

Integration of Civil Engineering into FES

Trainee Grading and P&T Training Working Group Meeting No1

0930, 16 August 2011 - FESHO

Minutes

		Action
1	Welcome and Introductions Bruce Hamilton – CE TU Rep Julian Fryer – AOM Highland Ops Area Heather Melville – FES HR Operations Manager Morven Bridges – LCE N&W Scotland	
2	Terms of Reference Terms of reference were reviewed. The word “proposed” should be inserted before “timeline” in the final bullet point in section 4. The group agreed to focus on Trainee Progression as this was to be reported on by 31-08-11. Professional & Technical Training would follow on from this & be reported on by 31-10-11.	MB
3	Communication – Intranet It was agreed that a section should be set up on the FES Operations page of the Intranet with TOR, meeting dates, agendas & minutes published. Contact details for group members would also be posted. A mirror copy of the information would also be posted to the FCTU website. A secure folder on FESHO T-Drive would be set up for WG members to share papers.	MB BH MB
4	Trainee FJPs & Workload A selection of anonymised past & present trainee FJPs were circulated prior to the meeting. There was a big variation in the specific functions & the levels of responsibility. The WG will prepare a template PB5 FJP as the endpoint for trainee progression & have this reviewed by the JEGS team to ensure it does represent PB5 responsibilities. A template PB6a FJP will also be prepared for trainees not pursuing professional or academic qualifications.	MB/JF HM MB/JF
5	JEG Guidance Note, Competency Framework, ICE CATS There was discussion of various models for a progression structure, specifically the Internal Audit system & the FR Fluid Grading system. Bruce to circulate details of these & papers from F MacCulloch to FCE Staff Council Meetings regarding proposals to manage trainee progression. Heather will clarify the IA system & will contact Ken Charles regarding the review of FR Fluid Grading to determine whether there are “Lessons to be Learnt” from either system for this WG. There was discussion of the ICE CATS & the CS Science & Engineering Skills Framework. The ICE CATS contains a matrix showing how the ICE Attributes, FC Core Competencies, FC	BH HM

	Functional Competencies & FC Values relate. Morven will add the CS S&E Framework competencies to the matrix for evaluation. Heather will clarify how FC PBs relate to CS Grades.	MB HM
6	Trainee Progression Proposal It was felt that the range of paybands for trainees should continue to be from PB7-PB5 & the endpoint FJP templates will inform the key steps to the endpoint. Following preparation of FJPs the group will work to agree a structure to achieve these at future meetings. Anonymised FJPs for current CE WMs would be circulated to the group.	All BH/MB
7	Professional & Technical Training The meeting focussed on Trainee progression, although the discussion of the ICE CATS & the CS S&E Framework refer. It was briefly discussed that time for mentoring & support of staff's P&T development needed to be built-in to manager's FJPs at all levels.	
8	Summary of Agreed Actions In addition to the above Heather is to set-up teleconferencing facilities for the next meetings.	HM
9	Next Meetings The next meetings of the group will be on: 16-09-11 & 12-10-11 at FESHO with telecon facility from outwith.	All

M Bridges
25 August 2011