

**SILVAN HOUSE STAFF COUNCIL MEETING
HELD ON 24 NOVEMBER 2006**

Present:	Official Side	Trade Union Side
	Kim Lardge - Chair	Mary Irvine – Vice Chair (PCS)
	Keith Gliddon	Edward Shephard (FCTU Secretary)
	Wilma Harper	Linda McGinley (PCS)
	Alan Mitchell	John Gibson (Prospect)
	Anne Anderson, Secretary	

1. Scope of the Council

It was agreed to have 2 meetings per year and additional meetings as and when necessary.

It was agreed that the level of discussion would be strategic and housekeeping issues would be dealt with outside the meeting with the appropriate people. The current housekeeping issues should be dealt directly with Mr Mitchell. However if a satisfactory outcome cannot be agreed then issues will be discussed at the Efficiency Steering Group. If an outcome can still not be agreed then it would go to the DG but it is hoped that it would be resolved before this stage.

2. Efficiency Review/Programme

Mr Gliddon gave an update on the Efficiency Programme. A separate meeting had been held that morning with Edward Shephard, Mary Irvine and Linda McGinley.

The ESG have been sharing information on Shared Services with the EB and the objective is to prove Shared Services are efficient and effective and this has to be justified to the EB.

Mr Gliddon also handed out copies of the:

Systems Review Report and the Response

Silvan House Administration Review Report and the Response

He is willing to meet the Union side at a separate meeting to discuss issues as things develop.

Action: K Gliddon

Mr Gliddon has Budget Meetings at the end of November to see how each Division is proposing to live within their means. We also have to look at opportunities of sharing services with other Organisations, eg SNH, SE etc.

3. Country Services

Mrs Irvine asked that since Roger Herbert's retirement 18 months ago and Alan Mitchell took charge of Country Services, which was supposed to be a temporary role, what is happening?

Mr Mitchell said the role of Country Services has changed over the last 18 months as Countries have taken on much of the work. A Systems Review Report and Response has been published. Mr Mitchell has asked the Countries what they want but the Countries have to find resources to take this on board. Directors need to understand if they want to cut costs the quality and extent of service will deteriorate.

Mrs Irvine also asked about surplus space within Silvan House. Mr Mitchell said he has been tasked by the DG with looking at surplus space in the building. He is also looking at electronic filing with Mr Gliddon.

In June, Wilma Harper was asked to review the role and function of the Service Boards 3 years after their establishment. A preliminary report was given to the October EB. She will provide a report to the EB in December on the Shared Services Review and seek their views on the recommendations.

4. Post Filling

Mrs Irvine pointed out that there is an inconsistent approach across the Organisation with each Country doing it differently. Ms Lardge said that when the new Head of HR Services is appointed this will be given priority. The Unions feel that they are not given enough notice to look at trawls and background information. It would help if the Union had advance warning on what is likely to come up.

Action: K Lardge

The Union Side asked if it is possible to access details such as how many Agency staff we have at any one time. Ms Lardge said each Division should be able to give their figures but she cannot from a central HR perspective. The Union also asked if we should be paying Agency staff if we have surplus staff. Mr Mitchell said many of these staff are specialists.

The Union said if they were advised when there are FTAs, and why we are using them, they could pass this information onto members when asked.

Action: K Lardge

The Union also asked why certain posts are deemed to carry a qualification now and in the past this has not been a requirement. Some staff feel they are now restricted from applying.

Ms Lardge and Mr Gliddon said that they are keen to recruit experienced people with qualifications and encourage present staff to gain qualifications. It depends on how

people manage their careers and take the opportunities to progress. The meeting confirmed that they will support people who wish to further their skills.

5. Any Other Business

None

6. Date of Next Meeting

The next meeting will take place on 1st June in 3rd floor room 3 commencing at 2pm.