

## Briefing Note FCTU 002/2010

### FCBU REVIEW FORUM MEETING 29<sup>TH</sup> JULY 2010, SILVAN HOUSE, EDINBURGH.

The first meeting of the Forestry Commission Business Unit Review Forum was held today in Silvan House.

Attending the meeting were:

Frank MacCulloch (Chair),	Allan MacKenzie FCTU Departmental Secretary,
Lindsay Macpherson representing HR,	Robert Beaney, FCTU Departmental Chair,
Alison McSheaffrey, HR Scotland	Bruce Hamilton, FCTU Business Units
Nicky Whitaker, Phase 2 Implementation Manager	Andrew Stewart, FCTU Business Units
Margaret Shearer, Minute Secretary	Ian Kirkham, FCE & PCS

Following a brief introduction from the Chair, business moved to the agenda discussing the **TERMS OF REFERENCE** for the group. These had been issued prior to the meeting and were discussed and amendments agreed.

The intention is for **FORUM MEETINGS** to take place one week after the Forestry Commission Business Units Review Steering Group Committee meetings. It was noted that the next Steering Group meeting was scheduled the 27<sup>th</sup> August so the Forum would be looking to meet sometime in the following week. During the discussion on **COMMUNICATION** methods between meetings, Allan MacKenzie indicated that he would like there to be a steady flow of information travelling through to the forum members via him; he would in turn pass out information to the appropriate reps. He also asked that all meeting papers be issued well in advance of each meeting to enable the FCTU to gain feedback from its membership.

Nicky Whitaker provided an overview of the **PROJECT GOVERNANCE** of the review focussing primarily on high-level issues such as:

- What the decision making process would be,
- The various work stream processes and the individuals who would be taking them forward

Nicky said that she would forward to Allan a copy of the diagram, which is still in draft, so that he could pass copies on to colleagues.

In addition, she explained the complexities of what could be involved surrounding **FCS STAFF BEING INVOLVED IN ANY TYPE OF BID**. For example, anyone who had taken part at an early stage of the discussions to do with out-sourcing, especially where facts and figures had been discussed, could find that just by being present they have excluded themselves from being part of an in-house bid, management buy out etc. Nicky is working to source up to date guidance on the correct process and information on this will be passed onto Allan.

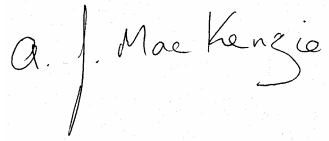
Nicky also outlined the project and business case process and highlighted that there was a section on the Treasury Website, which provided information and advice. She confirmed that she would send through the link for the section to Allan. Allan said that if the information was useful it would be made available to members through the FCTU Website [www.fctu.org.uk](http://www.fctu.org.uk) .

Nicky advised that the intention was to use the market to inform the planning stage of the project in order to get a full evaluation of options available over the longer term. Project processes will involve producing a Project Initiation Document and following that, a project plan that will lay out the steps that will be involved. It was agreed that a copy of the Project Initiation Document for this workstream will be sent through to Allan once it has been agreed by the Steering Group.

Frank was very keen, he said, to go out and **MEET WITH FBU STAFF** to discuss the review with them on a face-to-face basis. Robert confirmed that he had put in place arrangements to do the same, to make sure that members understood the full implications of each of the options.

HR emphasised that they were drawing up plans to make sure that the HR interests of the business plan were progressed. Redeployment steps have already started to take place and Countries have been advised that they will need to identify any options they may have for taking up instances. Bruce said

that staff were pleased that HR had visited staff in the Peebles office to explain things to them. Similarly HR were grateful to the FCTU in Scotland for making sure that up to date information had been circulated to individuals promptly and accurately.

A handwritten signature in black ink that reads "a. j. MacKenzie". The signature is written in a cursive style with a large, prominent 'M'.

**Allan MacKenzie**  
*FCTU Departmental Trade Union Secretary*