



FALCON FORUM – 4th May 2021

Present – Peter McAllister, Kevin Campbell, Mary Kemp, Donnie MacLennan, Mhairi Burt, Kerry Jackson, Wendy Rodgers

Apologies – Gordon Mann

Business Update – Peter explained that the general message is that we are doing really well, however sales are 25% down against a normal year so we remain on a journey, to get better than normal is still a good bit away. The site has remained COVID secure throughout the pandemic and that is down to everyone's support. With the removal of social distancing, the right people, range of products, supplementing it with healthcare gives us the opportunity to have a bigger period of sustained growth. We are optimistic but there still remains a lot of unknowns.

Communication Sessions: Peter asked how everyone felt the communication sessions went he hoped that the message was optimistic but cautious. Everyone felt that they went ok. We discussed how we communicate with the employees that missed the sessions, it was decided that as some of the information is business sensitive for small numbers it is best for the managers to talk through the presentation with them, for larger groups that couldn't attend, Peter is happy to run a separate one to allow everyone to hear the same message.

Canteen – Peter recognises that our canteen needs to be better, there are four possible options that we can explore:

Option A – We could get a catering company in but given the number of people we have on site and the number of people who would use it this is probably going to be the least viable as the meals would be expensive.

Option B – We could get a vending machine company with refrigerated food and have a Scan Heat appliance available to heat up the food.

Option C – This is something we would need to check out to see if it is possible as we haven't looked into this yet. We could have catering apprentices from Fourth Valley College for a 3 month period with support from Shaune, would prepare the meals this would help with their training and provide us with lower cost meals.

Option D - Catering van could come on site.

We would look to do a survey to find out what the best option would be for everyone, however we won't do anything this budgeting year.



Long Service Awards – For the employees who did not get the opportunity to be taken out to dinner to recognise their 25 years' service, we will arrange this for November 2021 and invite anyone who has 25 years' service this year to come along as well.

April Holidays – Kevin felt that having flexibility in the April holiday rather than a shutdown didn't work. We lost 5% efficiency as a department due to the changeover of holidays and the mix of people. We will look to discuss this with the union to see how we approach this next year.

Facilities -

Leak in the ceiling at finance / customer service area – this is an AFE wide problem and at the moment we won't get the money to repair or get a new roof.

Garden furniture – We will look to get some new resin furniture.

Dishwasher in the kitchen, we need to investigate if it has been reported and when it will be getting repaired.

Hot water in the canteen – the repair has been signed off and will be fixed.

Four Day week – Some of our customers are pushing us for a 7 day a week operation so any decisions would be made with our customers and the business in mind. We would not be able to meet the demands of our customers if we were only here for 4 days. If there was some form of rotational 4 day week that provided 5 day cover, we would consider that. This should be raised via the GMB reps and the majority of employees would need to be in favour. A mixture of some employees on 4 days and some on 5 days isn't workable. We have a flexible working policy for anyone who wants to request a change to their working pattern, for further information on this policy please contact HR.

Mental Health First Aiders – Wendy to look at training for additional mental health first aiders and using the first aid room as a quiet room for anyone who needs time away from their workstation.

Retirements / Pension Contributions – Wendy to look at bringing a financial advisor in at the start of December to offer financial advice to help anyone looking to retire. When the window to increase pension, contributions open, Wendy will ensure that everyone is aware of this, so that anyone interested doesn't miss the opportunity as its only available for a short period of time.

