



**SILVAN HOUSE NOC
2 DECEMBER 2005**

Present: Mary Irvine Chair/PCS
John Gibson Prospect
Derek Nelson Prospect
Joanne McAuley PCS

Minute Secretary: Linda McGinley Secretary/PCS

Apologies: Sally York

1. Minutes of Last Meeting

Agreed.

2. Matters Arising

Mary commented that the DG had responded to her letter raising concerns about the staff survey, whereby he stated he was due to start a series of staff meetings.

3. Health and Safety

John provided an update following the recent H&S inspection and meeting. He commented that he will be responding to Chris Smith on a number of points in the H&S Policy statement.

Linda commented that following the inspection of the car park, Chris had agreed to erect 10mph signs.

Linda to confirm with Emily Ramsay whether or not the section within the H&S Policy statement on car parks can be classed as having carried out a risk assessment, or whether a specific assessment has to be carried out.

Action – Linda and John

4. Post Filling

Committee members agreed that there was an apparent lack of consistency within Silvan House divisions regarding filling of vacant posts. This was borne out at the recent DG's meeting, when senior staff gave conflicting advice on this. It was agreed that we should write to the DG expressing our concerns, especially in the light of possible staff cuts under the efficiency review and BIP.

Action – Mary and Linda

5. Date of Next Meeting

22 February 2006, 3pm