



**MINUTES OF THE FORESTRY COMMISSION TRADE UNIONS' SILVAN HOUSE
AREA COMMITTEE MEETING HELD ON 24 OCTOBER 2008**

Present: Mary Irvine Chair, PCS
Joanne McAuley Learning Rep, PCS
Jim Henderson Prospect

Minute Secretary: Linda McGinley H&S rep, Secretary,
PCS

Apologies: John Gibson Prospect

1. Introduction

Mary welcomed everyone to the meeting and noted John's apologies.

2. Minutes of Last Meeting

These were agreed as a true record.

3. Matters Arising From Last Meeting

a. Humidity Levels

HR have gone out to tender for the installation of a humidification system. It is expected this process will take up to three months, with the aim of commencing work mid January 2009. It is hoped that work will be completed by March 2009. Once the tender process is complete and more is known about the work involved and likely scheduling, it is proposed that we get together with Bill Robertson to establish the likely level of disruption and what can be done to minimise inconvenience for staff.

Action – Linda

4. Health and Safety

Linda gave a brief update from the recent H&S building inspection and meeting. Main point to note was that during the last fire drill, it became clear that more advice is needed for fire wardens and first aiders on evacuation procedures for wheelchair users and those with limited mobility. This was raised at the H&S meeting and HR have agreed to bring all fire wardens and first aiders together soon in order to brief them.

Jim asked about the policy regarding designated walkways in the car park, especially in terms of members of the public using the FC car park. Linda agreed to follow this up and report back.

Action - Linda

5. Pay 2008

Mary gave a brief update on the current position regarding this year's pay negotiations.

6. Network Review

Mary gave a brief update on the work that Sue had been doing on the FCTU Network Management project, which had been commissioned by the Council and involved, amongst other tasks, setting out key work areas and skills required to carry out the various roles within the Area Committees. Mary agreed to forward a copy of the associated documentation to Committee members for information.

Action – Mary

7. Christmas Eve Half-Day

Joanne suggested that we ask HR to reinstate the traditional Christmas Eve half-day, and it was agreed that this would be remitted to the Staff Council in November.

8. Any other Business

Mary explained that a new directive was coming into force regarding agency workers. Mary agreed to circulate this to Committee members.

Action – Mary

9. Strike Action

Mary explained that a national one-day strike had just been announced by PCS, for Monday 10 November. A members' meeting would be called in due course to discuss this.

10. Date of Next Meeting

This was in the calendar for 14 January 2009.