



Xchange Group

DRAFT Minutes of the meeting held on 18 January 2011

Attendance:

David Oliver	Chief Executive	DO
Katy Everitt	Head of Resources and Organisational Development	KE
Aime Armstrong	Human Resources Manager	HE
Tom Morrissey	Chair of Xchange	TM
Mike Deacon	Head of Service Representative	MD
Charlotte Frost	ICT Representative	CF
Carolyn Aldridge	Resources and OD Representative	CA
Symon Adamson	Customer and Community Services Representative	SA
Chris Wykes	Customer and Community Services Representative	CW
Raghu Narayanam	Environmental Services Representative	RN
Ranvir Aujla	ICT Representative	RA
David Crawley	Planning Services Representative	DC

Minutes: Alice Duggan

ACTION

1 Apologies

- 1.1 Apologies had been received from Rachel Reeds, Brian Harrison and Palden Dorje.

2 Minutes from the previous meeting 20 December 2010

- 2.1 The minutes of the previous meeting held on 20 December 2010 were agreed as a true record.

AD

3 Investors in People (IIP)

- 3.1 AA noted that CMT had received a report on 4 January 2011 to consider whether ENC should be reassessed for Investors In People. CMT had agreed that ENC should not be reassessed for two years and Xchange agreed that this would be a worthwhile saving. AA to prepare a message for Eunice.

AA

4 Broadband Reviews

- 4.1 Following discussions at CMT on 11 January 2011, regarding the Broadband Allowance, Xchange noted that the intention was to remove this benefit as it was unlikely that staff would meet the criteria set out in the policy. 20 people had claimed the allowance and those members of staff would be contacted individually.

- 4.2 RA raised some concerns relating to employment contracts for some members of the shared ICT Service. KE to check original contracts. KE
- 4.3 Some further issues including home working and business continuity were raised by RA and KE confirmed that those issues would be addressed in the Out of Hours Policy which would be on the agenda for the meeting on 1 March 2011. AA
- 5 **National Pay Agreement**
- 5.1 AA updated Xchange on three options that had been proposed by the National Employers organisation. DO noted that CMT had agreed to put forward a report to Personnel Sub Committee to consider the option of a pay freeze for those who earn over £21 and give those below £21,000 a £250 pay rise.
- 6 **HR Policies**
- 6.1 Xchange received an update from AA on the HR policies that would be reviewed.
- 7 **Update on the Self Service Project**
- 7.1 Carolyn Aldridge gave an update on the work of the Self Service project team.
- 8 **Changes to the cleaning contract - feedback**
- 8.1 Xchange discussed the changes to the cleaning contract and noted that bin liners were available upon request.
- 9 **Parking on the pavement in the court yard**
- 9.1 Xchange representatives agreed that signs should be displayed in the courtyard to remind staff not to park on the pavements. KE
- 10 **Agree communication of items**
- 10.1 TM to add a new blog on the Xchange page on Eunice. TM
- 11 **Employee of the quarter short listing**
- 11.1 Xchange put all the nominations on the short list for CMT. CMT

Date of the next Meeting - Tuesday 1 March at 2pm