



WALES NOC MEETING 16TH AUGUST 2006

Present:	Antony Griffiths	NOC Chair
	Fil Wills	PCS
	Eric Williams	T&G
	Mike Kennett	T&G
	Chris Tucker	T&G
	Chris Edwards	PCS
	Sue Gillingwater	FCTU Office
	Barbara Anglezarke	Prospect
Minute Secretary:	Kath McNulty	PCS
Apologies:	Andy Fryers	Prospect
	Andy Phillips	T&G
	Edward Shephard	FCTU Secretary
	Paul Finch	PCS

1. Introduction

2. Minutes of Last Meeting

Comments have been made about the poor quality of the last minutes, they need to be comprehensive. **ACTION: Kath** to improve.
Minutes accepted as correct(ish).

3. Matters Arising From Last Meeting

a) New Assembly Office in Aberystwyth

WHAM / Nant yr Arian move to new office:

Kath asked Dave Liddy and Trefor Owen for copy of the report. Trefor explained that although the Management Board had seen it, more work was needed and Dave and Hugh Jones were going to complete this by end of August. Report would be available to TU after that.

The NOC was confused whether the Management Board had decided that WHAM / NyA would move to the new Assembly office.

ACTION: Chris Edwards to clarify whether a decision has been made

b) TRAs and TPs

It is possible for someone on TRA to be given a TP. This will be measured against the TRA grade rather than the substantial grade.

c) CAPES

There are inconsistencies within Wales as to who can apply for CAPES. The NOC would like to offer support to staff in putting together business cases. Need examples of CAPES business cases.

ACTION: Kath

d) FC Choices

TU has asked for detailed costings.

The "Choice" with the most uptake has been the childcare vouchers. However as this has been offered by Treasury, it would have been available anyway regardless of FC Choices.

Since the cost of the scheme is committed, the NOC would like to find ways for staff to benefit from it.

Suggestions: using the buying power of the Forestry Commission,

- to secure cheaper electricity for staff at home
- to enable staff to purchase Dell computers with a discount
- to secure cheaper landline contracts for staff at home through the FC provider.

A problem identified was the **need to commit now for the year**. A "Choices" store card with x% discount would have been a better option.

ACTION: Chris Edwards to write to Edward Shephard.

The NOC would like to remind staff that it is possible to purchase ex-FC vehicles at the end of their lease.

e) Pay

The Pay Claim was submitted at the Departmental Staff Council in June. The claim is available on the intranet (FC TU section under Pay). Negotiations are scheduled to start in September.

f) Contact Centre

What is the best way of logging errors / necessary changes with the Contact Centre? For example, passing calls to staff on private mobile phones when on leave (it was in the calendar), or calls systematically being passed to the wrong number

Action: Ask for update at Staff Council

4. Staffing Strategy / Kath's list

Efficiency Review: a lot of work is being done in England and Scotland, however not much has been said in Wales.

ACTION: Antony to speak to Edward and then ask Ian Forshaw for a briefing.

Antony and Kath want TU to be more proactive / strategic, instead of discussing issues piecemeal, we should be identifying patterns / repeating behaviour, we should also be looking forward rather than reacting.

In order to help keep track of events Kath is suggesting keeping a spreadsheet. The NOC discussed whether this was appropriate / legal and concluded that it was as all the information is available in the public domain. The NOC felt that HR should have this information and share it with TUS.

ACTION: - Kath to keep spreadsheet and discuss with other TU reps

- **Kath** to ask HR what records they are keeping and how these are being monitored.
- **Kath** to ask HR what is being done about Project Managers who's projects will end in next two years.

5. HR BP Wales / Head of Personnel recruited from WAG

Deferred to Trawls Vetting Committee.

6. Clarifying trawls / recruitment processes

Trawl Vetting Committee is awaiting a meeting with Colin.

Need to clarify "when is a business case needed" as there seems to be misunderstanding among managers. Also the trawl vetting committee has not been sent any business cases yet. However it would be more useful to be consulted on business cases rather than just sent them.

ACTION: Chris Tucker to ask for TU to be consulted on business cases.

7. NOC & Staff Council attendance / structures

The last NOC meetings have not been well attended. This has meant we have been less co-ordinated at Staff Council.

The NOC is the place to debate and make TU decisions. The NOC then decides which issues need to go to Staff Council. Therefore attendance at the NOC is crucial.

Antony and Kath make the following suggestion:

- a) last half hour of the NOC is used to discuss which issues will be raised at Staff Council and by who. (someone who has not attended may still be asked to present a particular topic if they are felt to have more knowledge)
- b) Only those raising issues will attend Staff Council (bearing in mind a need for continuity)
- c) The Staff Council pre-meeting will be used to update and clarify issues to be raised.

Benefits:

- A clearer TU position
- More time to prepare for those raising issues
- Less mob handed presence at Staff Council

ACTION: Antony to speak to those not present at NOC

Antony to circulate list of topics for next Staff Council and list of who will attend Staff Council.

8. JEGS

ACTION: Fil to ask for JEGS list in advance of Staff Council.

9. Health and Safety – our standing item

Deferred.

10. Replacing Fil

The NOC thanked Fil for her hard work for the TU over the last couple of years. Fil will be retiring at the end of December on **Flexible Early Retirement** to spend more time with her sheep.

Fil currently holds the following roles:

- PCS rep on Wales NOC: Matthew Park will replace Fil from December to the PCS AGM
- PCS rep on the Trawl vetting committee: Kath will take over.
- NOC rep for the move to the New Assembly Office in Aberystwyth: Fil is looking for a replacement.

11. Any Other Urgent Business

Barbara Anglezarke will replace Steve Hunt as Prospect rep on the NOC.

The NOC felt that we should ask Ian Forshaw and Antony Griffiths to meet every two months.

ACTION: Antony to contact Ian / Sue Fuge to schedule meetings.

Sue Gillingwater is offering to create a “who’s your NOC rep” poster as well as a template for a NOC occasional newsletter. The NOC welcomed this support.

Need programme of Wales wide meetings for next year.

ACTION: Antony set dates for next year staff meetings & circulate

12. Date of Next Meetings

5th September: Staff Council, Aberystwyth	11am pre-meeting 13:00-16:00main meeting
9th November: NOC Mtg, Welshpool	10:30-14:30