

**SILVAN HOUSE STAFF COUNCIL MEETING
HELD ON 7 JUNE 2007**

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

1. Minutes of the Last Meeting

The minutes of the meeting of 24th November 2006 were agreed as a true record. Jim Henderson (Prospect) was welcomed to the meeting to represent the TUS.

2. Post Filling (Update)

Kim Lardge advised the meeting that Graham Millar, an Employment Lawyer, has joined HR as interim Head of HR Services for 9 months – until early January. Graham's objective is to focus on some strategic work from the FC People Strategy and Employment Policies and Practices. Much of Graham's time will focus on Recruitment and Post Filling.

Graham has set up a Working Group with members drawn from across the FC to review and amend the FC's recruitment and post filling procedures. They will look at everything in the process and make it consistent. Edward Shephard is sitting on this group which has had its first meeting. Edward is happy with the Working Group which is broad enough to take in what it needs to. The timescale in the People Strategy to complete this is 31st March 2008.

3. Agency Staff/FTAs (numbers employed)

Kim Lardge provided numbers and costs from the REBUS system which were similar to the information Mary Irvine had also obtained from eFinancials. There are 15 Fixed Term appointments in Silvan House of which 7 are Non-Executive Commissioners. A further 4 Fixed Term appointments are in HR Division.

It was suggested that the Transfer List should be looked at before going out to Agencies. Also, Heads could be asked to identify any under occupied staff who could fill the post on a short term basis. Kim Lardge pointed out that managers already liaise with each other when a post becomes available to see if anyone can fill it in the short term.

Action: K Lardge

Edward Shephard said Keith Gliddon had produced a useful breakdown of Silvan House numbers and costs in previous years for the TUS. Keith Gliddon said his team was

updating the financial results for 06/07 and would provide the information to the TUS once it had been verified.

Action: K Gliddon

It was felt that it would be useful to have an overview of the organisational structure of the building to ensure a shared understanding. Organisation charts would be made available on the Intranet after the restructuring. Existing charts should be updated and possibly staff photographs linked.

Action: HODs

Kim Lardge advised that Workforce Plans were being completed for each Business area as part of the People Strategy. This includes a detailed analysis of who does what and where they are located. The 3 HR Business Partners and Kim are working together to plan and to find out where we have gaps in the planning process.

4. Recruitment of Casual Staff in BSD

The Unions pointed out that some of the casual staff, especially in BSD, were related to existing employees. The Unions sought clarification on the recruitment process in these instances. The Unions confirmed that they did not have a problem with the individuals but it was more the principle.

Action: K Lardge

5. Forshaw (Inventory) Review

The Review Report went to the last EB and all recommendations were agreed to be reviewed in 18 months. Wilma Harper and Ian Forshaw to take forward and are looking at phased implementation. The Report recommended that the Unit should be temporarily placed within CFS on a trial basis.

6. BSD Review

The EB accepted the Report of the BSD Review Group and agreed all of the recommendations. An Interim IT Director, Norrie Craig, has been appointed for 6 months and will commence on 11th June. During this time the role will be evaluated to determine the correct pay band. He will report to the EB through Keith Gliddon.

Transfer letters should be sent out to BSD staff who will be moving to new areas as a matter of urgency.

Action: Kim Lardge

Keith Gliddon's team will look at dividing up budgets and the best way of doing this with minimum disruption.

7. SH Efficiency

Keith Gliddon has a good dialogue with the Unions and has had various meetings to update them.

Recommendations on the Admin and Finance Report are progressing. The Systems Review Report will be wrapped up in work being done by the new Service Board which was signed off by the EB in February. Boyd Glen and Keith Gliddon are setting up the first meeting of the Service Board.

8. Any Other Business

Humidity

It was agreed that housekeeping issues will now be discussed directly with Kim Lardge as Office Services now come under HR. Mary Irvine will bring up the issue of humidity in the office.

Action: K Lardge/M Irvine

Accommodation

SNH

We still do not have a firm date for SNH to move in, but expect it may be late July or August.

1st and 4th floors

Floor plans will be drawn up by each HoD to see what the building plan looks like and how feasible it is. Wilma Harper and Keith Gliddon to meet to discuss the best way to do this. Working Groups need to be reconvened and briefed. Bill Robertson will need structured floor plans soon and before the holiday period.

Action: W Harper/K Gliddon

Professional Skills for Government

Professional Skills for Government (PSG) is a key part of the civil service reform agenda. It represents a different and more structured way of thinking about Civil Service jobs and careers. It is a major long-term programme designed to ensure that no matter where you work, you have the right mix of skills and expertise to enable your department to deliver effective services. PSG puts much more emphasis on developing a depth and career in one of the professional areas of work, eg finance, HR, Internal Audit etc. This is an opportunity for FC and the Staff Council will look to address this collectively.

We should ensure staff can get the experience, training and encouragement they need. Rachel Anderson has been working on this through the Competency Framework to help people work out how to manage their careers. We are working under increasing pressure to bring people in who are working towards accreditation. We also need to be seen as a 'desirable' employer.

Attendees were asked to think about how we can take this forward and it will be discussed again at the next meeting.

Action: All

IT Representative

It was agreed the new Head of IT would attend future meetings.

Action: A Anderson

9. Date of Next Meeting

The next meeting will take place on Monday 12th November at 10am in 3rd floor room 3.

12 June 2007