



### Agenda Item 5 – European Funding

6. Alison Melvin introduced her paper. AM recommended actions to ensure FR is well placed to take advantage of increased European funding which will become available in 2007 under Framework VII, CIP, Interreg and Life+. It was agreed that;
- (1) matched funding should be on the agenda for the September CFS/FR meeting, with a second meeting to be attended by Project Leaders once FREB had set the strategic direction. **Action: JL, PF-S**
- (2) Concept notes will be prepared on a regular basis and brought to the attention of FREB (after filtering by HoDs). Where appropriate, FREB members will actively lobby at Brussels. (SE will circulate a sample of a 'concept note' to HoDs). **Action: SE**
- (3) A forward diary will be created by AM. **Action: AM**

### Agenda Item 6 – Rewards for Inventors Scheme

7. Alison Melvin introduced her paper. Agreed that a self-financing Core Scheme will be introduced from 1 July 2006 with part of the income going to the 'inventor'/group initiating the 'invention'. JL will keep Richard Williamson (HR Silvan House) in the picture. **Action: AM, JL**
8. Other parts of AM's paper will be re-visited in due course. **Noted**

### Agenda Item 7 – Finance

9. 2005/06, a surplus of £12k was achieved by the Agency with capital expenditure of £489k, £200k was carried forward to 2006/07. **Noted**
10. Although the initial forecast for 2006/07 indicates a net shortfall against target, TC advised that this gives an acceptable basis for the production of project budgets which HoDs should have in place by end June. **Action: HoDs**
11. Capital funds for 2006/07 are £0.5M with bids received amounting to just over £1M. **Noted**
12. TC is up-dating the risk management register and risk management workshops will begin during the summer. **Action: TC**

### Agenda Item 8 – Staffing

13. KC presented his staffing paper which indicated 271 FTEs in post as at 1 June.
14. Negotiations with the TUS about the research promotion procedures have been concluded. KC will issue a paper to staff this month. **Action: KC**
15. A 'Safety Awareness' seminar had been held at Alice Holt. This had been well received and the seminar will be held at NRS. **Action: KC**
16. KC presented his paper, 'The Employment Equality (Age) Regulations 2006' and briefed FREB on the implications of age discrimination when the Act becomes law on 1st October 2006. **Noted**

17. 128 staff in the Forestry Commission have elected to participate in the 'Choices' initiative. **Noted**

18. TC will monitor the number of hours FR staff show as working time on the Time Summary system and will notify HoDs of staff who exceed an average of 48 hours per week over a 13 week reference period to enable HoDs to identify those staff, discourage a long hours culture and, where appropriate, have the Working Time Directive waiver form signed. **Action: TC**

#### **Agenda Item 9 – Review of the Effectiveness of FR's reorganisation**

19. KC to resurrect his earlier paper for the planned review of FR's reorganisation and present options for such a review. It was noted that such a review may have to be delayed until after the production of the new FR Framework Document. **Action: KC**

#### **Agenda Item 10 – Quality Assurance**

20. Discussed earlier under para 5. **Noted**

#### **Agenda Item 11 – Annual Report/Corporate Plan/Framework Document**

21. XC reported that the Annual Report and Corporate Plan were being sent to Commissioners this week. **Noted**

22. JL advised that a paper setting out a review of FR's Framework Document will be discussed at the Commissioners meeting this week. The paper will be circulated to HoDs after the Commissioners have seen and discussed it. **Action: JL**

#### **Agenda Item 12 – Biometrics Professional Services Board**

23. SE introduced his paper which sought FREB approval to set up a Biometrics Professional Services Board to cover the areas of statistical services, software development unit and the Data Centre. The Service Board will monitor and improve the effectiveness and efficiency of the collaborative work undertaken by BPS and its clients within FR. Agreed that an annual meeting will take place and that Divisional Deputy Heads will be nominated to attend this meeting. **Action: SE**

#### **Agenda Item 13 – Peer-Review Publication**

24. JL reported that at the last Advisory Board there was anxiety expressed regarding the level of peer-reviewed publications produced by FR. There is a dilemma with what is being required by our major customer between issuing Information Notes and the requirement to publish 45 papers in peer-reviewed scientific journals as contained in one of our Corporate Plan KPIs. Managers should be encouraging staff to publish in peer-reviewed journals which enhance the reputation of the staff concerned and also FR. JL will produce a paper for the GBEB explaining the dilemma and seeking direction. **Action: JL**

#### **Agenda Item 14 – Divisional Reports**

25. Divisional Reports were tabled and will appear on the internet. **Noted**

#### **Agenda Item 15 – AOB**

26. FR brochure, the structure of the brochure was circulated by XC with a request that HoDs let her know of additions/deletions. **Action: HoDs**
27. Standards Meetings, standards meetings will be arranged in September prior to mid-year reviews taking place. **Action: KC**

## **Tuesday 6 June 2006**

### **Agenda Item 16 - Introduction to purpose of meeting**

28. JL introduced this item explaining that the FREB will have an extended meeting on a regular basis to allow specific time for discussion at a strategic level. This morning's meeting will address climate change strategy and the Research Liaison Officer/Country Liaison Officer roles and their relationship with the countries.

### **Agenda Item 17 – RLO/CLO roles/relationship with countries**

29. XC and BM introduced this item which was concerned with the Research Liaison Officer/Country Liaison Officer roles and in particular how these roles interact with the countries. Discussion included the way FR responds to requests from countries and the need to ensure a helpful and co-ordinated response. Another key challenge is how FR can meet the needs of the countries when they want to purchase research [often at short notice] while still satisfying CFS and external customers. Agreed that there is a need to clarify the different roles that RLOs and CLOs perform. CLOs will provide clarification of their roles to XC and XC will clarify the roles of RLOs. Following this XC will send the results to interested parties and publish on the intranet.

**Action: XC, BM, AM, CJ**

30. To enable better understanding, JL will invite Rod Leslie and Simon Hodge to attend a FREB meeting at Alice Holt and NRS respectively. **Action: JL**
31. FR's ability to respond to requests from the countries is constrained by the way work is commissioned. There was discussion of ways to build-in capacity which will allow FR to be more flexible to demands. This will be submitted as an agenda item at the FR/ CFS meeting in September. **Action: JL, PF-S**
32. XC to ensure FR's brochure strongly represents the GB nature of FR research and so corrects any misconception that Alice Holt serves England and NRS serves Scotland. **Action: XC**
33. HoDs to ensure that PLs keep all their research-purchasers, including FC purchasers, well informed on progress, particularly when target dates may not be met. **Action: HoDs**

### **Agenda Item 18 – Climate Change Strategy**

34. Mark Broadmeadow attended for this item which was introduced by JL. The objectives of the discussion were to;
- consider the options contained in MB's paper on climate change and an FR Climate Change Knowledge Centre;
  - improve communications on climate change both internal and external;
  - to demonstrate the clear expertise on this subject that is contained within FR;
  - to streamline internal funding for climate change associated research within the Agency at CFS level.

A Programme Advisory Group (PAG) has been established and a strategy document prepared for the first meeting of this group (June). The document identified the climate-change related research that was either in progress or being planned across the FR Divisions. Discussion took place about whether a 'Climate Change Centre' should be created and the risks associated with this.

35. It was agreed that HoDs would identify 'sun-setting' projects to resource this proposed initiative and to let MB know of any spare capacity within their Divisions.

**Action: HoDs**

36. At the Climate Change programme review already time-tabled for 20 June, MB would arrange a meeting of the key players from each Division with the following TOR;

- to consider the detailed planning necessary for the establishment of a Climate Change Centre;
- to produce a position paper;
- to horizon scan and prepare a concept note for an EU Framework VII bid.

[The paper from this meeting to be circulated electronically in time for the July FREB].

**Action: MB, P F-S**

#### **Agenda Item 19 – Format of FREB meetings**

37. Agreed that sessions such as the second day of this meeting were useful, periodically, for specific subjects to be discussed at a strategic level. **Noted**

**Date of next meeting – 25 July at Alice Holt**