

Local Partnership Board Meeting
Monday 15 May 2006, 2:30pm
Lord Clerk Registers' Room, General Register House.

Present: George MacKenzie (Chair), Dave Brownlee, Jim Grady, Jimmy Gilmour (PCS), Alex Cochrane (PCS), John Mitchell (Health and Safety), James McCormack (Prospect), Cheryl Gedling (SE CSEU), Morag Fyfe (Secretary)

Apologies: Gillian Roberts (Prospect)

1. Minutes of previous meeting

The minutes of the meeting held on 30 January 2006 were accepted as a true record and copies were signed by the Keeper and James McCormack (Prospect).

2. Matters arising

(5 Staff Survey) The staff survey has now been published. A working group has also been set up to look into the results of the survey and make recommendations to Senior Management. The group is made up of staff in bands A and B and is chaired by Arlene Chalmers.

(8 Vodafone Mast at WRH) After a negative response from staff, Senior Management wrote to the Council to say that we did not want to go ahead with the installation of the mast.

(7 Cultural Strategy) It is likely that our sponsorship within the Executive will change to the Tourism, Culture and Sport Division (TCS) of the Education Department, and that this will happen in late summer or early autumn. Staff from TCS are now attending our Governance meetings.

3. Staffing

A number of issues were discussed:

- *Archive Attendant Management* – The Keeper expressed the view that the new arrangements appeared to be working well so far. Alex Cochrane disagreed, highlighting areas of concern, including problems with the van service not picking up records from WRH, lack of job descriptions for AA staff, lack of clear guidance on what staff should be doing and who they report to, and staff being taken away from training in one area to work in another. John Mitchell added that he felt that 2 archive attendant staff was not sufficient to carry out all of ASB's functions. On this issue, Dave Brownlee agreed that he would need to review what was not being done before considering the staffing levels again. Regarding the van service, it was noted that this is not an ongoing problem, but was a one-off problem which should not happen again. Regarding the job descriptions, Dave Brownlee said that Leanne Swallow and Louise Carroll should be agreeing forward job descriptions with the A3 staff soon and that the A3s should be agreeing FJDs with their staff as before. He still thought that the jobs which the Archive Attendants are doing under the new structure should not be significantly different to what they had been doing before. The Keeper agreed in normal circumstances staff should be left to finish training before being moved on.

- *A4 Archive Attendant Posts* – PCS will be replying formally to the circulated A4 job descriptions, however, Cheryl Gedling and Alex Cochrane expressed the view that they are similar to the job descriptions for current A3s. They enquired why, therefore, all posts were not being upgraded to A4. Senior Management responded that these posts are intended to carry more responsibility and that the job descriptions will be looked at again to establish differences.
- *HR Service* – James McCormack expressed concerns over the changes taking place in HR and the effect that this is having on the support we receive. There have been delays in administration, advertising of posts etc. The Keeper shares Prospect's concerns and responded that these issues have been raised with our new HR business partner, Mary Robson. It is hoped that the situation will improve with time. The Keeper also confirmed that we do have a Service Level Agreement with HR, but that this will need to be reviewed in light of the changes to HR.

4. Projects

The Keeper and Dave Brownlee provided updates on the various projects currently underway:

- *ScotlandsPeople* – The remaining accommodation work for the new centre is being re-tendered and there have been expressions of interest. There will be around a 6 month delay to the project, meaning that the opening will probably take place in the 3rd quarter of next year, rather than November 2006 as intended. This delay does provide more time to move the legal search room and also means that the training of staff for the centre will take place later than expected. The site has been secured and the safety issues that will need to be addressed will be let out as individual contracts. The C1 head of the new service, Dee Williams, has now been appointed and will take up her post today. The recruitment of the B3 business development post should now go ahead. Dave Brownlee confirmed that 1 NAS member of staff had been successful in gaining an A3 post in the new service. There is one post left unfilled and this is being advertised to the wider Scottish Executive.
- *Registers Archive Conversion Project* – The second shift is now operating and work is going ahead well. The finding aid for the sasines has been completed and tested, and is now waiting for the final data to be loaded before it goes live.
- *West Search Room* – The refurbishment has been completed and the search room is due to re-open next week (22 May).
- *Electronic Ordering System* – Alex Cochrane noted that there have been a few problems with the new system, which went live today. These have been brought to Chris Dunne's attention.
- *TTH 2A shelving* – The first phase of the new shelving work will commence in August.
- *TTH2* – The business case for the new building is being worked on with a view to presenting this to Ministers in June.

5. Health and Safety issues

There was a brief update given by John Mitchell on health and safety issues. At West Register House, a fire risk assessment is due to be done on the refurbished search room. Due to recent movements of staff new fire officers and HSLOs need to be found and it was agreed that this would be brought up at the next Branch Heads' meeting. There has not been a Health and Safety committee meeting for some time as there has been no replacement forthcoming for the outgoing chair. The maintenance contract for the mobile shelving will be starting on 17 May. The contractors will commence at TTH and then move on to WRH two

weeks later. Alex Cochrane raised concerns over the siting of the rep room at GRH. John Mitchell said he will ask Bob Phillips if there are plans to move the room.

6. Any other competent business

6.1 Out of hours security

It was agreed that by and large the system is working reasonably well. It was also noted that we should be at the end of the period when the SE security guard needs supervision for the evening shift at TTH and it is proposed to stop this.

6.2 On-call arrangements

The on-call arrangements are due for review, and Dave Brownlee proposed that the number of staff concerned should drop from two to one. John Mitchell noted that there had been 19 call outs since January, mostly alarm related. For the cases involving WRH, these mostly involved members of NAS staff attending the building, for GRH, the majority were dealt with by John Mitchell from home. Alex Cochrane pointed out that there have been rare occasions when staff have been called out to more than one building. This would require more than one person on call. This will need to be looked at further.

6.3 Box Making Machine

The question was raised over the staffing of the box making machine. We will not take delivery of the machine until the room has been prepared for it, but when it does arrive Gordon Stocks of CSB will be initially trained to use it. It is not intended that the making of boxes will be a full time post, but there may be opportunities for other staff to be trained to use the machine once we know what use we will make of it.

6.4 Security of Archive Stores

The question was raised over whether it is necessary for a member of NAS staff to supervise contractors the whole time they are in store rooms as this can be a waste of NAS staff time. It was agreed that store rooms containing adoptions and other secure material would need a continual NAS presence. This will be added to the agenda for the forthcoming Branch Heads meeting for further discussion.

7. Date of next meeting

August/September