



Xchange Group

Minutes from the meeting held on 25 May 2010 in the Council Chamber

Present:	Palden Dorje	PD	Chair & Unison Representative
	David Oliver	DO	Chief Executive
	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
	Angela Davis	AD	Health and Safety Officer

Minutes: Alice Duggan

1 Apologies for absence

Received from Tom Morrissey and Symon Adamson.

2 Minutes from the previous meeting (13 April)

The draft minutes were approved. A spelling mistake at Minute 7.1 would need to be amended.

AD

3 Matters arising from the minutes

3.1 It was agreed to notify the company who provided ENC with plants to take the plants away and terminate the contract for cost saving purposes.

KE

3.2 Benenden Healthcare had visited ENC and 32 staff members had signed up to the scheme. CA noted that more benefits were available on the Benenden Website.

4 Flexi Time Survey

4.1 CA was working on version 4 of the Survey which had not been approved by the HoS group. A limited number of options had been put forward due to the difficulty in balancing individual expectations with issues for line managers but it was hoped that the survey would be published on Eunice by Friday 28 May for three weeks.

CA

5 Redundancy Policy

5.1 KE noted that she was still working on the policy with SMT and hoped to circulate it in due course and it would be published on Eunice for three weeks.

KE

6 Eye Tests

- 6.1 Angela Davis presented a report on options for Display Screen Equipment User Eyesight testing. X Change reps were asked to go back to their service area and ask staff to consider the 3 options :
1. To use the eyecare international scheme, backed up with the Specsavers scheme, this option would give the greatest saving
 2. To use solely the Specsavers scheme
 3. To continue to use the system currently in place.
- Please feedback which option is preferred to Angela by 8 July.

**X
Change
Reps**

7 ICT User Group

- 7.1 PD noted that the ICT User Group had disbanded and GJ confirmed that ICT Representatives would be having regular meetings with HoS. ICT policies would be coming to XChange in future for consultation.

8 Pay and Benefit Protection

- 8.1 KE referred to the email she circulated on 20 May detailing proposed pay and benefit protection arrangements which formed part of the consultation with Unison. X Change reps to feedback to KE by the end of 28/5.

**X-
Change
Reps**

9 AOB

- 9.1 Dress down days were discussed and it was noted that the Social Committee would be looking at this suggestion.
- 9.2 The Management Re-structure was raised with reference to future representation from the new service areas at X Change.

10 Date of the next meeting and agenda items

X-Change to meet again on Tues 22 June at 2pm. PD suggested the meeting reviewed the TOR.



Xchange Group

Minutes from the meeting held on 22 June 2010

Present:	Palden Dorje	PD	Chair & Unison Representative
	David Oliver	DO	Chief Executive
	Katy Everitt	KE	Head of Organisational Development
	Mike Deacon	MD	Head of Service 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
	Tom Morrissey	TM	Environmental Services Representative
	Brian Harrison	BH	Planning Services Representative

Minutes: Alice Duggan

1 Apologies for absence

Received from Ranvir Aujla and Symon Adamson

2 Minutes from the previous meeting (25 May)

The draft minutes were approved.

3 Matters arising from the minutes

3.1 DO noted that CMT had discussed and approved the idea to hold regular Dress Down Fridays. These events would be organised by the Social Committee and the first one was due to take place on Friday 25 June in aid of the Chairman's charities.

3.2 CA noted that the review of the Flexi Time survey needed to be completed by 25/6 and the results would be presented to CMT at a future date.

3.3 Referring to the Pay and Benefits Update, KE noted that she had met with Unison and was also working on the Redundancy Policy.

4 Terms of reference

4.1 The group reviewed the terms of reference. Due to the Management Re-structure service areas had changed. It was agreed to update the service areas in section 2 of the terms of reference and seek nominations for two representatives from each of the 5 service areas. It was also agreed that reps would be appointment for one year KE to arrange for nominations to be completed in time for the next X-Change meeting. **KE**

4.2 It was noted that the post of Head of OD no longer existed and reference to

that role should be replaced with the appropriate wording. The Group suggested it should be replaced with “ a representative from HR”.

- 4.3 PD referred to section 4.0 Election of Union Representatives and it was agreed to amend the wording to state that the union representative must be nominated by the Branch Committee and delete section 4.2.

5 Reward and Recognition

- 5.1 Following a Bright Idea submitted by Angela Davies and Zena Ireland, a project group had been formed to work on Reward and Recognition within the organisation. PM briefed X-Change on the three aspects of the scheme which CMT had approved:
- 5.2 Employee of the Quarter competition. Staff would vote via Eunice and X-Change would judge the entries and decide on the winner. The winner would receive £100 in Vouchers and Tea with CMT. DO would provide the cakes.
- 5.3 Thank you cards would be provided for spontaneous recognition. Staff would be free to send these out to each other without seeking approval from CMT.
- 5.4 Recognition for 5, 10 and 15 years service would be awarded with a certificate and a mention in the staff newsletter.
- 5.5 PM noted that the X-Change terms of reference would need to be amended to include the judging process for Employee of the quarter.
- 5.6 X-Change expressed their thanks to Angela Davies and Zena Ireland for the bright idea and also to the Project Team, Pat Bird, Chris Wykes, David Crawley, Rebecca Randall and Pauline Matheson for all the hard work they had undertaken.

6 Voluntary Redundancies

- 6.1 KE made the point that no policy exists for voluntary redundancy but if CMT were approached they would look at the individual circumstances.

7 ICT Information Security Policy

- 7.1 X Change representatives were asked to seek feedback from service areas by 14 July on the information security policy which was a collection of fourteen policies relating to information security. Training on the new elements of the policy would be provided for all staff via a combination of e-learning, ‘how to’ guides and face to face training. Policy to be published on Eunice

**X-
change
reps**

8 Bright Ideas

- 8.1 It was noted that the Bright Ideas scheme would be reviewed at CMT and recommended changes to the scheme would be put out for consultation by the end of August.

7 AOB

- 7.1 DO noted he would be working on a message for staff around budgets following government announcements.
- 7.2 The issue of buying Leave was raised and KE said this matter would be discussed at Middle Managers Group on 13 July.

8 Date of the next meeting

Tuesday 3 August