



Forestry Commission  
Trade Unions  
**SILVAN HOUSE NOC**  
**30 MAY 2007**

**Present:** Mary Irvine Chair/PCS  
John Gibson Prospect  
Jim Henderson Prospect  
Joanne McAuley PCS

**Minute Secretary:** Linda McGinley Secretary/PCS

### 1. Minutes of Last Meeting

Agreed

### 2. Matters Arising

None

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### 3. NOC Elections

The following office bearers were duly elected:

Chair	Mary Irvine ( <i>Prop. Linda, Sec. Jim</i> )
Secretary	Linda McGinley ( <i>Prop. Joanne, Sec. Mary</i> )
Learning Co-ordinator	Joanne McAuley ( <i>Prop. Mary, Sec. John</i> )
Health and Safety	John Gibson ( <i>Prop. Mary, Sec. Jim</i> )

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### 4. Health and Safety

#### Humidity levels

It was agreed that humidity levels in Silvan House are still causing concern for some staff, and this was raised at the last Health and Safety meeting in November 2006. However, the solution of providing humidifiers to affected staff on an individual basis is not proving very effective. It was agreed that this should now be raised at the forthcoming staff council with a view to establishing who now takes ownership of such accommodation issues in the light of the recent BSD reorganisation.

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**Action – Mary and Linda**

## Workstation Assessments

John agreed to check HSM34 to establish what the guidelines are regarding carrying out workstation assessments.

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*Action - John*

## **5. Any Other Business**

### Accommodation – SNH

Linda agreed to speak to Wilma Harper to find out what SNH's expected entry date is, and to establish when the Working Group might be reconvened.

Mary agreed to circulate a paper she has prepared, outlining some issues over SNH's move into Silvan House

It was agreed that it would be sensible for the next Silvan House Health and Safety Inspection and Meeting to take place once the accommodation moves are completed.

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*Action – Linda and Mary*

## **6. Date of Next Meeting**

To be arranged for end of September 2007.