



**Wales NOC Meeting  
4<sup>th</sup> March 2008  
Welshpool**

<b>Present:</b>	Antony Griffiths	PCS (Chair)
	StJohn Ashworth	PCS (co-opted in place of Matthew Park who has stood down from the NOC)
	John Williams	Unite
	Eric Williams	Unite
	Mike Kennett	Unite
	Sue Gillingwater	FCTU Edinburgh
	Sam Telford	FCTU Edinburgh
	Andy Phillips	Unite
<b>Minute Secretary:</b>	Rhian Evans	PCS
<b>Apologies:</b>	Chris Edwards	PCS
	Barbara Anglezarke	Prospect
	Chris Tucker	Unite
	Paul Finch	PCS
	Edward Shephard	FCTU Secretary

## **2. Introductions**

A quick introduction of members took place as there were some new faces plus two colleagues from the FCTU Office in Silvan House. The NOC would also like to thank Matthew Park for his contribution following his decision to stand down as a PCS Rep.

## **3. Minutes of last meeting (20<sup>th</sup> November 2007)**

These were accepted as a true record.

## **4. Matters Arising**

2g. Chris Tucker was due to receive a list of PCS contact reps from Kath McNulty – yet to be discharged

- 2f. Diversity Working Group – Discharged
3. Staffing Issues - Discharged
4. Staffing Plan – Discharged
5. Post Filling - Discharged
6. Contact Centre – Discharged
7. MES – A decision has yet to be made and thus this will be raised at the next Staff Council Meeting.
9. Workloads – Discharged
10. GIS Posts – Discharged

## **5. Actions from Staff Council Mtg – 7<sup>th</sup> December 07**

Due to the cancellation of the previously arranged Staff Council Mtg, planned for 29<sup>th</sup> January 08, it was decided to recap on the Actions to see if there were still any outstanding issues.

## **6. Health & Safety**

Chris Edwards has taken on this role for FC Wales on behalf of the Management Board. A meeting had been arranged back earlier in the year for all H&S Reps, Union or non Union, but was cancelled. To date a new meeting has yet to be scheduled. There were no other H&S issues raised.

## **7. New Assembly Building**

An update will be asked for at the next Staff Council Meeting.

**ACTION: Raise at Staff Council**

## **8. Revised Post Filling Paper – ‘FC Wales Recruitment & Selection (Post Filling) Process’**

This document has been revised to take into account the need to Manage those permanent members of staff currently on ‘Project’ work, secondments, etc, back into a role once the ‘Project’, etc, comes to an end. Thus FCW has an agreed protocol for ‘priority postings’ of permanent staff on projects, etc, whose work is time bound. Therefore, when a post becomes vacant, permanent staff coming off projects will be considered favourably in the first instance. It is, however, understood that certain skills will obviously need to be present when considering an individual for a specific role. Following that, if no

member of staff is identified staff the transfer list will be considered next ahead of any trawl taking place. The NOC accepted this, but agreed that the process needs to be open and transparent so that all Members could understand and accept the decisions taken to fill a vacancy. It was also felt that there was no clear guidance, i.e. no document, for Managers advising them on the best means of filling a post based on the 'business needs' and FC HR policy.

**ACTION: Raise at Staff Council**

Management Postings – the Unions are not to be involved in Management Postings, only told afterwards. It was felt that the Unions should at least be involved in discussions regarding Management postings, because this would help communicate the business needs of FCW and thus the reasoning for any posting decision to Members. It was felt that this was advantageous to both Union Members and Management alike.

**ACTION: Raise at Staff Council**

TUS Consultation – All Post Filling Proformas are forwarded to the TUS for comments. However, there is no reference to how any comments are dealt with.

**ACTION: Raise at Staff Council**

The NOC felt that the 'Post Filling Process' flow chart should include and identify when and where 'Project' staff and the 'Transfer List' are picked-up.

**ACTION: Raise at Staff Council**

It was agreed by the NOC that an update for a list of staff on TRA's should be asked for.

**ACTION: Raise at Staff Council**

FC HR has asked the Unions to agree to HR staff in pay band 5 to be formally accepted to sit on interview boards. This has come about as the number of HR staff members in pay band 4 and above mean that some staff almost permanently sit on boards and thus have little time to spend on other FC HR tasks. Whilst this has been agreed there is still a requirement that any FC HR staff member sitting on a board will still be at a grade above or at least equal to the grade that a member of staff is being interviewed for.

## **9. FC Wales Staffing Plan – Key and Non-Key Posts**

This is linked to the Staffing Plan. The NOC believes that there has been no explanation for what defines key and non-key posts. The Staffing Plan has been signed off now, but the general consensus is that individuals should be allowed to know if their post is key or non-key. This is important in order to allow Members to better manage their career development and prospects. There is little point in a Member seeking development in a role/post that is non-key.

**ACTION: Raise at Staff Council**

## **10. GIS across Wales**

The GIS posts based in the G&L team in Clawdd Newydd have been confirmed at 6A following a JEGS exercise. It is felt that there is very little difference between the G&L and District posts with regard to the use of GIS, and since District based posts are graded at 6B, this should justify a review of the grading level.

**ACTION: Raise at Staff Council**

## **11. Capes/Private Mileage**

The CAPES mileage allowance has been increased and this is in part due to the contractual agreement between MES, the Lease Company and the FC employee. The 40p/mile for private vehicle mileage has not been increased because this is set by HMRC (Revenue and Customs) and currently the 40p rate is set as the maximum limit to avoid any potential Tax liability. It is, however, understood that HMRC is expecting to review these rates later this year. It should also be pointed out that the current CAPES rate could incur Tax if HMRC deemed this appropriate.

## **12. Facility Time Agreement and NOC Support Review**

There was concern that some Union Reps were having problems with agreeing Union Facility Time with Managers in order for them to carryout their roles effectively. There was an issue of balancing the Union Role with the FCW Role.

In October 2006, the FCTU Council decided that the NOC's had been up and running for a few years, and Sue Gillingwater (FCTU Office Support Manager) was asked to carryout a review to see what could be done to support NOCs. Sue met with NOC Chairs and Secretaries to discuss workloads and concerns affecting each NOC.

A summary was drawn up of the results and a report was submitted the FCTU Council with 7 recommendations. All recommendations were fully endorsed and Sue said that she would be taking this area of work through during 2008. The recommendations are detailed in the [minutes of the FCTU Council meeting held on 20th February](#). (Agenda item 7).

## **13. Provision of FC Vehicles**

Coed y Cymoedd – there is a rule that if people live outside their work area they will have to drive their private vehicles to get to work and pick up their FC vehicle there. This should be made clear in the job trawl and not left until the interview stage, as has happened recently.

**ACTION: Raise at Staff Council**

## **14. Land Agent Review**

An update will be asked for at the next Staff Council Meeting.

**ACTION: Raise at Staff Council**

### **15. Pay 2007**

The delay in the pay deal was initially due to HM Treasury not releasing the agreed pay increase percentage to the Executive Board. Following this agreement and the Executive Board's opening offer the Union sides counter claim was not responded to until January 2008. There then followed a number of Pay Meetings. However, an agreement was ultimately reached and the ballot papers had been issued and are due back by 10<sup>th</sup> March.

### **16. MES Update**

There was nothing to report.

**ACTION: Raise at Staff Council**

### **17. Any Other Business**

No other business was raised.

*Next NOC Meeting - 22<sup>nd</sup> May 2008 at Coed y Gororau Offices, Welshpool.*

*Next Staff Council Meeting – 14<sup>th</sup> April 2008 at Victoria Terrace, Aberystwyth.*