



XChange Group

Draft Minutes of meeting held on Tuesday 5 July 2011 at 2pm in CX Office

Attendance:

David Oliver	Chief Executive	DO
Katy Everitt	Head of Resources & Organisational Development	KE
Trevor Watson	Head of Planning Services	TGW
Aime Armstrong	HR Manager	AA
Palden Dorje	Environmental Protection Officer (and Unison representative)	PD
Carolyn Aldridge (chair)	Policy Officer	CA
Chris Wykes	Design & Marketing Officer	CW
David Crawley	Enforcement Compliance Officer	DC
Brian Harrison	Building Control Surveyor	BH
Symon Adamson	Senior Investigation Officer	SA
Ranvir Aujla	ICT Programme Manager	RA

Observer

April Marks	Land Charges Assistant	AM
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Minutes: Sharon Prior, Executive Support Officer sprior@east-northamptonshire.gov.uk

ACTION

1. **Apologies**
 - 1.1. Tom Morrissey
Rachel Reeds
Charlotte Frost
2. **Introductions**
 - 2.1. April Marks, the new Land Charges Assistant, was introduced to the meeting. AM was attending the meeting as an observer only.
3. **Minutes of previous meeting – 24 May 2011**
 - 3.1. **Minute 7.1 – Apprenticeship Scheme**
Action outstanding, to be carried forward to next meeting. **ADuggan**
 - 3.2. The minutes of the previous meeting held on 24 May 2011 were agreed as a true record. **ADuggan**
4. **Update on HR Policies**
 - 4.1. AA provided an update on current HR policies:-
Absence Management Policy
 - Consultation now completed.
 - Positive comments received, minor amendments required.
 - Policy will now be reported to Personnel Sub-Committee on 26 July 2011 for final sign-off.
 - Once approved, the policy will be added to EUNICE.
 - Training would be provided for Managers, once the policy had been approved.

4.2. **Personnel Sub-Committee – September meeting**

AA outlined the policies to be presented to the September meeting of Personnel Sub-Committee:-

- Maternity/Paternity policy – updated
- Homeworking policy – AA had sent draft policy to GJ/ICT Managers, for them to include details of ICT implications of homeworking; RA to follow up on status of draft policy.
- OD Strategy – update on 3 year policy
- Work Experience and Internship – new policy

RA

5. **Feedback from Big Team Meetings**

- 5.1. The Group noted their comments/feedback on the Big Team Meetings held on 20 and 22 June 2011, which were generally positive. SP to add presentation and questions to EUNICE as soon as possible.

SP

Due to either their nomination, or a nomination they had made under the Reward and Recognition Scheme, and the following representatives left the meeting, to enable the remainder of the Group to consider the next agenda item:-

Palden Dorje
David Crawley

6. **Reward & Recognition Scheme – nominations from 4th Quarter**

- 6.1. The Group considered each nomination on its merits, and agreed the following shortlist:-

Mark Young
Mark Shepherd
James Kasen
Zena Ireland

This shortlist would now be reported back to CMT on 12 July 2011, so that they could select the winner for the fourth quarter. The nominees would then be invited to Tea with CMT on 26 July 2011 where the winner would be announced. SP to add item to CMT agenda for 12 July 2011.

SP

Palden returned to the meeting at 2.14pm.

7. **Any Other Business**

- 7.1. DO advised that Frank Field MP had requested the Government not to implement the £250 pay rise for those staff earning less than £21k. DO noted that ENC staff earning less than £21k had already received this pay rise.

8. **Agree communication of items and agree volunteer for blog duties**

- 8.1. No items were noted for communication.
AA agreed to write the blog.

AA

9. **Dates of next meetings**

- 9.1. 16 August 2011 at 2pm
27 September 2011 – this meeting would need to be changed, as it clashed with Personnel Sub-Committee; SP to advise ADuggan.

SP/AD

XChange/SP 14.7.11