



**MINUTES OF THE FORESTRY COMMISSION TRADE UNIONS' DEPARTMENTAL  
COMMITTEE MEETING HELD ON WEDNESDAY 25<sup>TH</sup> NOVEMBER, EAST  
BOARDROOM, SILVAN HOUSE, EDINBURGH**

<b>Present:</b>	Robert Beaney	FCTU Chair
	Allan MacKenzie	FCTU Secretary
	Mary Irvine	PCS
	Audrey Campbell	Unite
	Lorraine Adams	Prospect
	Roy Laird	GMB
	Sue Gillingwater	FCTU Network Manager
<b>Minute Secretary</b>	Sam Telford	FCTU Network Support

**1. Apologies**

No apologies were received.

**2. Minutes of 18<sup>th</sup> November 2009**

An amendment to agenda item 7 – Mandatory Retirement Age on pre-retirement was noted.

**3. Matters Arising**

**3.1 FCTU AGM**

It was noted that Sam would write out attendees to confirm a date for the re-arranged AGM.

**Action Required: Sam Telford**

**4. FCTU Action Plan**

Robert presented the FCTU Action Plan, which would be the main focus of the meeting and it was noted that the constituent unions had agreed their stance on each strand of the document. Robert asked that the unions submit their views. The DC agreed that completed items would be moved into appendix 1 separate to the action plan and that items to be actioned at a later date would be moved into appendix 2.

**Notes from the FCTU Action Plan Discussion**

**4.1 Personal Cases** – to be removed from the action plan. It was agreed however that Personal Cases would be added to the agenda on a quarterly basis to monitor themes and statistics, and that it would be a non-minuted discussion.

**4.2 Mediation** – It was agreed that Allan would approach HR to ask how they intend to develop the promotion of mediation. It was noted that it would then be moved into appendix 1 once dealt with.

**4.3 FCTU Communication Strategy** – To be discussed at January DC meeting.

**4.4 Draft Policy** - To be discussed at January DC meeting.

**4.5 Draft Advisory Material** - To be discussed at January DC meeting.

**4.6 Lead on Determination and Delivery of Key Messages** - To be discussed at January DC meeting.

- 4.7 FCTU DC** – To remain on action plan.
- 4.8 Facility Time Agreement** – The DC agreed that a deadline was needed (TBC) for the re-write and that it would then be moved into appendix 1.
- 4.9 Recruitment of Members** – to be discussed at January DC meeting.
- 4.10 Partnership Agreement** – Priority to be changed to low and be moved to appendix 1 when completed.
- 4.11 Recruitment of Reps** – Priority to be changed to low until June 2010 DC meeting.
- 4.12 Threats to the Forest Estate** – to be removed.
- 4.13 Harassment & Bullying** – to be amalgamated with other H&B section.
- 4.14 Occ H&S Reps** – to be discussed at March DC meeting.
- 4.15 Efficiency Programmes** – to be updated. Mary gave a verbal update.
- 4.16 Recruitment of New Members** – to be amalgamated with other Recruitment of Members section.
- 4.17 Absence Management** – to be moved into appendix 2.
- 4.18 FCTU Network** – Sue and Allan to discuss.
- 4.19 Consultation Process with HR** – to be removed.
- 4.20 Disciplinary Policy and Procedures** – This item was accepted. The DC discussed the Managing a Disciplinary Case notes and it was noted that responses were required from the constituent unions by 18<sup>th</sup> December.
- 4.21 Grievance Policy Procedures** – to be moved to appendix 1.
- 4.22 Removal of Mandatory Retirement Age** – to be moved into appendix 1 after the release of the policy in January.
- 4.23 Pay** – to be moved into appendix 2.
- 4.24 Post-Filling and E-Recruitment** – to remain on the action plan.
- 4.25 Harassment & Bullying** – discussed under 4.13.
- 4.26 Staff Handbook** – to be removed from the action plan.
- 4.27 Travel & Subsistence** – to be moved to appendix 2.
- 4.28 Access to PCs for all in the FC** – to remain on the action plan until discharged. Allan said this would hopefully be in January.
- 4.29 Senior Leadership Development** – to remain on the action plan. The consultation response closing date was noted to be 24<sup>th</sup> December.
- 4.30 Internal Forum – Diversity** – Noted to be ongoing and to remain on the action plan.
- 4.31 Mech. Services Review Wales** – to be removed. Roy said that he would forward the briefing from Jeff Livingston to Allan.
- 4.32 CAPES** – to be moved to appendix 2.

**4.33 Staff Survey** – to be discussed at January DC meeting.

**4.34 Management Development Programme** – to remain on the action plan. It was agreed that Allan would approach management and ask for information on who has been on the programme, who in their units have been on it and at what level, and what their aspirations are. It was noted that once this information was obtained, the DC would review the priority.

**4.44 Mech. Service Review Scotland** – noted as completed and to be moved to appendix 1.

**4.45 Civil Eng. Office Review** – to be moved to appendix 1.

**4.46 L&D Review** – To be discussed at the January DC meeting.

**4.47 JEGS Review** – To remain on the action plan.

**4.48 Review of Staff Benefits** – It was noted that Allan would be seeking more information on intellectual properties in relation to the Reward for Inventors Scheme and that it would be discussed at a future DC meeting.

**4.49 PMS Review** – Allan said that he would be discussing the review further with Director HR and would report back.

**4.50 People Support Review** – Lorraine said that she would circulate the draft report from the review. To be moved to appendix 1.

**4.51 DEFRA Trade Union Network** – Allan gave the background of the TU Network within the DEFRA family. The DC agreed to keep the item on the action plan and Allan said that he would forward any paperwork (agenda etc) and provide more information on what is being discussed at these meetings.

**4.52 Public Forest Estate Review** – priority to be changed to medium until there are further developments.

**4.53 Operational Efficiency Programme** – priority to be changed to medium.

**4.54 National Office Arrangements** – to be moved to appendix 1.

**4.55 Asset Sales/Disposals** – It was agreed that this item would be revamped to show the overall GB FCTU perspective.

## **5. Operational Efficiency Programme**

The DC held a discussion of the Operational Efficiency Programme. This was noted to be confidential.

## **6. AOB**

### **6.1 February DC meeting**

The DC agreed to cancel the February meeting but to keep the date (23<sup>rd</sup>) available in the case of political developments that require discussion.