



**MINUTES OF THE WALES NATIONAL ORGANISING COMMITTEE (NOC)
MEETING HELD ON WEDNESDAY 10TH NOVEMBER 2004, IN FD OFFICE
WELSHPOOL**

Present:

Edward Shephard	Chair
Owen Thurgate	PCS
Andy Fryers	Prospect
Antony Griffiths	PCS
Sue Gillingwater	FCTU Office

Minute Secretary: Kath McNulty PCS

Apologies:

Steve Hunt	Prospect
Richard Gable	Learning Co-ordinator / PCS
Chris Tucker	T&G
Andy Phillips	T G
John Dodd	H&S Co-ordinator/T&G

1. Introduction

Edward Shephard welcomed everyone to the meeting, particularly Antony Griffiths who had replaced Owen Thurgate, and explained that he would be chairing the Welsh NOC until a new Chair could be appointed. The group were sorry to learn that Andy Phillips had been involved in a car crash and sent both him and his wife their best wishes for a speedy recovery.

Edward emphasised the importance of the NOC, and described it as being the main forum for joint union decisions to taken and for the formulation of Welsh union policy. The staff council TUS side, he said, was made up of reps from the NOC and would act as its formal negotiating body. He suggested that election processes undertaken in union branch meetings should be for representatives to the NOC rather than to the Staff Council. Kath McNulty said that key positions on the NOC had been filled, but it was important to broaden the composition to include more members. It was **agreed** that the NOC should aim for a composition of four members from each union. It was also **agreed** that Kath should prepare structure proposals for the NOC and Staff Council for discussion at the next meeting.

Action Required: Kath McNulty & NOC Members

Edward said that it was important to ensure that the content of meetings was communicated to members. It was agreed that NOC minutes should be

circulated to all members and sent to the FCTU office for inclusion on the FCTU Intranet site.

Action Required: Kath McNulty

2. Minutes of 15th August 2004

The above were accepted as a true record of the meeting with the following amendment - Section e) Insufficient money to manage the new visitor centres.

3. Matters Arising From Last Meeting

a) Workshop rep

It was noted that Jim Davies had been approached by John Dodd with the view of representing MES on the Wales NOC. However, it was unclear what his response had been so Kath said that she would contact him to clarify.

Action Required: Kath McNulty

b) Handsfree mobile phone kits

It was **agreed** that this item should be deferred to the next meeting to allow members of the NOC to review management's policy and to obtain further examples from members.

Deferred

c) Disposals

The current disposal programme for Wales was discussed in depth. It was **agreed** that Antony Griffith should contact Llion Derbyshire on behalf of the NOC to obtain details of the assessment criteria used and to report back as soon as response had been received.

Action Required: Antony Griffiths

d) Woodland Expansion Review Group

In light of the lack of information available, it was agreed that Kath should ask Simon Hewitt for details of the Group and its remit.

Action Required: Kath McNulty

4. Secretary's Report from discussion with Director

Kath provided a detailed update of her meeting with Director Wales covering the following issues:

- Replacement of Community Rangers,
- Call Centre,
- Staff as Stakeholders,
- WHaM,
- Vice Chair of Staff Council,
- TRAs,
- Changes to local areas in CyC.

The meeting concurred that the opportunity of meeting with the Director in this way should be welcomed, and encouraged to become a regular event.

5. H & S Update

Sue Gillingwater reported that FCTU guidance notes had been issued to all H&S co-ordinators who were currently in the throes of compiling a database of union H&S reps in their area. The creation of detailed databases in this way she said will enable not only a comprehensive flow of information but enable us to maintain a thorough overview of training standards and coverage. Edward said that for the first time there was an H&S structure, which linked throughout the FC encompassing both management and the trade union side.

6. Update on OD Programme

The proposed OD programme was discussed by the group. It was **agreed** that more information was required and that Kath should ascertain what the current position was. It was also **agreed** that consideration should be given to the suggestion from Edward to invite Jon Westlake to the next NOC meeting to explore OPD issues.

Action Required: Kath McNulty

7. Update on Call Centre

Following a full and open discussion it was **agreed** that the NOC should ask for sight of the business case for the Call Centre before the next Staff Council, and that the matter be raised a agenda item at the meeting.

Action Required: Kath McNulty

8. Steve Hunt's paper on TRA

Owen introduced Steve's paper on TRA by outlining the position to date and by thanking him for a well-structured paper. This was endorsed. Responding to a question from Edward, Kath said that there had been no response from management to Owen's letter recording the union's failure to agree. It was **agreed** therefore that this issue should be addressed at the next Staff Council meeting, and if necessary elevated to the FCTU Council meeting scheduled for the end of November.

Kath said that she would contact Personnel in Silvan House for comprehensive lists of staff currently on TRA and who were post blocking in Wales. In addition, she would also chase Colin Sobota to for an update on his HR paper.

9. PCS National Strike Day

Feed back from various offices around the country suggested that the day of action had had a marked effect on attendance, with many locations having to operate with skeleton staff.

10. Update on Vice Chair of Staff Council

Kath Howard Wright had agreed to take on the role of Vice Chair of the Wales Staff Council for a year starting January 2005. The NOC felt that the monthly informal meetings with Simon Hewitt should maintain their FCW focus and that Kath should continue in this role.

11. Staff Council 25 November 2004

It was agreed that the following issues should be submitted for inclusion to the November Staff Council Agenda:

- **WHAM**
There are currently rumours that WHaM may be considering moving to standing sales. Confirmation of this issue, and sight of any strategy papers in advance of the meeting would be welcome. Is this part of the OD process
- **ODP**
An update on progress would be welcome.
- **Call Centre**
TUS would welcome an update on the centre, and would particularly like to see the business plan which underpins its establishment.
- **TRA**
TUS is concerned that management may be using TRAs in circumstances not covered by the current rules, and would like a list of all of the current TRAs in Wales, along with the reasons for each TRA, their current and estimated duration, and what trigger, if any, exists for their resolution.
- **Handsfree kits**
- **Disposals**
TUS would like written confirmation of the current disposals policy and details of the criteria used to select woodlands for disposal.
- **Moratorium on recruitment**
TUS was surprised to read that a moratorium has been imposed without consultation, and would like to discuss the details of how this will be managed.
- **CyC (depending on action local staff would like to see)**

12. Date of Next Meeting

Provisionally 10th February 2005

Actions	Who	By when
Contact Andy Best and Jim Davies	Kath McNulty (KM)	15/12/04
Dig out FCW policy on handsfree mobile phone kits	John Dodd (JD)	Next NOC mtg
Bring examples of where lack of handsfree kit is an issue	All	Next NOC mtg
Contact Llion Derbyshire re disposals criteria and feedback to Kath	Antony Griffiths (AG)	26/11/04
Ask Simon what the Woodland Expansion Review Group is.	KM	13/12/04
H & S Update	JD	Next NOC mtg
Chase up ODP	KM	12/11/04
Ask Lynn Carty for list of TRAs and durations	KM	12/11/04 for staff council mtg on 25/11/04
Ask Lynn Carty for list of staff on higher PBs than required for the job	KM	12/11/04 for next NOC mtg
Ask Colin whether TRA issue could be solved through the Post filling strategy or HR strategy. What has happened to Post filling strategy and can TUS have a copy of draft HR strategy.	KM	12/11/04
Provide feedback to Steve on TRA paper discussion	Andy Fryers (AF)	23/11/04
Ask for Business case & business plan for Customer Service Centre	KM	12/11/04 for Staff Council mtg on 25/11/04
Contact CyC staff about action they would like NOC to take	KM	12/11/04
Prepare structure proposal for NOC to broaden it as compared to Staff Council Constitution	Edward Shephard (ES)	Next NOC mtg
Coopt 4 people per each union to the next NOC	Andy Fryers, Owen Thurgate, Chris Tucker	Next NOC mtg
Send NOC minutes to Ed Shephard for checking	KM	12/11/04
Send edited NOC minutes to Sue Gillingwater for inclusion on intranet and for wider distribution	ES	16/11/04
Circulate NOC minutes to NOC reps and to Tim Harland	Sue Gillingwater	18/11/04
Circulate NOC minutes to all members	Tim Harland, Andy Fryers, Chris Tucker	24/11/04
Send Staff Council agenda items to Sue Fuge	KM	12/11/04