



Xchange Group

Minutes of the meeting held on 12 April 2011

Attendance:

Katy Everitt	Head of Resources and Organisational Development	KE
Aime Armstrong	Human Resources Manager	AA
Tom Morrissey	Chair of Xchange	TM
Palden Dorje	UNISON Representative	PD
Gareth Jones	Head of Service Representative	GJ
Symon Adamson	Customer and Community Services Representative	SA
Rachel Reeds	Resources and OD Representative	RR
Carolyn Aldridge	Resources and OD Representative	CA
Chris Wykes	Customer and Community Services Representative	CW
Raghu Narayanam	Environmental Services Representative	RN
David Crawley	Planning Services Representative	DC
Brian Harrison	Planning Services Representative	BH

Minutes: Alice Duggan

ACTION

1 Apologies

1.1 Apologies had been received from David Oliver and Charlotte Frost

2 Minutes from the previous meeting 1 March 2011

2.1 Minor changes were made to the minutes of the previous meeting which were then agreed as a true record.

AD

3 Update on HR policies

3.1 It was noted that the Out of Hours Policy had been approved at Personnel Sub Committee and would be published on Eunice.

AA

3.2 The Absence Management Policy had been re-drafted and would be discussed at a future CMT meeting and then re-circulated for consultation with staff.

AA

3.3 AA announced that following the resignation of the Payroll Officer, Policy and Resources committee had reviewed arrangements for Payroll and decided that payroll services would be provided by Corby Borough Council. An announcement would be published on Eunice.

AA

- 3.4 It was noted that the Chair of Personnel Sub Committee, Councillor Roger Glithero had expressed his thanks to staff for the way in which they had dealt with significant changes throughout the organisation.

4 Staff Suggestion Scheme

- 4.1 A query was raised regarding the publication of Staff Suggestions. KE confirmed that suggestions were being received by CMT and that direct conversations had taken place with the staff member who had made that suggestion. KE said that the process would be reviewed to ensure that wider feed back takes place, possibly via Eunice.

KE

5 Agree communication of items agree volunteer for Blog

- 5.1 Xchange agreed the messages that they would take back to their service areas and CA agreed to do the Blog.

6 Date of the next meeting - 24 May 2011

7 Employee of the Quarter Short listing

- 7.1 Xchange considered the nominations and agreed the shortlist to put forward to CMT.

AD/CMT