



Xchange Group

Minutes of the meeting held on Monday 20 December 2010

Attendance:

David Oliver	Chief Executive	DO
Katy Everitt	Head of Resources and Organisational Development	KE
Brian Harrison	Building Control Surveyor	BH
David Crawley	Enforcement Compliance Officer	DC
Symon Adamson	Senior Investigation Officer	SA
Carolyn Aldridge	Policy Officer	CA
Thomas Morrissey	Licensing Enforcement Officer	TM
Rachel Reeds	Member Services Officer	RR
Trevor Watson	Head of Planning Services	TGW
Palden Dorje	Environmental Protection Officer (and Unison representative)	PD
Charlotte Frost	ICT Service Desk Analyst	CF
Ranvir Aujla	ICT Programme Manager	RA

Minutes: Alice Duggan

ACTION

1 Apologies

- 1.1 Apologies had been received from Chris Wykes, Design and Marketing Officer and Ragu Narayanam, Waste Management Officer (Refuse and Recycling). **AD**

2 Minutes from the previous meeting 26 October

- 2.1 The minutes of the previous meeting held on 26 October were agreed as a true record **AD**

2.2 Matters arising from the minutes

Minute 4.9 - DO and KE confirmed that issues regarding the revised Flexi Time Policy and Procedure had been resolved and the policy document had been changed.

3 Financial Update

- 3.1 DO commented that there was no more information to communicate following his Blog dated 15 December 2010 and the note which was published on Eunice from CMT titled 'Our response to the finance settlement' on 17 December 2010.

4 Localism Bill

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| 4.1 | It was noted that Executive Director, Sharn Matthews had been tasked to work through the Localism Bill and establish what aspects need to be considered at ENC. | SM |
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| 5 | Cut Your Cost of Living | |
| 5.1 | Xchange representatives noted the memo regarding the 'Cut Your Cost of Living' scheme which had been approved by CMT. Further information to be published on Eunice in February 2011. | OD Team |
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| 6 | Information and Records Management Policy | |
| 6.1 | Xchange representatives agreed that the Information and Records Management Policy should be added onto the Xchange page on Eunice and Xchange representatives would send any comments from their service areas to Pat Bird by 28 January 2011 | Xchange
Reps |
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| 7 | Agree communication of items | |
| 7.1 | The group agreed to communicate that the Flexi Time Policy and Procedure had now been agreed. | Xchange
Reps |
| 7.2 | The Xchange Terms of Reference had been updated and would be published on Eunice. CA to add to Xchange page. | CA |
| 7.3 | TM agreed to make reference to items 3 - Financial Update & 4 - Localism Bill on his Xchange Blog. | TM |
| 7.4 | Xchange Representatives noted that the deadline for nominations for Employee of the Quarter would be 24 December 2010. | Xchange
Reps |
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| 8 | Date of the next meeting - 18 January 2011 at 2pm in CHG2. | All to note |