

The meeting of Commissioners discussed two topics relevant to FR:

the Alice Holt site,

FR's Framework Document/Corporate Plan and Annual Report.

The DG intends to put a note out to FR staff to keep them informed about progress regarding the Alice Holt site. **Noted**

Agenda Item 5/6 – Delivery process for documents to Commissioners/FR Business Plan

9. JL has been asked to provide the Commissioners with a series of documents detailing:

- Doc. 1. Current position of FR
- Doc. 2. Vision for FR
- Doc. 3. Implementation plan for that vision

10. XC introduced a draft version of Doc. 1. It was agreed that XC will send FREB members an electronic version of the 'glossy' brochure which is in preparation and which will be presented to Commissioners along with another document which will contain items from HoDs highlighting major achievements with costs/benefits. HoDs to let XC have their input by 2 August. The 'glossy' brochure and the supporting document will form the basis of 'Doc.1.' **Action: XC, HoDs**

11. Doc. 2. Based on today's discussions at FREB, XC and JL will produce a revised Doc. 2. Which will be circulated for comment by HoDs. CLOs and Country Directors will also be consulted. **Action: JL, XC**

12. Doc. 3. JL will work with Alison Melvin to produce Doc. 3. **Action: JL, AM**

Agenda Item 7 – Finance

13. 2005/06 accounts have been audited, given a clean bill of health and laid before Parliament on 24 July. **Noted**

14. Due to accounting conventions, it was necessary to make provision for the cost of the TSU redundancy exercise in the 2005/06 accounts. This has been noted in the accounts as an exceptional item and produces a net overall deficit of £350K. Our primary financial target was met.

15. The above has an effect on the 2006/07 forecast which is now forecast to exceed target by £173K.

16. TC asked that FREB members and Janet Dutch up-date their financial forecasts by next FREB meeting. **Action: FREB, JD**

17. TC issued a paper setting out the timetable for the 2007/08 Business Plans. TC was asked to set firm dates for the bi-partite meetings as soon as possible. **Action: TC**

18. TC will send CFS the summary of spend on programmes for 2005/06 and will send HoDs the analysis of costs charged to programmes for the first quarter of 2006/07. HoDs to check figures and let TC know of any changes. **Action: TC, HoDs**

Agenda Item 8 – Staffing

19. KC introduced his paper which indicated a present staffing of 271 FTEs. This figure was set to fall over coming months mainly due to a reduction in staff on Short Term Temporary Appointments (casuals). KC felt that this reduction may be short-term as further requests for additional casual help were being discussed. **Noted**
20. It is FR's view to encourage secondments where these are relevant. CQ related that a member of his staff had been told, by HR Silvan House, that a secondment might be detrimental to his career. JL, KC to raise this with Ms Lardge next week. **Noted**

Agenda Item 9 – Greening Committee

21. XC gave a verbal report on the activities of the Alice Holt Greening committee.
22. FR's representative and FR's 'Champion' on the FC 'Greening Committee' will be selected by BM and CQ. The person chosen will also take responsibility for liaising between the NRS and the Alice Holt Committee. **Action: BM, CQ**
23. The activities of the FR Greening Committees will be published on the intranet. **Action: XC**
24. Anthony Wallace, FC Greening Committee, will attend the Christmas meeting of FREB. **Action: XC**

Agenda Item 10 – FR's Environmental Policy

25. FREB felt that the policy was not yet in its final form. HoDs to let XC have the comments on the policy. Following comments, policy to go back to Greening Committee before returning to FREB. **Action: XC**

Agenda Item 11 – Divisional Reports

26. Divisional Reports were tabled and will appear on the intranet.
27. Review of the Library has been agreed with CFS. XC to keep FREB informed of progress. **Action: XC**

Agenda Item 12 – AOB

28. SE circulated a paper, 'National Expert Centre on Climate Change and Forestry (NECCaF). The paper did not take account of the DG's desire to approach this at an international level. HoDs to let Mark Broadmeadow have comments on the paper and a revised paper to be re-submitted. JL will liaise with the DG about this matter. **Action: HoDs, SE, JL**

Date of next meeting – 31 August to 1 September at NRS