

**Trains Functional Council**  
**Chair: Lance Ramsay**  
**Meeting date: 24<sup>th</sup> September 2014**

**At its latest meeting, the Trains Functional Council discussed a number of matters. These are the key issues from the meeting:**

**Approach to dealing with staff errors**

The issue of the way in which staff errors were managed was the subject of discussion by the Council.

It was jointly agreed that before formal action is taken on staff errors, local management should identify and implement any agreed training, coaching, monitoring and support issues that could prevent a reoccurrence of the error.

It was also found that it was inappropriate to send letters for initial errors as it would just be sufficient to provide train operators with a copy of the entry on CMS as a record that a discussion with the individual has actually happened. This change should take place with immediate effect.

The management guidance for non-safety related staff errors would be revised accordingly to reflect this as soon as possible.

**Employee Communications presentation: Viewpoint update**

The Chair of the Trains Functional Council invited representatives from the Employee Communications and Engagement team who outlined the new approach to Viewpoint that will run annually with a six monthly pulse survey. Viewpoint will have a maximum of 40 questions meaning the survey will be quicker to complete. It can be completed via paper surveys or using computer tablets, which are soon to be installed at your depots. The first full census survey is planned to go live on 20 October 2014.

Following the main survey, local depot champions will lead action planning for their areas. This will involve mini working groups to own and address specific local actions.

**Special leave**

It has come to the attention of the Trains Functional Council that there might have been some confusion about special leave and its application in some areas.

After a long debate, the Chair of the Train Functional Council reiterated the Company's position, which is as contained in the Management System, Doc. Nr. G1395 'Managing Train Operators' Special Leave and Flexible Working'.

## Case conference process

This is just a reminder that all attendance case conferences should be conducted in the manner as set out in the Attendance at Work Procedure and Support Pack.

It was also clarified that letters inviting individuals to a first case conference should not be making reference to 'termination or redeployment'.

## Odd days and outstanding annual leave

There was a discussion about whether outstanding odd days (non-block leave) should still remain 'odd days' or form part of outstanding annual leave.

Mr Ramsay clarified to Staff Side that in relation to leave being carried over, there are currently only 2 types of annual leave – block leave and odd days.

It was noted that the matter of odd days annual leave, especially in respect of 28-day notice for odd days annual leave agreement, was still subject to discussion at the Trains Functional Council Annual Leave Joint Working Party. The JWP is currently working on producing a guidance note and other supporting documents to enable staff to take their odd days leave appropriately.

## PTOA '90-day agreement' – STA - ratified

An updated version of the PTOA '90-day agreement' - Short Term Arrangements (STA) document has been ratified by the Trains Functional Council (*please see it attached*).

## Level One and TFC minutes

This is a reminder that all Level One minutes should be sent to the TFC Management Secretary, Ela Poltorak ([ela.poltorak@tube.tfl.gov.uk](mailto:ela.poltorak@tube.tfl.gov.uk)).

Mr Ramsay asked that you take the opportunity to review the minutes of the more recent Trains Functional Council meetings at your own Level One Committees in order to keep abreast of the current issues being raised.

**If you have any queries regarding the above, please contact Ela Poltorak - auto 88290**

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