

## Integration of Civil Engineering into FES

### Trainee Grading and P&T Training Working Group Meeting No2

1000, 16 September 2011 - FESHO

#### Minutes and Action Points

		Action
<b>1</b>	<b>In Attendance &amp; Apologies</b>  Bruce Hamilton – CE TU Rep Julian Fryer – AOM Highland Ops Area Morven Bridges – LCE N&W Scotland  Apologies: Heather Melville – FES HR Business Partner	
<b>2</b>	<b>Previous Minutes</b>  The majority of action points have been delivered, but there is now a requirement to deliver on the HR actions noted in the previous minutes. This will be detailed within the following sections.	
<b>3</b>	<b>Terms of Reference</b>  Terms of reference, associated documents and minutes of previous meetings are now all posted on the shared drive and Intranet.  No further action points within this agenda area.	
<b>4</b>	<b>Communication – Update</b>  The FES Operations page of the Intranet with TOR, meeting dates, agendas & minutes is now live and fully up to date.  A mirror copy of the information will be posted on the FCTU website. Bruce will complete this by 23/9/11  A secure folder on the FESHO T-Drive has also been set up for WG members to share papers.  Bruce informed the group that a Communications Meeting had been arranged for Civil Engineers in Galloway FD. This may be a local initiative and Julian will clarify with Neil Murray if any representation is required from this WG.  To date, there has been no contact from any member of staff querying or requesting further information regarding this project.	<b>BH</b>       <b>JF</b>

<p><b>5</b></p>	<p><b>Review of Other Schemes and Previous Proposals</b></p> <p>There has been little progress with regard to the FR Fluid Grading system and IA progression models identified at the last meeting. Bruce will post some staff council material that he has sought from F MacCulloch onto the Intranet site, but this only confirms their existence in relation to previous exercises in proposals to manage staff progression.</p> <p>Heather has still to determine if the above two progression models are useful to this WG and whether or not we can learn from them in terms of due process etc. As good progress is now being made on the detail of the WG's draft proposal, this is now becoming a key action point.</p> <p>The group has concluded that the Civil Service Science and Engineering Skills Framework match in nicely with the FCs core competencies. The Group will translate the CS&amp;E scheme into FC 'speak' to allow for ready adoption by trainee and managers alike. The original framework competencies have been posted onto the Intranet site.</p> <p>There is now an urgent requirement to match Civil Service grades with FC PB grades. This will allow the group to benchmark our current grading system with the wider CS S&amp;E grades. This will support any JEGs exercises required to validate the equity of grading in relation to the draft FJPs.</p>	<p><b>BH</b></p> <p><b>HM</b></p> <p><b>JF/MB</b></p> <p><b>HM</b></p>
<p><b>6</b></p>	<p><b>Template PB6a and PB5 FJPs</b></p> <p>Excellent progress has been made on the first drafts of the above FJPs. The WG reviewed them in detail and all changes were agreed and will be incorporated in to the next drafts for circulation.</p> <p>The group also agreed that the ILP should be the point of detail for academic qualifications required for the grade. Morven will enter this on receipt of the 2<sup>nd</sup> draft of the FJPs</p> <p>Both FJPs are intended as example FJPs that can be used for two purposes:</p> <ol style="list-style-type: none"> <li>1. A FJP relevant to the grade overall and not part of a progression process</li> <li>2. A FJP relevant to progression from the outset.</li> </ol>	<p><b>JF</b></p> <p><b>MB</b></p>

<p><b>7</b></p>	<p><b>Trainee Progression Proposal &amp; Guidance</b></p> <p>The current thinking is that entry level into a Trainee Civil Engineer post will commence at PB7 and after probation be graded at PB6b. The true progression will then commence, with the end point for a standard FC Civil engineer being graded at PB5.</p> <p>The FJPs are the key documents for the progression, but there is also a requirement to provide managers with guidance on how to manage the process, including attainment of qualifications.</p> <p>The FJPs will be supported by a Managers Guidance note and the first draft will be circulated prior to the next meeting.</p>	<p><b>All</b></p> <p><b>BH/MB</b></p> <p><b>JF/MB</b></p>
<p><b>8</b></p>	<p><b>Next Meeting</b></p> <p>The next meeting of the group will be on 12/10/11 in FESHO. Morven to book room and Bruce to join by VC.</p>	<p><b>MB</b></p>

J Fryer  
19 September 2011