



National Union Management Consultation Committee (NUMCC) Minutes of Proceedings

Date: April 17, 2018 Location: 6th floor small boardroom
Time: 9:00 Call-in info: 1-877-413-4792 Passcode: 8262684

Members/Membres: Co-chairs: Fabien Murphy, Jocelyn Beaudette
Aaron Swerdlyk, Elizabeth Tabert, Michelle Dedieu, Rick Eisele, Kristin Bowler, Bill Shea, Dennis Tong-Ly, Curtis Connon,
Cheryl Blahey, John Mann, Nathan Gerelus, Stefan Wagener, Karl Daher, Jon Friesen, Nicole Stobart, Jessica Guitard

Item #	Subject Matter
7.01 9:00 (5 minutes)	<p>Welcome - Jocelyn Beaudette, chair</p> <p>Chairs welcomed members and look forward to the day’s collaborative discussions. Meeting chair welcomed new members from the PIPSC Nicole Stobart and Michelle Holigroski who will be rotating representation to meeting and CAPE representative Jessica Guitard.</p>
7.02 9:05 (10 minutes)	<p>Opening Remarks - Deputy Head, Patti Miller</p> <p>Deputy Head welcomed members and informed them that based on the agenda for the day many issues will be discussed of which one will focus on the Public Service Employee Survey. She noted that although the survey results were positive, the CGC has some work to do in order to address certain matters and this is being assessed.</p>
7.03 9:15 (5 minutes)	<p>Review of April 17 Agenda - Jocelyn Beaudette, chair</p> <p>Union added a point to the agenda – Staffing in Vancouver</p> <p>Director of Industry Services noted that this item would be part of the Industry Services debrief.</p>
7.04 9:20 (10 minutes)	<p>Business Arising November 7 & 8, 2017 Meeting & Status on Action items</p> <p>Item 6 – Performance Management Agreements</p> <p>It was noted that Union and Management have identified names for a working group to focus on this matter. First meeting was held in April 2018 and discussions have gone well and work is ongoing.</p> <p>Item 7 – Proposal : Classification review committee for PI’s performing Analytical tests onsite</p> <p>Item 8 - On-site Analytical Services Test Pilot Update</p> <p>Director of Industry Services will speak to both of these items.</p> <p>(Item 7) On the matter of establishing a classification review committee for PI’s who perform analytical test onsite. The CGC will not be creating a classification review committee for PI’s performing analytical tests onsite. Management will consult with the union on this project prior to implementation and all pertinent classification procedures will be followed. Union president noted that they appreciate that there is no need for a committee, however they do want to have the opportunity of reviewing the job descriptions and inquired if a timeframe had been identified. Management noted that there are lots of factors to take into consideration prior to considering further implementation beyond the pilot; need to evaluate impacts and procurement of equipment and also need to discuss this with Commissioners therefore a set timeline has not been identified. COO also noted that a decision will be taken based on evidence and positioning the CGC for the future and if there are any implications of increasing resources.</p> <p>(Item 8) Status update on the onsite analytical services test pilot. Phase 1 of the Pilot ended January 2018. Accuracy and timeliness of this pilot were good and allowed for various technical challenges to be addressed. Phase 2 started on February 5, 2018 and ended March 31st, 2018. During this phase grain companies requested services from the CGC and we collected data on our performance (accuracy, timelines, impact on workloads, etc...) These results were communicated to the grain companies but not used for certification purposes. Clients were informed that Phase 2 of the pilot was completed and that onsite work in Prince Rupert was suspended. They were also informed that analysis requests must be ordered from the regional lab as per normal process.</p> <p>Evaluation of the pilot demonstrated that the initial feedback from shippers was positive on the accuracy and timeliness. Expectation is that the report will be created for the Commissioners in the coming weeks so that they can be made aware of observations made during the pilot. The next step will be further evaluate the</p>

pilot including completing an analysis on personnel impacts, costs, possible fees/service standards, etc. The analysis will be presented to the Executive Management Committee and Commission. The Union will be consulted as part of due process prior to decisions being taken by the Commission.

Item 9 – Call-back/reporting pay/travel time situations and shift premiums

Union noted that they never received the written copy of TBS interpretation. It was noted that the reason for this was that Human Resources confirmed that Treasury Board interpretations are provided to the client (CGC) with direction that it remains with the client. The union was made aware of how these articles are being interpreted by the employer.

Item 15 – Period 6 Financial Statements

Confirmation was provided that this item is now completed.

Item 19 – Mental Health and Wellness Program Governance

Members were informed that an update will be provided as part of today’s agenda. Item will therefore be considered as completed.

Item 21 – Official Languages

Confirmation was provided and this item is now completed.

November 7 & 8, 2017 NUMCC minutes

Approved final minutes will be translated and added to StaffNet.

Terms of Reference

COO asked whether PIPSC and CAPE should be added as signatories. PSAC union president noted that they should be added and that the Terms of Reference be put in final format and circulated for signature. PISPC representative Nicole Stobart informed members that she will check with her union to see if she can sign off on the Terms of Reference.

Director of Human Resources informed members of importance to ensure local union Terms of Reference are updated on a regular basis.

Business Arising

Grain Phytosanitary Partnership

CFIA launched an Alternative Service Delivery (ASD) program that would authorize private labs to conduct weed seed analysis on their behalf via accreditation. The program is known as REGAL (Recognition of Export Grain Analysis by Authorized Laboratories). It appeared at the time of the announcement that there may be a gap in providing weed seed analysis on bulk shipments at the port in a timely fashion. A proposal was being developed that would have expanded on the services the CGC currently provides to include weed seed analysis and percentage by weight soil analysis. NUMCC members were provided with an update and informed that the CGC will not be proceeding with this proposal. Union inquired as to the rationale for this decision. Management noted that the new information became available since the last meeting of the NUMCC that affected the CGC’s business case on this file. Based on this information, management re-evaluated its position.

Action/Mesure de suivi: Nil

Decision/Décision: Nil

UNION ITEMS / POINTS DU SYNDICAT

7.05
9 :30

Eastern region trainer - other opportunities

Presenter: Aaron Swerdlyk

Union noted that they would like to discuss the matter of a vacant position in the eastern region for a trainer. The understanding is that this position was previously listed for Montreal and was a bilingual position. No one qualified for the position and the position remains vacant. There is staff in other parts of the Eastern region

that could qualify for this position if the language requirement was removed and the location was not limited to Montreal. Management brought forward a point of clarification that this matter was discussed at the local level and it was determined that it should be escalated to the National Union Management Consultation Committee for discussion.

Director of Industry Services provided members with some history regarding the staffing of the trainer position in Montreal. Management position is that the trainer positions are best located in the regional office. There are synergies with having the trainers operate as a group and interact with the regional inspection manager. It was further noted that the standard procedure for the GIDP training program requires that the first five weeks of their training is to take place in the regional office. Regarding the point put forward of having the language requirement removed, it was noted that having the trainer positions bilingual as opposed to unilingual affords greater flexibility and are considered as part of the CGC's overall Official Languages strategy in meeting bilingual requirements.

Management will be rolling out a generic (PI05 level) work description across all operations, supervisors, trainers and specialists that will be more reflective of the training role that these positions play to support the regional trainers.

Union inquired as to why the CGC could not appoint a 3rd candidate and if reason is that there are not enough qualified staff, then maybe an opportunity should have been provided for a candidate to take on the experience and develop them. Management indicated work is underway to develop candidates.

The union noted that the employer can determine the best location for this position but that a plan needs to be in place to develop staff to take on this role in Montreal as career advancement is important and if this is not workable a back-up plan should be considered.

Action:Nil

Decision:Nil

7.06
9:50
(30 minutes)

Shifts in Eastern Region

Presenter : Aaron Swerdlyk

There is a disagreement between the union and management about management's ability to switch staff from day worker to shift workers and back to day workers. The local Thunder Bay union feels if there are circumstances where the employer requires shift work the employees should remain as shift workers and not be moved back to day workers. There was also a question about the Phoenix ramifications in this regard but it was agreed that this would be addressed later in the agenda.

Management noted that deeming Thunder Bay staff as shift workers made sense in the past because the operational model at that time required fairly regular movement across various non-standard stat times. However, operations in Thunder Bay and the Industry have evolved and the need for shift work is longer present. An analysis was done and presented at the local UMC that identified a very small percentage of times where Thunder Bay staff were placed on shift and this only took place when they travelled to support operations in a different port. The employer has the authority to move employees from day workers to shift workers as long as the appropriate notice premium (if applicable) and hourly premiums are paid and the frequency of moves is not excessive. This has been verified with labour relations and case law. Management intends to keep a close eye on the operational demands and frequency of the need for shift work and will respond accordingly. Management acknowledges that travelling to Hamilton where 24 hour loading is common contributes to the challenge. It is acknowledged that we are in a transition period; however, one of the objectives of moving our Service Centre to Hamilton was to address this concern.

The union sought clarification as to why there appears to be two approaches taken by management with regard to shift and day workers. When Vancouver staff travel to provide support in non-shift locations like Montreal they continue to be paid shift premiums; however, when Thunder Bay staff travel to Montreal they stay day workers and when they travel to a shift location like Hamilton they move to shifts. Management tries to be as consistent as possible but must respond to operational needs. Vancouver staff are required to regularly and frequently work an assortment of shifts throughout the year and therefore are deemed to be shift workers. When they travel to a non-shift location for a short window of time we provided them the

	<p>greater shift premium benefit because that is how the majority of their work is characterized throughout the year. The practice of paying this greater benefit can be reviewed should the parties deem it necessary. All work in Thunder Bay is scheduled as day work and when the very limited circumstance of shift work arises while working in another port, the CGC again pays shift premiums for the period of time where shift work is required. All other Ports in Eastern are scheduled as day workers and when they travel to a location that requires shift work they also begin to receive shift premiums. There are also limited occasions, due to operations at peak season for relative short blocks of time, where certain day work ports (ex. Quebec City) become subject to shifts and are provided the premiums during these period but revert back to day work when the peak block is over. This practice is in keeping with the collective agreement and has also been identified as the preference of the local union in Quebec.</p> <p>COO noted that management has brought evidence to justify the approach it has taken in this regard and asked what evidence the union had to bring forward? The Union president noted that they will take this back and monitor the circumstances closely collectively. Consistency is important as well as the intent of the collective agreement.</p> <p><u>Action: Item 7.06 Shifts in Eastern Region - Union president, Fabian Murphy – timeline: next NUMCC meeting</u></p> <ul style="list-style-type: none"> Review the matter brought forward regarding shifts in Eastern in line with consistency and the intent of the collective agreement. <p>Decision/Décision:</p>
<p>7.07 10:20 (25 minutes)</p>	<p>National Employment Equity & Diversity Presenter: Elizabeth Tabert, NEE&D chair</p> <p>Members were provided with an overview of the National Employment Equity and Diversity committee activities and their goal of ensuring representation of designated groups to meet workforce requirements, promote a healthy and respectful workplace and ensuring management accountability. Director of Human Resources noted that the strategy of the NEE&D committee is amazing and that the Eastern region has set the bar on collaboration with various committees and working with client base. They are also making sure that what they are doing links with the corporate wide initiatives in order to work towards ensuring education and change. The leadership demonstrated by this group has been phenomenal and she is very proud of the leadership of this committee.</p> <p><u>Action: Nil</u></p> <p>Decision: Nil</p>

MANAGEMENT ITEMS / POINTS DU PATRONAT

<p>7.08 10 :45 (15 minutes)</p>	<p>Variable Hours of Work Presenter: Curtis Connon</p> <p>Management noted that they have had collaborative discussions with the Union in this regard. There is a pending grievance that is being mediated and agreement is pending. The employer agreed to the union’s request that we hold off implementation until such time as the grievance is resolved.</p> <p>Director of Human Resources noted that the Public Service Alliance of Canada (PSAC) served notice to bargain for the next round of bargaining effective April 16, 2018. Typically, this is followed by a freeze period related to changes to terms and conditions of collective agreements. HR wants to confirm with Treasury Board and gather Public Service Alliance input on this prior the planned implementation targeted for May 1st, 2018 (assuming the grievance is resolved). HR has also been notified that Phoenix will require a business rule change and wants to ensure that all is working well prior to rolling this out and will need to look at a workaround if required. Union cautioned that if there are delays on this, then employees might look at putting forward grievances. Management is looking to have this done as soon as possible pending Treasury Board’s direction.</p>
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	<p><u>Action: Item 7.08 – Variable Hours of Work – Director of IS, Nathan Gerelus – timeline: a.s.a.p. - Status: In Progress</u></p> <ul style="list-style-type: none"> • Management will seek direction from Treasury Board on whether or not implementation can occur given the notice to bargain has been issued.
<p>7.09 11:00 (15 minutes)</p>	<p>Call-back/reporting pay/travel time situations & shift premiums Presenter: Curtis Connon</p> <p>This matter was also targeted for a May 1st, 2018 implementation per conversation with the union. However, this matter is on hold pending Treasury Board direction following the PSAC’s notice to bargain.</p> <p><u>Action: Nil</u> <u>Decision/Décision:</u></p> <p>This matter is on hold until CGC received direction from Treasury Board.</p>
<p>7.10 11:15 (15 minutes)</p>	<p>Mental Health and Wellness Program Presenter: Michelle Phaneuf</p> <p>Members were provided with an update on the Mental Health and Wellness program and informed that ambassadors from various locations (West, Central (HQ) and East) have been identified. Meetings have been held and the working group is working hard at identifying means of raising awareness about mental health. Held a Mental Health at Work: Let’s talk event that was well received and some lessons learned flowed from this event, such technical aspects and ensuring that we are aware of the Canada School of Public Service (CSPS) Webcast presentation prior to linking in (there was some negative feedback received on the presentation). Union President would like the name of the presenter so that he can follow up with the CSPS on this and bring it to the CSCS NOHS Policy Committee’s attention. Mental Health and Wellness co-champions also participated in the Mental Health and Wellness Forum via teleconference. The group is swamped with information and need to target certain areas in order to make sure the work remains focused.</p> <p>Mental Health week is May 7 – 11th, 2018 and the theme is “Walk the Talk”. There will be a week of promotional events on Mental Health Wellness. Have launched a common mailbox for email queries and looking at launching a webpage in October 2018.</p> <p>Guarding Minds and NOSHP will be launching a survey and looking at integrating the analysis as part of the Public Service Employee Survey (PSES). Union inquired if EE&D and other factors of Guarding Minds were incorporated in the launch? Union president will provide Director of Human Resources with this information.</p> <p><u>Action: Item 7.10 Mental Health and Wellness Program - Director of Human Resources, Michelle Dedieu and Union president, Fabian Murphy - Timeline: prior to next NUMCC meeting</u></p> <ul style="list-style-type: none"> • Provide Union president with details of CSPS presentation that was linked to (Michelle Dedieu) • Provide Director of Human Resources with Guarding Minds and EE&D information (Fabian Murphy) <p>Decision: Nil</p>
<p>7.11 11:30 (15 minutes)</p>	<p>2017 Public Service Employee Survey (PSES) Phase I Results Summary Presenter: Michael Parker</p> <p>Members were provided with details regarding the 2017 Public Service Employee Survey (PSES) Phase I Results Summary. Detailed analysis on the results is expected early May 2018. A communications strategy is being developed. Union inquired if there would be a summary of the results? A summary will be prepared for EMC review and communication to employees will be forthcoming. There are a number of surveys coming up and our hope is to put out communication integrating the results.</p>

	<p>Union president noted it is a requirement to have OSH review the survey with respect to Health and Safety and Guarding Minds as there is some cross over.</p> <p>Action: Nil</p> <p>Decision: Nil</p>
<p>7.12 11:45 (15 minutes)</p>	<p>Pay Integration Unit (PIU)</p> <p>Presenter: Tanya Unger</p> <p>Members were provided with a brief overview of the success of the pay unit in the last fiscal year. Many lessons have been learned which have allowed us to mitigate situations and improve our processes. Union representative expressed gratitude for all the wonderful and hard work the pay integration unit has done on employee’s behalf. Question was put forward regarding the payment on staff holidays (i.e. Good Friday). The PIU thought they had a solution worked out and that Good Friday Overtime (OT) had been approved. Management noted that the solution had not yet been communicated to IS and the OT had not been approved but that they would be working closely with the PIU to resolve this matter as soon as possible. The union also noted that they do not believe this has yet been approved. This matter will be looked into and the union will provide management (John Mann and Curtis Connon) with an update from members as to the status.</p> <p>Action: Item 7.12 Pay Integration Unit – Payment of staff holidays – Director of HR, Michelle Dedieu – Timeline: when information is available – Status: In Progress</p> <ul style="list-style-type: none"> • Provide John Mann and Curtis Connon the status on the payment of holidays (Good Friday) • Union to provide management (John Mann and Curtis Connon) with an update from members as to the status. <p>On March 29th, 2018 an email to All CGC Mailboxes was sent informing employees of measures that have been introduced by Government to help ensure the recovery of overpayments related to Phoenix.</p> <p>Action: Item 7.12 Pay Integration Unit – Flexible repayment options – Director of HR, Michelle Dedieu – Timeline: COMPLETED</p> <ul style="list-style-type: none"> • Provide CAPE member with copy of email that was sent to CGC employees regarding flexible repayment options for overpayment. <p>Director of Human Resources noted that email communication will be going out to “All CGC employees” informing them of new mandatory online courses to explain how HR information affecting your pay is fed into the systems and what steps employees have to take to help make sure they are paid correctly and on time. This training is tailored to our organization and takes into account the HR system we use and how that impacts the way we process pay at the Canadian Grain Commission.</p> <p>Action: Nil</p> <p>Decision: Nil</p>
<p>7.13 12:30 (15 minutes)</p>	<p>Facilities</p> <p>Presenters: Michelle Houston; Brigitte Everhardus</p> <p>Members were provided with an update on projects for Western and Eastern regions that are being undertaken by facilities currently and in the coming months. Union president inquired as to what the Canada Grain Act states when it comes to space allocations. He illustrated the point that Canada Border Services Agency and the Canadian Food Inspection Agency tells the Industry how much space they need rather than negotiate. Management noted that the language in the <i>Canada Grain Act</i> may not be as specific as the language that exists in other <i>Acts</i>. However even if this is the case, the CGC has had positive results in obtaining space in most cases. Question was raised in order to confirm if it was mandatory for all locations to have Carter Dockage Testers in separate rooms. Response was that the CGC is committed to providing a safe and healthy working</p>

	<p>environment for all its employees, and is moving to having everything standardized and this is the vision moving forward when a renovation is taking place.</p> <p>Question was raised regarding the work to be done at Superior. It was noted that this is on hold and no timeline has been identified as it is linked to the research being undertaken as part of Modular Units. Facilities is currently looking at the plans in preparation if we move ahead on the concept of modular units.</p> <p>Action: Nil</p> <p>Decision: Nil</p>
MANAGEMENT UPDATES	
7.14	<p>Corporate Services – Director, Jon Friesen</p> <p>Director of Corporate Services introduced himself and informed members of activities in his division which incorporates Policy, Communication and Project Management. Highlights included:</p> <ul style="list-style-type: none"> - Surplus options being developed - Project Management Office - looking at establishing this office
7.15	<p>Finance – CFO, Cheryl Blahey</p> <p>Members were provided with an update on activities happening in the Finance division. Update was also provided on CGC's financial situation.</p> <p>Question was raised in order to confirm if our fee structure is more for cost recovery? Union president noted that most organizations have contingency funds, does the CGC have this? It was noted that this is part of our Surplus plan.</p> <p>Question was raised to confirm if we had any strategies for the Surplus? Director of Corporate Services confirmed that a range of options are being considered.</p>
7:16	<p>Grain Research Laboratory – Director, Stefan Wagener</p> <p>Members were provided with an update on future lab space allocations and requirements which are long-term projects.</p> <p>The GRL's work is seasonal including Harvest Sample Program (HSP), Plant Breeder Evaluation and Research activities. As part of the HSP, the GRL has done a feasibility study on including DON/FN testing into the analytical portfolio. A decision of permanently including these two in the HSP is pending. The 2017 Annual GRL report has been published and is available on the CGC website.</p>
7.17	<p>Human Resources – Director Michelle Dedieu</p> <p>Members were commended for the wonderful work they have done in wanting to increase our percentage numbers for compliance of our Public Service Performance Management (PSPM). Bravo to everyone as we are 15% over last year's rating and we recognize that a lot of effort has been put into this.</p> <p>ICMS Update - Members were provided with and update on ICMS; Vancouver groups have been meeting and this will be rolling down in other regions. Group will be meeting later in the fall, to see how this group can support EE&D, PSES and Guarding Minds.</p> <p>Official Languages – CGC is not in compliance, we have not done an official language review in some time. We are discussing options with other departments in order to determine how this will be done. We have not dropped the language training.</p> <p>Hazard Prevention Program Evaluation and Health and Safety Analysis – CGC has received the results and a management response is being prepared.</p>
7.18	<p>Information Management Technology Services - Chief Information Officer, Karl Daher</p>

	<p>Members were informed that next week will be “Information Management Week” and a series of emails will be sent reminding all employees of their responsibilities.</p> <p>MOU Article 30 – The employer is to consult with Union on contracting out (article 30 of the CS collective agreement). We have worked with LR to have a better understanding of how this will impact the CGC.</p> <p>IMIT Strategic Plan – is being developed and we will be looking to all employees to know the type of issues they are facing in order to make things work.</p> <p>Members were informed of the passing of one of our Senior Leaders Bill Reimer. Thanks were communicated to everyone for their support and special thanks went to the Director of Human Resources for her assistance in this regard.</p> <p>Question was raised in order to determine the status of replacing the blackberry with the android? It was noted that the testing phase of the android is approaching the final stages and there have been a number of differences and issues with the devices.</p> <p>Question was raised to determine if IMTS had noticed any trends with OSCAR and the response was that there are none at this point in time.</p> <p>The Chief Information Officer closed by emphasizing the importance of informing IMTS of any issues so that they can be logged to allow for identifying trends.</p>
7.19	<p>Industry Services – Director, Nathan Gerelus</p> <p>Members were provided with an update on the initiatives that have been undertaken by Industry Services.</p> <p>Grading Modernization project</p> <ul style="list-style-type: none"> - Elimination of Standards and usage of guide samples - Decimal precision - Commercial Cleanliness <p>Wheat Class Modernization Project</p> <ul style="list-style-type: none"> - Aug 1st, 2018 transition of 25 varieties from CWRS and 4 from CPSR to the CNHR class - Completing the review of suspect varieties <p>Wheat of other classes</p> <ul style="list-style-type: none"> - Evaluation of CGC procedures related to WOOCs, related certification procedures <p>OSCAR IS</p> <ul style="list-style-type: none"> - Lab entry <p>Weighing</p> <ul style="list-style-type: none"> - Linking scale inspections performed by Measurement Canada Alternative Service Providers at primary and process elevators to the licensing system - Updating ISQMS Weighing Systems Standards - Preparing for Grain Export Management System external review (April 23 – 27, 2018) <p>Service Delivery</p> <ul style="list-style-type: none"> - Completing implementation of IS Org review - Relocation from Hamilton to Chatham - Priority staffing <p>Administration</p> <ul style="list-style-type: none"> - Preparing for ISQMS transition to ISO 2015 Standard - Budget <p>Producer Protection</p>

	<ul style="list-style-type: none"> - Ongoing activities - Bringing Producer Protection into ISQMS <p>Process Verifications and Accreditation</p> <ul style="list-style-type: none"> - Seeking recognition of CIPRS+HACCP by the Global Food Safety Initiative <p>Union President inquired as to how many supervisor positions in Vancouver are excluded. Director, Industry Services indicated that there are three. Union President noted that he has an issue with excluded status request for new positions as the unions position is that we are dealing with our colleagues and management should take that into account and be transparent.</p> <p>Union inquired as to why there no competition for the two specific appointments of trainers into PI-05 level positions? Management explained the unique circumstances associated with those positions and the discretion that it has exercised under the new staffing framework. It was noted that there will be additional PI-05 positions open for competition. Union president stressed that the staffing process must be open, transparent and meet requirements. The concerns from staff is management is not doing a competition then it looks like we are looking to appoint certain people and employees are not allowed to advance to higher levels and miss out on opportunities (which are few). Director of Human Resources noted that she is confident that we have gone through all the staffing requirements which is supported by the staffing framework. Staffing will continue given retirements happening in the regions.</p> <p>Question was put forward with respect to the status of the GEMS project? COO noted that there were shortcomings in the project documentation and in order to put this forward to get the funding from Treasury Board we have to make sure it is done right. Management was of the view that it was appropriate to bring in an independent third-party to assess the business case. We have to make sure that we can deliver on what we say we will do.</p> <p>Question was raised in order to confirm if there will be any Odyssey sessions this year? COO noted that we are looking at a number of options on how we want to engage employees and stakeholders.</p>
	<p>Union Item re: Staffing in Vancouver</p> <p>This item was dealt earlier in the agenda.</p>
	<p>Date of next meeting</p> <p>October 2018 – members will be provided with specific date via email invite. Request was put forward that we target a Wednesday due to certain members travel in from the regions.</p>