



## WALES NOC MEETING 23<sup>RD</sup> FEBRUARY 2006

**Present:**

Antony Griffiths	NOC Chair
Steve Hunt	Prospect
Fil Wills	PCS
Chris Tucker	T&G
Chris Edwards	PCS
Andy Phillips	T&G

**Minute Secretary:** Kath McNulty      PCS

**Apologies:**

John Dodd	T&G
Andy Fryers	Prospect
Mike Kennett	T&G
Paul Finch	PCS
Edward Shephard	TUS Secretary

### 1. Minutes of Last Meeting

Accepted as being accurate.

### 2. Matters Arising From Last Meeting

- a Find out who is T&G Rep from Crychan workshop  
Eric Williams would represent Crychan workshop.  
**ACTION: John Dodd or Andy Phillips** to confirm with him.  
Kath to include him on circulation lists.
  
- b CyC lone working  
John is trying a new system where you log in to a centre.  
Feedback would be useful, may interest others in Wales.
  
- d Structure 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 Ian he had agreed to produce this.

- e TRAs  
**ACTION: Kath** to ask Colin for update. Management should be in a position to take action on outstanding posts such as PB4 Cons in CyM  
What is the position re the JEGS exercise on the Clocaenog LAM?
- f Harassment and bullying reps  
Bullying came up in the staff questionnaire and Colin and Clive have been tasked with taking action.  
**ACTION: Kath** to speak to Colin to offer TU support and to see if there are ways of working together. A possible way forward would be for TU to take a proactive role in workplaces with a known problem. Another suggestion is the production of case studies not FC related to explain what bullying is / can be perceived.
- g Minutes from Staff Council  
**ACTION: Kath** to ask Sue to put out and approve minutes sooner, Fil suggests within 2 weeks.
- h Overtime / TOIL paper  
**ACTION: Kath** to press Colin. This is possibly the year to get rid of excessive TOIL banks, there appears to be money in the kitty.
- i Meeting venue:  
Welshpool is the most suitable location. Despite Chris complaining that 10:30 is not train user friendly, 10:30 seems to accommodate most other representatives.
- j Customer Contact Centre  
Welshpool trial: how's it going?  
**ACTION:** raise at Staff Council
- k ODP  
Director has indicated that as our Financial situation is acceptable, restructuring of FC Wales would not be appropriate
- l Financial statement  
FC Wales budget has been approved.  
Gareth Jones of WAG is very supportive of FCW.  
Derek Stephen will be doing the rounds to explain financial processes to units. **ACTION: Unit Managers book your date now!!!!**
- m IIP  
Issue about lack of confidentiality. **ACTION: Kath** raise with Colin

#### **4. Health & Safety - standing item**

New chairs and desks have been ordered in some locations so those staffs are not required to work in a poor posture position at their desks and PC's.

**ACTION:** Ask Colin at Staff Council if office checks are being done.

Chris T. says he has just found out that, as he is using a computer on a regular basis, he is entitled to a free eye test. **ACTION: Kath** ask Liz to recirculate info re eye tests.

Are offices holding their annual H&S meetings?

**ACTION:** Ask Colin at Staff Council to remind unit managers.

#### **5. Post filling protocol**

No progress to date.

**ACTION: Steve / Fil / Chris** to raise again at next Staff Council.

**Kath** to remind Colin about HR strategy

Members have raised the issue of board guidelines in the Staff Handbook not being followed. **ACTION: Kath** to raise issue of how board members are chosen with Liz Cookson.

This should be part of the Post filling protocol on the trawl notice that is sent to TU. Raise at Staff Council.

Suggest to Colin local workshops on how to fill in applications, how the board works, interview, etc.

#### **6. Staff Questionnaire**

Have unit managers been drawing up action plans?

**ACTION:** Raise at Staff Council

#### **7. Iechyd Da!**

TU would like to support Jeff's suggestion that staff could use ½ hour work time per week to do exercise. Jeff would need to define what forms of exercise would be acceptable and the procedure to claim this. This would be open to all staff in Wales.

**ACTION:** Raise at Staff Council.

#### **8. PAY**

Antony updates us on the Pay Campaign.

As the EB supported the imposition of the pay deal and the HR team is not prepared to return to the negotiation table, the Wales NOC decided to ask

Director for his opinion. He said he fully supported the EB decision and did not want to comment further.

Kath wrote to Ian summarising the points from the pay negotiation.

**ACTION:** Make sure all staff are aware of the PAY CAMPAIGN

Kath to ask Ian about wording of his comments and send out to members.

## **9. New Building Update**

Fil has been asking questions about the new building on behalf of staff. She is still waiting for some answers.

Information flow is improving and an imminent expression of interest is going out for a New Building Project Manager role.

Fil / Chris have visited to the new Merthyr Tydfil Assembly Building. Their comment was that it is very large.

The only issues that have already been decided are that staff currently in Victoria Terrace will be moving in and that the new building will be open plan.

Many issues still need to be decided such as parking, transport, people coming in from other offices for meetings, desk sizes, hot desks, how would Customer Contact Centre fit in, among many other things.

**ACTION:** Fil to continue supporting staff with questions and to represent the FC TU on the project.

Remind staff that TU is happy to raise issues on behalf of staff. Fil to re send email to Kath so that it can go out to all staff

Raise at Staff Council as a standing item.

## **10. Any issues from Antony / Kath's meeting with Ian Forshaw**

Need to lose 30 members of staff.

Raise issue of need to balance teams (some people have heavier workloads than others), is this to do with team juggling?

Fewer and fewer people doing core work, how can we cover for this work and still lose staff? This will cause overloading and stress.

How will we lose these 30? What is the strategy?

**Decision:** we will not circulate notes from these informal minutes.

### **11. Kath resigning from FC TU Council**

Resignation accepted.

Position remains vacant. Until someone would like to take the role on.

Job description: would someone like to apply?

### **12. Any Other Urgent Business**

Since FC / FE amalgamation, little has been done to bring people together and people are still working in silos. Something needs to be done to heal this festering soar. This is also an issue within teams.

We have invested a lot in Connect, in EFQM, we need to do something about it, and there may even still be areas of overlap.

We have lost our clear framework, we do have a structure chart but this is mostly focused on senior level, we would welcome extending this to other levels.

**ACTION:** Raise at Staff Council

### **13. Date of Next Meetings**

<b>29<sup>th</sup> March, Staff Council, Aberystwyth</b>	<b>11am pre-meeting 13:30-16:00 main meeting</b>
<b>17<sup>th</sup> May, NOC Mtg, Welshpool</b>	<b>10:30-14:30</b>