

Forestry Civil Engineering (FCE) Head Office Review

Purpose

To consider the options and make a recommendation for the future location of the FCE Head Office.

Terms of Reference

1. Carry out an initial review of possible locations in relation to the following business objectives:

Business Objectives

- Provide suitable and cost effective office provision for FCE staff and customers;
 - Ensure that the location is suitable to allow the retention of staff and to attract strong fields of applicants for recruitment exercises;
 - Improve the profile of FCE through greater visibility with Forestry Commission (FC) decision-makers;
 - Fully consider good health, work life balance and business sustainability (greenerways) when reviewing options;
 - Improve customer service through greater accessibility to key FC staff/offices;
 - Integrate with another Forestry Commission Scotland (FCS) office to improve efficiency and share existing FCS technical assets e.g. video conferencing, computer servers, telephone systems;
 - Provide a secure base for staff for the future;
 - Integrate the design teams; and
 - Location to be within daily travel of Peebles and Stirling.
2. To carry out more detailed review on suitable locations using an agreed scoring matrix to make a recommendation for the FCE Head Office.
 3. To identify any issues with the recommendation that need to be taken forward by an implementation group.

Timetable

The aim is to conclude the review as quickly as possible with the following dates agreed

- 26 October 09
- 19 November 09
- 7 December 09

The group aim to have a recommendation agreed by January 2010

Communication

The Terms of Reference and minutes of meetings will be posted on e-connect as soon as possible after the dates of the meeting. To ensure that the groups in Peebles and Stirling are fully involved in the process the minutes will also be e-mailed to each individual.

Working Group

Frank MacCulloch	Head of Forestry Civil Engineering
Allan MacKenzie	Forestry Commission Trade Unions
Gavin Queen	Forestry Country Civil Engineer
Andrew Stewart	Prospect
Bruce Hamilton	PCS
Diana Hilliard	Peebles Office Manager
Julie McMorrnan	FCE Design Team
Helen Paterson	HR Policy Manager
Mike Cowan	HR Policy Advisor