

**SILVAN HOUSE STAFF COUNCIL MEETING  
HELD ON 10 JUNE 2008**

Present:	<u>Official Side</u>	<u>Trade Union Side</u>
	Jean Lindsay – Chair	Mary Irvine, Vice Chair (PCS)
	Wilma Harper	Linda McGinlay (PCS)
	David Felstead	Jim Henderson (Prospect)
	Anne Anderson, Secretary	John Gibson (Prospect)

*Apologies were received from Keith Gliddon*

Jean Lindsay welcomed David Felstead, the new Head of BSD, to his first meeting.

**1. Minutes of the Last Meeting (19 Dec 2007) and Matters Arising**

The minutes of the last minute were agreed as a true record.

Matters Arising

Workforce Planning – It is envisaged that Workforce Plans will be in place for all areas of the business, other than Business Units by 31 October 2008. Jean Lindsay is meeting Michael Ansell separately as we do not have a Business Partner covering Silvan House or the Business Units. Fiona Alexander has been tasked with workforce planning for Silvan House.

Contractors – Jean Lindsay, Keith Gliddon, Mary Irvine and Rob Martin had a separate meeting to discuss this. The information has been passed to Ian Rae to deal with.

Organisational Charts – The HR chart was updated in April 2008.

Register for recruitment of casual staff – HR have set up a register for Silvan House where staff can register names of relatives etc who wish to be considered for temporary work as the need arises. This does not necessarily mean we take the first person as it will depend on what skills we are looking for to fill the post.

Competency Framework – We are still gathering data on the Professional Competency Frameworks. Lori Douglas and Rachel Anderson are working on this as we are having problems with forestry side and land based ones. Colin Sobota is working with LANTRA and the Institute of Chartered Foresters and we have told them we are happy to work with them to develop their competency frameworks.

Post Filling - 2 adverts will go out on 26<sup>th</sup> June for the HR Business Partner Scotland and Head of HR Operations.

TRA – Jean Selkirk is ensuring Unions are notified of any extensions going beyond 6 months.

SNH – have now moved into the building.

Contractors in BSD – This was discussed at an earlier meeting as mentioned above.

New flexi system - working fine.

Humidity – Bill Robertson is looking at this and we are awaiting Business Plan approval before a tender exercise commences.

Inventory & Forecasting – Wilma Harper advised a paper went to the Executive Board in March and the EB supported the creation of a new Inventory and Forecasting Unit. The new Unit will be headed up by Peter Weston and will consist of the existing Operational Support team plus 12/13 people currently in Forest Research. This Unit will have a new cost centre from the beginning of the financial year and preparation of the business plan will commence in October.

#### Head of ISS

David Felstead has commenced employment

#### Head of Procurement

Eric Holmes has commenced employment.

## **2. Health & Safety**

The TUS pointed out some HSMs on the Intranet are no longer relevant. Jean Lindsay advised that Emily Ramsay has a programme of reviewing HSMs. It was felt that HSMs should be deleted if no longer relevant.

**Action: Jean Lindsay**

The TUS also pointed out that minutes of the recent H&S Committee were not on the Intranet.

**Action: Jean Lindsay**

The TUS brought up the issue that PAT (Portable Appliance Testing) had slipped and should be reinstated. It was noted this does not have to be done on an annual basis and the HSE advise visual tests and simple checks by a competent member of staff is sufficient. Jean Lindsay to speak to Bill Robertson who had drawn up a rolling programme for this to see where we are.

**Action: Jean Lindsay**

## **3. Public Holidays**

The TUS asked if St Andrew's Day was going to be adopted as an additional Public Holiday. Jean Lindsay pointed out it is an optional holiday, not an

additional holiday. FC has already incorporated it in their list of Public & Privilege Holidays for 2008/09 within the Autumn Holiday.

#### **4. Car Parking**

It was noted that the Sykes barrier has now been removed.

The TUS asked if it was possible to re-negotiate the number of spaces allocated to Sykes. They pointed out that our staff are having to park on the Greenways, especially when there are meetings in the office, whilst Sykes allocation is often only half full. Jean Lindsay informed the meeting that Sykes lease had been extended to March 2009 and they have maintained the whole part of the floor and have tendered for a new contract, which they are hoping to secure. This in turn means they will require to keep their allocated parking spaces.

The issue of zoo parking and charging at weekends/public holidays was discussed. Jean Lindsay will find out the history of this and what was originally agreed and will approach the zoo to see if reciprocal arrangements can be made for FC staff to use their car park on weekdays when our car park is full.

**Action: Jean Lindsay**

#### **5. Smoking**

The TUS pointed out that there is evidence that some smokers are now straying from the designated smoking area and that generally there was more cigarette litter and coffee cups. TUS stressed that the main problem seemed to be with Sykes staff. It was agreed a further note would be issued reiterating the rules regarding the smoking facility, this should be sent to FC staff and all tenants.

**Action: Jean Lindsay**

#### **6. Contractors/Consultants**

The TUS asked if there are any statistics on any other long term consultants in Silvan House. It was advised that HR does not hold this information but that each Head of Division will be aware of any long term consultants that they have.

#### **7. Any Other Business**

There was no other business to be discussed.

#### **8. Date of Next Meeting**

The next meeting will be held on 25<sup>th</sup> November 2008 at 10.30am in 1<sup>st</sup> floor room 3.