



Xchange Group

DRAFT Minutes from the meeting held on 14 September 2010

Present:	Palden Dorje	PD	Chair & Unison Representative
	David Oliver	DO	Chief Executive
	Katy Everitt	KE	Head of Resources and Organisational Development
	Symon Adamson	SA	Customer and Community Services
	Chris Wykes	CW	Customer and Community Services
	Carolyn Aldridge	CA	Resources and Organisational Development
	Rachel Reeds	RR	Resources and Organisational Development
	Charlotte Frost	CF	ICT Services
	Ranvir Aujla	RA	ICT Services
	David Crawley	DC	Planning Services

Minutes: Alice Duggan

1 Welcome and Introductions

- 1.1 PD welcomed the new Xchange representatives to the group and introductions were made. KE expressed her thanks to all the previous representatives for their hard work and contribution to the group.

2 Terms of Reference

- 2.1 DO noted that the details of the judging process for the Employee of the Quarter had not been added to the Terms of Reference. **KE**

- 2.2 DO asked the Xchange group to focus on the purpose of the group which was to make sure that effective communication and consultation takes place between employees and management on collective issues relating to:

- a) the development and revision of policies and procedures affecting employees;
- b) changes to terms and conditions of employment;
- c) issues that will have an impact on the Council's employees.

- 2.3 It was noted that AOB had been removed from the agenda and in future all agenda items must be agreed by the Chair prior to the meeting.

3 Apologies for absence

- 3.1 Apologies had been received from Brian Harrison, Tom Morrissey and Raghu Narayanum.

4 Minutes from the previous meeting 22 June 2010

- 4.1 The group reviewed the minutes of the last meeting and noted that at 3.1 **AD** Dress Down Fridays should be changed to Dress Down Days.

5 Chair of Xchange

- 5.1 PD advised that her role as Chair would finish at the end of the meeting. She

expressed her thanks to the group for an enjoyable term of office. She would continue to be on the group as the Unison representative.

- 5.2 KE asked the group to consider taking on the role and any volunteers or nominations should be communicated to KE or PD before the next meeting. **All**

6 Energy saving by turning off monitors and other peripherals

- 6.1 In RN's absence KE presented a report which had been considered and approved by CMT. RN and his colleagues in Waste Management had identified two ways to save wastage:

- by turning off monitors and printers at the end of the working day
- usage of PowerDown to ensure peripherals are turned off when staff shut down the computer

- 6.2 Xchange representatives were asked to feedback this information to their teams and further information would be published on Eunice and in the next edition of In-House. **All**

- 6.3 It was noted that the idea could be published on Eunice during the Energy Saving Week in October. CW to confirm date. **CW**

7 Council Website

- 7.1 Concerns were raised regarding the new website. Xchange representatives, some of whom were also Websters, asked for an update.

- 7.2 DO and KE gave a brief update on discussions that had taken place at CMT meetings to rectify the situation with design faults and broken links. One option included creating a dedicated project team to focus on pushing customers through Self Service.

- 7.3 CA suggested that Sharn Matthews should provide an update following on from the '*Phase 1.5 Website Upgrade*' PSTB on 18 August 2010, which had been attended by Webstars. KE agreed that the testing that was already taking place internally needed to be captured and she would raise this at the next CMT meeting. **KE/SM**

8 Restructure Update

- 8.1 A query was raised regarding further communication for staff following the update that was published on Eunice on 26 August 2010. Some Xchange representatives expressed concerns about low morale amongst teams.

- 8.2 DO advised that there was no new information to communicate at that time and much would depend on the outcome of the Government's Comprehensive Spending Review on 20 October 2010.

- 8.3 A suggestion was made that a timetable should be published on Eunice. DO to consider this and discuss with CMT. **DO**

9 Reward and Recognition Update

- 9.1 As Pauline Matheson was no longer an Xchange representative CA updated the group on progress with the R&R scheme. The spontaneous recognition Thank You cards had already been rolled out within the organisation.

- 9.2 Information on the Employee of the Quarter and the nomination form would be published on Eunice on 17 September, also with the Long Service Award information.

- 9.3 A query was raised regarding the possibility that an Xchange rep might be nominated for the Employee of the Quarter and should not therefore be involved in the shortlisting process. KE to consider this with PM before the next meeting. **KE/PM**

10 Redundancy Policy

- 10.1 KE advised Xchange representatives that the Redundancy Policy had been

approved by the Personnel Sub-Committee on 31 August 2010 and all staff comments had been noted. KE to publish a summary on Eunice.

KE

11 Flexi Time Update

11.1 A query was raised about the review of the flexi time system. KE advised that Patricia Orr would be preparing a briefing for staff and would circulate this to Xchange representatives. The new spreadsheet was being tested by some staff members and it was hoped that it would prove more helpful for recording sickness absences.

KE/PO

12 ICT User Group

12.1 RA answered some questions regarding the disbandment of the ICT User group and arrangements for the future. It was noted that each Head of Service would be designated an ICT Manager who they would meet with on a regular basis to resolve any ICT issues. The HoS should collate any issues for those meetings.

13 ICT Survey

13.1 A query was raised regarding the results of the ICT survey. RA agreed to discuss the possibility of publishing the results of the survey on Eunice with Alison Curtis.

RA

13.2 Corporate internal consultation to be reviewed. KE to discuss with PP team

KE

14 Date of the next meeting

26 October 2010, CHG2