



WALES NOC MEETING 30TH SEPTEMBER 2005

Present:

Antony Griffiths	NOC Chair
Steve Hunt	Prospect
Fil Wills	PCS
Andy Fryers	Prospect
Andy Phillips	T&G

Minute Secretary: Kath McNulty PCS

Apologies:

Chris Tucker	T&G
Chris Edwards	PCS
John Dodd	T&G
Edward Shephard	TUS Secretary

1. Introduction

Antony welcomed us to a less than full complement NOC meeting. Those present expressed concern and discussed this. Are members having difficulties with the venue changing? Would it be better to have a fixed central venue? For those who are not here and have not apologised, would you kindly apologise if you cannot attend?

ACTION: Antony to contact reps to discuss meeting options.

2. Minutes of Last Meeting

Accepted as being accurate.

3. Matters Arising From Last Meeting

3.1 Find out who is T&G Rep from Crychan workshop

ACTION: Andy P to contact John Dodd & feedback to Kath

3.2 Check out provisions for CyC lone working risk assessment, and speak to other H&S Officers

ACTION: Andy P to contact John Dodd & feedback to Kath.

3.3 Is there a moratorium on replacing mobile phones in Wales

There is not a moratorium on replacing mobile phones - this was confirmed by management side at the last Staff Council meeting.

3.4 Feedback to Director on Structure chart and ask for updated chart

This has since been communicated to all staff by management side. TUS had asked Ian for glossary of some of the words used, such as TAN8.

ACTION: Antony to remind Trefor (as Ian is on leave) that Ian had agreed to produce this.

3.5 TRAs

ACTION: Kath to ask Colin for update

4. *Health & Safety* - this is a legal requirement for us to have itemised and thus will be a standing item from now on.

- Mobile phones: Check with John Dodd
- Unions still don't have H&S reps in each office and it maybe difficult to find enough volunteers. T&G have a network of H&S reps.
- Office checks: bad computer desk for example, out in the forest we would enforce H&S but should we be enforcing this for office and computer use, or is it down to individual employees? There are risks for the organisation in the self-check assessments. The NOC's thoughts were that we enforce H&S out in the forest, however this is seldom the case in the office, the use of poor seating could lead to back problems for example.
- Electricity checks are done by external contractor.

ACTION: Raise at Staff Council as a discussion point

5. *TRA's Marking Time/Pay Protection*

Antony asked Silvan House, who have confirmed that there is no fixed policy. There is potentially an issue of consistency of grading between staff, we need a level playing field.

ACTION: Kath (on behalf of NOC) to write to Colin for clarification on Wales policy

6. *Customer Contact Centre*

- Current team leader is PB5, it used to be PB3. This post should be jessed.
- What is the long-term view for the Contact Centre? It has been set up and there seems to be a lack of support.
- Can we have some feedback from Ian Forshaw's visit to the Centre?
- Could we see the data from the Centre please? Who is analysing this?
- What will happen to Contact Centre once FCW Vic House moves into new Assembly building in Aberystwyth?

ACTION: Raise at Staff Council

7. ODP

There has been inconsistent communication on this subject. For example the current ODP is very different to the original ODP and maybe should have been given a different name. Our understanding is that the last round should have been reporting to Tim Rollinson and Ian Forshaw by the end of September. When will TUS see a copy of the findings? When will staff see a copy of the findings? The purpose is to look at all the knock-on effects of our activities and decisions that are made, then to look at our structures.

ODP no longer exists on the organisation structure. Instead Jon Westlake is responsible for FC Restructuring incl. Assembly "Making Connections" (Joined up Government). Is this the new name for the new ODP?

ACTION: Antony (on behalf of NOC) to ask Ian F & Colin to put an update article in the next issue of Connect Cymru and raise at Staff Council

8. Pay review position

T&G and PCS reps have had some information from their unions. Prospect have not heard yet. We are expecting the results of the pay negotiations to be made public shortly.

9. Trawls - the process of Union involvement

Two aspects: Union side and what are we getting

Maybe we should find a less ad-hoc way of responding. Need one person to co-ordinate - is there any training? What should vetters be looking at? Some trawl drafts are very poor. There are issues with consistency, lack of plain English. Managers sometimes resent asking TUS for comments.

There is the issue that managers have to produce trawls when they have very little experience. Maybe the Change Management Team should write the trawl and co-ordinate the whole process.

ACTION: Modify the TUS trawl vetting system

Responses will no longer be sent direct to managers or HR. Fil, Steve and Chris need to discuss who will co-ordinate a response. Steve Hunt to take the lead.

Make recommendations to management side:

1. Need to maintain standard of trawl wording and quality
2. What appeal system is there when individual managers ignore good TUS advice?
3. TUS want trawls from HR and will only respond to HR. HR need to co-ordinate.

Fil thinks that HR are dealing with these problems.

ACTION: Raise at Staff Council

10. *New Assembly Building* - potential impact on staffing

- 2008: all Aberystwyth staff will move in, who does this actually include? Is the building big enough? Issues for Contact Centre and staff with house keeping responsibilities, etc.
- Can staff have regular updates on what is happening please?
- Standing agenda item on Staff Council

ACTION: Raise at Staff Council

11. *Financial Statement* - 'deficit to surplus' explained

Our request for more information at last Staff Council has been met. Derek has provided additional information regarding the deficit.

ACTION: Antony copy Chris' email to NOC

**Ask Derek to attend the next Staff Council to discuss these issues
Chris to seek Ian's agreement and then invite Derek to attend next Staff Council**

12. *Business Cases* – are they still in fashion?

Business Cases don't seem to be in fashion in Silvan House, let's make sure we use business cases to justify our decisions in Wales. There needs to be consistency in the quality of business cases across the organisation and the paybands. Vigilance needed. Could business cases be attached to trawls sent to TUS for vetting?

ACTION: Ask Ian

13. *Meetings with Director Wales*

It was agreed that Antony and Kath would share this role.

ACTION: Kath to ask Sue for appt with Ian Forshaw before Staff Council

14. *Harassment and Bullying Reps*

Andy Philips, Antony Griffiths and Kath McNulty are the new TU Harassment and Bullying Reps for Wales. More information will be coming out soon.

Andy Fryers suggests there should be a link-up between FC Harassment and Bullying Reps and new TU Harassment and Bullying Reps.

There is a need for staff to respect each other in offices. We all need to be aware of harassment and bullying.

15. *Local Office Reps & Local Meetings*- the PCS vision

All members of all unions and non-members are invited to discuss issues relevant to staff. The aim is to visit all parts of Wales on a 2-year rotation. The dates of these meetings are as follows:

November 2005 (Resolven), 11 May 06 (Clawdd), 6 September 2006 (Llandovery), 7 December 2006 (Dollgellau).

16. Feedback from Staff Council Mtg. 27/6/05

Sue Fuge will circulate these to all staff. Kath to make sure these minutes are circulated. All to check them before circulation to members.

17. Any Other Urgent Business

17.1 Overtime/ TOIL

Colin has produced a paper for Ian Forshaw.

17.2 Direct Dial to Aberystwyth

This should be re-instated.

ACTION: Raise at Staff Council

17.3 IIP

Internal assessment will be undertaken October 2005. HR may be writing to staff.

18. Dates of Next Meetings

- 15th November Staff Council, 11am Aberystwyth
- 23rd February NOC Meeting (Venue to be decided)