	Customer Services Representative
	Symon Adamson	<b>SA</b>	Revenues and Benefits Services Representative
	Carolyn Aldridge	<b>CA</b>	Policy & Community Development Representative
	Katy Everitt	<b>KE</b>	Head of Organisational Development
	Pauline Matheson	<b>PM</b>	Organisational Development Representative
	Rachel Reeds	<b>RR</b>	Resources Representative

**Minutes:** Alice Duggan

1 **Apologies for absence**

Brian Harrison  
David Oliver  
Thomas Morrissey  
Heidi Lightfoot  
Romina Vella

2 **Minutes of the last meeting 13 August**

2.1 It was noted that the minutes of the meeting on 13 August had been agreed but had not been recorded officially and approval of the minutes would need to be on each meeting agenda.

**PD**

3 **Matters arising from the minutes**

3.1 The group welcomed PD to her role as Chair of the group and KE and PD made it clear that PD was acting strictly as Chair and would not be using her position to promote Unison.

4 **Update on consultation**

4.1 KE tabled two papers which summarised the results of the consultations.

4.2 **Workplace Drugs and Alcohol Policy and Procedure**

The group noted that staff feedback had been presented to the Personnel Sub-Committee (PSC) on 8 September 2009 and it was decided that, at that current time, the Council did not want to put a Workplace Drugs and Alcohol Policy into place. Members asked that existing policies and procedures be used to deal with any drugs or alcohol issues that may arise in the workplace. KE and the PSC members would be looking at how this could be implemented to give staff clear guidance.

**KE &  
PSC  
Members**

#### 4.3 Bupa and Life Assurance

It was noted that 56% of the workforce had responded to the employee benefits consultation. The results from the consultation showed that the majority of staff agreed that the Life Assurance should be removed and KE said it is likely that this benefit will be removed in the near future subject to agreement by the PSC. The majority of staff felt that Bupa should remain in place. KE would discuss these results further with the PSC on 20 October 2009 and staff would be informed of decisions as soon as possible. KE confirmed that at the moment both benefits remain in place.

#### 5 **Car Scheme**

5.1 As a result of the pressures on the budget. It was expected that the Budget Review Group (BRG) would be looking at it in the future but as part of the holistic approach highlighted elsewhere in these Minutes.

#### 6 **Employee Workshop – reducing employee costs**

6.1 ML advised Xchange that the Council still need to make savings from the revenue budget and staffing budgets where a significant proportion of our controllable expenditure is. KE and ML asked Xchange members if they thought holding an employee workshop would be useful. Xchange said it would and said the workshop should consider the following:

1. Confirmation of how much money needs to be saved from the budget.
2. How the staffing budget is currently spent and it contributes to the overall spending.
3. Employee ideas on how the budget could be reduced with a view to producing a list of “saving priorities”.

6.2 Xchange agreed that they would rather have one decision about how the savings will be made rather than “dragging it out” over a series of decisions.

6.3 XChange noted the importance of engaging with staff that would be unable to attend the workshop and suggested that the list drawn up at the workshops should be published on Eunice.

#### 7 **Big Team Meeting**

7.1 As agreed at the XChange meeting on 13 August, the first Big Team meeting would focus on the current financial situation. At that time a date had not been finalised.

#### 8 **Pennies from Heaven**

8.1 KE gave an overview of how much money has been made from Pennies from Heaven in the past 12 months and also how much the Council have to pay towards administration charges. They were as follows:

- We have 38 employees (around 16% of our workforce) who contribute to the scheme
- In the past 12 months we raised £214.72
- The Council has to pay an administration cost of £115 per annum to participate in the scheme.

**KE**

8.2 Due to the administration cost of Pennies from Heaven, XChange agreed that the scheme should be removed and instead put charity collection

boxes out around the Council. KE agreed to contact those staff who currently participate in the scheme to advise them of the change. It was agreed that more charity collection boxes could be displayed in addition to those that are already in place. JL noted that collection boxes could not be placed on the Reception area.

9 **Best Public Sector Employer to Work For**

9.1 KE noted that the questionnaires would be sent to staff for completion on 3 November.

10 **Future meeting dates**

10.1 KE noted that it was necessary to review the dates for meetings and that she would circulate proposed dates.