



**SILVAN HOUSE NOC**  
**15 APRIL 2008**

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

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### **4. Health and Safety**

#### Humidity levels

Linda explained that the position in early March was that Bill Robertson had been tasked with establishing costs etc. in order for HR to put together a business case for funding. HR was also planning to speak to Procurement about the tendering process. Linda agreed to get an update on the latest position from HR, and feed this back.

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**Action – Linda**

## Workstation Assessments

It was noted that the current HSM34 regarding this was out of date and needed to be reviewed and updated. John agreed to review the HSMs relevant to Silvan House, and identify those that need to be updated, and circulate to NOC members who will then agree a prioritised list that require action. Thereafter, it is proposed that the item is remitted to the Staff Council at the next meeting due to be held on 10 June.

Now that the accommodation moves have been completed it was agreed that a Health & Safety Inspection of the building should now be arranged.

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*Action - John*

## **5. Any Other Business**

### Accommodation – SNH and Sykes

It was proposed that this be raised at the Staff Council, to establish what monitoring or review is being carried out to establish the impact of SNH's move into Silvan House. Areas of particular interest are:

- How many have moved in
- Car parking
- Staff restaurant

Regarding Sykes, the NOC noted that the car park barrier has not been removed as promised, and this will also be raised at the Staff Council.

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*Action – Linda and Mary*

### Inventory and Forecasting Review

Mary updated the NOC on the sequence of events regarding the consultation, and agreed to write to Robert Matthews and Lorraine Adams, Research NOC Secretary, (Prospect) to establish the current position.

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*Action – Mary*

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

Linda to set up the next 4 meetings, at approximately 3 monthly intervals.

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*Action – Linda*