



**MINUTE OF BUNOC HELD ON 24TH MAY SILVAN HOUSE
ROOM 4 1ST FLOOR AT 09:30 A.M.**

Present:

Norrie Russell	T&G (NR)
James McDonald	Guest/GMB (JM)
Bruce Hamilton	PCS (BH)
Robert Beaney	TUS Chair/T&G (RB)
Andy Stewart	Prospect (AS)
Roy Laird	GMB (RL)

Minute Secretary &Temp Chair: Alistair Gillies GMB (AG)

Apologies:

Eric Williams	T&G (EW)
Mike Purvis	Chair/T&G (MP)

1. Introduction

(AG) welcomed everyone and introduced (JM) as a guest from GMB/FCE West.

2. Minutes of Last Meeting

The minutes of 10/2/05 were agreed as a true record.

3. Matters Arising From Last Meeting

a) Wales Situation (RL)

Roy was unable to attend the Wales NOC but he did make contact with MES/Wales, with the help of numbers from the TUS office, and was informed that the MES rep had left the Forestry Commission. Roy agreed to try to locate an alternative contact in order to assess the ongoing situation.

Action required: Roy Laird

b) Elections for BUNOC (ALL)

Role	Name	Proposer	Seconder
Chairperson	Alistair Gillies	AS	RL
Secretary	Andy Stewart	AG	BH
H & S Co-ordinator	Roy Laird	BH	NR
Learning Co-ordinator	Norrie Russell	BH	RL

All of the new post holders were welcomed and it was **agreed** that **(AG)** would inform outgoing post holders of their de-selection. **(BH)** suggested a letter of thanks be sent to the outgoing members. **(RB)** told the NOC members of the importance of portraying professionalism and pro-activity in these roles, which was **agreed** upon by all.

In response to this, **RL** and **AG** advised that the TU side has started to submit papers to the management side in plenty of time for the Departmental Staff Council, maintaining best practice as recommended by the DG.

4. Posts at Stirling being trawled externally (AS&JM)

AS and **JM** informed the NOC members of their concerns that an increase in external trawls at HQ Stirling would undermine staff progression and opportunity to diversify. The members recognised the importance of this issue and **agreed** to add the matter to the BUSC agenda (22nd September **(BH)** requested all Business Unit trawls be sent to him prior to release to the press, as happens with the FE posts i.e. they are sent to Malcolm Crosby.

5. PMS/Staff Changes in Scotland (AG)

AG informed the council of one compulsory early retirement that he had been made aware of, and also of the increase of members being marked NFE on their PMS appraisal when the proper course of action would be the Disciplinary Procedure. The NOC spoke at length about various cases of misuse of the PMS system and markings, and **agreed** that a guide would be helpful for members both in filling out their FJP and in understanding the whole process. **(RL&JM)** kindly **agreed** to draft a document with the intention of it being ratified and distributed by the BUSC, but if not the BUNOC would issue to all TU members by the end of June 2005.

Action required: Roy Laird & Jimmy McDonald

6. Any Other Urgent Business

6.1 The new grievance procedure (AS)

Andy read a brief of the changes in the procedure and praised the clarity of it. He also urged the council to become familiar with the document as it is now being used. **(AG)** asked whether it would be the case that a grievance started under the old procedure would continue to use the old system, however, the NOC **agreed** that the new system should be adopted in such instances.

7. Date of Next Meeting. 1st SEPTEMBER 2005. Time and room TBA.

Meeting closed at 12:45 and Alistair thanked everyone for attending and wished them a safe journey home.