

**SILVAN HOUSE STAFF COUNCIL MEETING
HELD ON 24 NOVEMBER 2008**

Present: Official Side

Jean Lindsay – Chair
Wilma Harper
David Felstead
Keith Gliddon
Anne Anderson - Secretary

Trade Union Side

Mary Irvine, Vice Chair, PCS,
Linda McGinley, PCS
John Gibson, Prospect

Apologies were received from Jim Henderson, Prospect

1. Minutes of the Last Meeting (10 June 2008) and Matters Arising

Review of HSMs

Emily Ramsay is continuing to work her way through the review of HSMs and rationalising them into OGB format.

PAT testing

Bill Robertson will review in December and if he cannot complete the programme himself will get contractors in.

Action: J Lindsay

Car Parking

We have now agreed some parking spaces at Barnardos and the Zoo. This is a temporary arrangement and will be reviewed. The TUS are delighted to have this concession.

Smoking

A note went out to **all** staff in Silvan House after the last meeting regarding litter.

Public Holidays

The TUS acknowledged the local arrangement for St Andrew's Day and were happy to have the half day at Christmas reinstated.

2. Scottish Climate Change Bill

Climate Change is high on Scotland's agenda and a large number of Staff Communication meetings have taken place. Linda McGinley asked about the

impact this would have on the shared services aspect rather than just on FC Scotland and said that staff are naturally anxious about it.

Director HR said that England were also reviewing their Forest Estate and it is too early to say what any impact will be. The positive aspect out of both reviews is that the FC is leading them.

The GBEB understands that with areas like this being reviewed there will be a potential impact on shared services but we don't know yet what any outcome will be.

Mary Irvine and Linda McGinley have been invited to the FC Scotland Communications Meeting in the Holiday Inn. It was suggested that possibly a further one could be held in Silvan House but as it would only have a Scottish element to it and the possible impact could be different. Mary and Linda will see how relevant the meeting is before requesting a further one for SH staff.

3. Update on Inventory & Forecasting Unit

Wilma Harper reported that Peter Weston organised all an staff meeting on 13/14 November and all people who are currently in OSU and the staff in FR who are moving across attended. All staff coming across know the precise time of handover from 1st April but as time goes on this year more and more will be coming over – Woodland Survey people etc.

The budget was discussed at the new Service Board. The forward Business Plan was also discussed and submitted in line with that to Keith Gliddon for the new integrated unit that meets the aspirations of the Countries.

4. Contractors/Agency/GLOS project (update including exit strategy)

After 6 months Keith Gliddon got figures from Ian Rae. Keith reported that the work programmes coming forward from Countries are still massive and changing on a monthly cycle as regulations in England and Wales are changing. Ian Rae is trying to work up future work programme with Countries to pin that down. Keith said it is difficult to say when it will end and these changes make it difficult therefore we are currently having to employ the contractors. The budget coverage is up to March 2009 and Countries need to tell us if they want these work programmes delivered, and if so they have to pay for the contractors.

David Felstead said what we are doing is normal and the way the IT industry works and the reality is it has to be driven by the work programmes. Keith is trying to get Countries to be very careful about demanding work because if they do we have to employ the resource. The driver is the actual requirements that are coming forward and some are being driven by our own internal agenda. There will be a discussion at the GBEB at the December meeting about the total cost of Silvan House and this will come up as a subject.

Jean Lindsay stated that how we fill contractor posts is a management decision. The issue staff appear to have is the length of time we have had contractors in with no skills transference built into the process.

Ian Rae is working with Countries to try and identify work programmes then it will be escalated up to Board level to see what is required.

5. Any Other Business

Contractors

Phase one – Keith is working with Country Directors and Service Boards to get work plans in place that will be considered and looked at strategically. Once that is clear we need to review how long we need contractors for and if that is the right way to go forward.

Budgets

Keith Gliddon provided an update where we are with budgets both for the current financial year and looking forward to 09/10 and 10/11. For 2008/09 we have currently got the forecast and are putting it together into an overall picture to feed back to Countries.

Looking at Business Plans for 09/10 and 10/11. We have had submissions for all 4 areas and are putting it together for review by GBEB next month, and if they want continued service they are going to have to pay for it.

Humidity

Jean Lindsay reported that 12 companies are interested with different types of systems. Bill Robertson has looked at the system in Germany.

6. Date of Next Meeting

The next meeting will be held on Tuesday 19th May at 10 am in 3rd floor room 2.