

## **NOTES OF A MEETING OF FORESTRY BUSINESS UNITS REVIEW FORUM HELD IN SILVAN HOUSE ON THURSDAY 29 JULY 2010**

### **Present:-**

F MacCulloch (Chair)	A MacKenzie
N Whitaker	R Beaney
L Macpherson	A Stewart
A McSheaffrey	B Hamilton
M Shearer (Secretary)	I Kirkham

### **1. Introductions**

FMacC welcomed everyone to the first meeting of the Forum and stated its main aim was to share information. Forum members introduced themselves around the table.

### **2. Terms of Reference (ToR)**

Draft ToR were issued prior to the meeting.

1. Aims – agreed.
2. Objectives - Forum agreed to the addition of Health & Safety under item 4.
3. Deliverables – agreed.
4. Membership - AMcS advised that although included within the membership she would attend Forum meetings when available. TUS requested provision to co-opt as required and this was agreed subject to co-optees' acceptance of the ToR and the requirement for confidentiality. ToR to be updated to include this.
5. Governance – agreed.
6. Meetings – agreed.
7. Subgroups - TUS queried the value of Subgroups and requested all matters be dealt with by the Forum. FMacC advised that Subgroups were proposed to deal with the volume of detail required to undertake this task and ensure the Forum did not become weighed down by the detail. After discussion it was agreed the Forum would retain the option to discuss the introduction of subgroups if/when the occasion arose and the ToR would be altered to reflect this.

TUS stated a communications process was required to be agreed and information from the Forum distributed in time to allow feedback from members. FMacC advised this item was added under AORB and a Communications Strategy was being drafted. This point would be taken on board.

Forum agreed that all confidential information would be labelled Restricted and ToR should be updated to reflect this.

It was also agreed that Briefings from both management and TUS to be issued to staff would be circulated in advance.

Forum's ToR would be updated to include the above points and then re-issued.

**ACTION: FMacC**

### **3. Format and Timing of Forum Meetings**

FMacC advised that the Steering Group meets next on 27 August and proposed future Forum meetings should follow these. TUS were advised that communication between Forum and SG was a two-way process and agreed that 1 week after SG meetings would allow sufficient time to agree an Agenda.

**ACTION: MS**

### **4. Project Governance**

NW advised that the Project Governance was still subject to discussion. Two workstreams were agreed with Working Groups flowing from these. At this stage it is envisaged Working Groups would involve both customer and BU representatives. There was a requirement for both management and TUS to stress to staff at the outset that if any BU or member of staff has an interest in being part of a bid then this must be declared and affected staff would be ruled out of further discussions, workstreams, etc. A joint communication to be drafted by NW was agreed. AS queried whether tenders would be for the whole BU service or whether this would be broken down further into functions. NW advised that this stage in the process had not yet been reached and currently she was involved in discussions with Procurement. She expected FC to follow the PQQ/tender route. The FBU SG had agreed to follow current Treasury guidance and use the '5 case model' for the business case. NW would provide a link to this to TUS and briefly outlined the stages involved. Scoping had already been covered by the Jarrah Report and FC will now use the marketplace to identify the level of interest to feed the preparation of an outline business case which would form part of the information placed before the EB for a decision. A separate team would be set up to prepare the business case. When finalised the Governance structure would be issued to TUS.

**ACTION: NW**

RB thanked NW and mentioned concern being expressed by some FBU staff. He believed the information flowing from the Forum would assist TUS in discussions with their members. FMacC advised he had a series of meetings

with staff around GB planned over the next 2 months with BU Heads attending.

## **5. Workstream 1 Project Plan Update**

The Project Plan and FCE GB structure chart were issued. The PP had been agreed with the SG and the structure with SG and Countries. Within FCE Head Office the admin staffing situation is already being addressed and staff will be redeployed prior to tasks being passed to Countries. The main difference to the current structure is the CCE reporting line which moves to Country Operations. Head of FCE will report to Scotland Operations. Both Central Engineering Services and CE Operations will sit in Scotland as part of the Operations team but as a single, separate CC. Costs from both will be identified via time recording and shared across all 3 Countries.

The bridge manufacturing service is currently being discussed with Chris Mort, FR.

REBU move to IS had been discussed with the Head of IS and FMacC was awaiting a structure chart to advise where REBU would sit within IS. This would be issued to the Forum when available and AS advised this was the main concern of REBU staff.

A list of staff involved in Workstream 1 would be provided to the TUS.

**ACTION: FMacC**

6. Taken under item 4.

## **7. HR Update**

LM advised HR were focusing on high level plans to address staffing issues. Early meetings had taken place with Peebles staff and these were ongoing. M Crosby was involved in these meetings. A potential redeployment opportunity had already been identified for a member of staff. BH advised that Peebles staff were appreciative of the assistance received from HR. TUS asked HR to ensure that all future vacancies including expressions of interest were considered as potential redeployment opportunities.

## **8. Redeployment**

LM advised a redeployment process was being developed within HR for the wider FC and this process would be used in the FBU Review. TUS were keen to ensure all staff retained jobs and HR appreciated TUS involvement and support in this.

## **9. Any Other Relevant Business**

Communications Strategy – FMacC advised that information would be posted on the existing FBU Review intranet page and a link to this will be contained in all communications with staff concerning the FBU Review implementation.

TUS thanked management for today's input and were keen to ensure continuing open dialogue.

## **10. Date of Next Meeting**

Approximately 1 week after 27 August. MS to advise.

*NB: Next meeting: 1000 hours, 9 September 2010, East Boardroom, Silvan House.*