



Xchange Group

Item 8 (1)

Minutes from the meeting held on Wednesday 3 February 2010

Present:	Palden Dorje	PD	Chair & Unison Representative
	David Oliver	DO	Chief Executive
	Symon Adamson	SA	Revenues and Benefits Services Representative
	Carolyn Aldridge	CA	Policy & Community Development Representative
	Katy Everitt	KE	Head of Organisational Development
	Pauline Matheson	PM	Organisational Development Representative
	Rachel Reeds	RR	Resources Representative
	Julie Lee	JL	Customer Services Representative
	Heidi Lightfoot	HL	ICT Representative
	Rob Austin	RA	HoS Representative

Minutes: Alice Duggan

1 Apologies for absence

Had been received from Brian Harrison and Tom Morrissey.

2 Minutes of the last meeting 5 January 2010

The minutes of the last meeting were approved.

3 Update – review of employee pay and benefits

3.1 KE updated the group and it was noted that a meeting would take place with Unison and they hoped to reach a collective agreement on the items listed in DO's email to all staff (dated 25 January 2010) which included :

- No cost of living rise for 2010/11
- Remove BUPA
- Move to HMRC fuel rates
- Interest charge for new car loans

If an agreement was reached OD would write to staff individually to notify what changes will be made and how these impact on each individual's pay and benefits. In cases where a member of staff does not accept the proposed changes then OD would arrange a meeting with that member of staff to discuss the reasons why they are not prepared to sign it.

KE confirmed that BUPA would be available to staff until the end of September but the other changes, once agreed, would start from 1 April 2010.

4 Review of management structure

4.1 DO referred to his email to all staff (dated 28 January 2010) and said he was happy to answer questions. CA, the representative for Policy and Community Development asked DO a number of questions. Most of the questions were matters of detail which were not being considered at this stage. DO gave everyone an assurance that, when the new structure is in place and these

issues are addressed by the new Heads of Service, all staff affected by them will be consulted and involved in the decision-making process.

5 Agree communication of agenda items

It was agreed that DO would put answers to all the questions raised on Eunice.

6 AOB

6.1 DO raised the subject of a Reward and Recognition scheme which had been put forward as a Bright Idea. DO noted that SMT were supportive of the principle and it was agreed that all XChange reps should go back to their service areas and ask for volunteers. Any feedback should be given to PM by the end of February and a PSTB would be organised.

**All X-
Change
Reps**

7 Date of the next meeting

It was agreed that the XChange meeting on 16 February would be cancelled and KE would find an alternative date sometime during the first week of March.

KE



Xchange Group

Minutes from the meeting held on 13 April 2010

Present:	Palden Dorje	PD	Chair & Unison Representative
	David Oliver	DO	Chief Executive
	Symon Adamson	SA	Revenues and Benefits Services Representative
	Carolyn Aldridge	CA	Policy & Community Development Representative
	Pauline Matheson	PM	Organisational Development Representative
	Rachel Reeds	RR	Resources Representative
	Julie Lee	JL	Customer Services Representative
	Gareth Jones	GJ	HoS Representative
	Brian Harrison	BH	Planning Services Representative
	Ranvir Aujla	RA	ICT Representative

Minutes: Alice Duggan

1 Apologies for absence

Received from Tom Morrissey and Katy Everitt.

2 Minutes from the previous meeting (3 Feb)

The draft minutes were approved. Minute 3.3 would need to be changed to '30 September' .

AD

3 Matters arising from the minutes

3.1 It was noted that the ICT user group had agreed to X-Change approving any ICT policies affecting staff and also that ICT user group minutes would be published on Eunice.

3.2 DO to consider arrangements for plant maintenance

DO

4 Alternatives to BUPA

4.1 Patricia Orr was welcomed to the meeting. Health cover provided by BUPA was due to cease on 30 September 2010 and X-Change considered all the research carried out by Organisational Development.

4.2 Individual Private Health Insurance

It was noted that Phoenix Healthcare, who administer the BUPA contract, could assist any members of ENC staff who wish to continue with the policy at their own cost. PO to publish details on Eunice.

4.3 Cash Plans

The majority of companies who had been approached were only able to offer a cash plan. These are schemes individuals can pay into and then claim back costs.

- 4.4 Benenden Healthcare
X-Change members agreed that this was the closest scheme to BUPA and should be offered to staff. The cost for the scheme was £6.50 per month. PO to publish information on Eunice and invite Benenden to give a presentation to staff.

PO

5 Early Closure on Christmas Eve

- 5.1 JL tabled information on closing times at other local authorities and discussion was had regarding arrangements for the Customer Contact Centre. DO to raise the issue again at CMT.

DO

6 Flexi Time

- 6.1 Following suggestions at the staff workshops regarding making the flexi time more flexible, PO presented some information on schemes being used at other local authorities. PO asked X-Change representatives to use this information to have a discussion in individual service areas.

- 6.2 CA and PO to draft a survey and present it at the next X-Change meeting

CA/PO

- 6.3 The idea of putting together a small project group to work on this issue was discussed and it was agreed to wait until the restructure was in place.

7 Update on restructure

- 7.1 DO noted there was no further information to communicate. CA raised a query regarding the recruitment of a second Business Analyst post and DO said that this post was not part of the re-structure.

8 Update on review and changes to staff pay and benefits

- 8.1 It was noted that most staff had completed new contracts and that Members had expressed thanks to staff for the generally positive response.

9 Redundancy Policy

- 9.1 This item was deferred to the next meeting

10 Date of the next meeting

Tuesday 25 May in the Council Chamber