**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Monday, 8 November 2021 at 10:00 by Teams and in the Cuillin Room**

**Minutes**

1. **Present**

Barreto Saalfeld, Beatriz (BBS)

Batchelor, Tania (TB)

Burns, Susan (SB)

Connolly, Maureen (MCO)

Curtis, Michael (MC)

Fairlie, Morag (MF)

Forbes, Gordon (GF)

Irvine, Alastair (AI)

MacIver, Niall (NMAC)

Angela Penman (AP)

Stacey Maxwell (SM)

Ryan, Susan (SR)

Sagan, Aga (ASP

Scott, Adam (ASC)

Shannon, Ashley (ASH)

Swan, Amanda (ASW)

Taylor, Robert (RT)

1. **Apologies**

Alex McCallum and Lisa Anderson.

1. **Minutes of the Previous Meeting held on 27 September 2021**

The Group approved the minutes of the meeting held on 27 September 2021.

1. **Fire Investigation Report**

RT reported that a small incident occurred on Friday, 5 November 2021 involving a microwave oven. The microwave was not situated in an area recognised for heating food. The Group agreed that microwave ovens, toasters and any other small kitchen appliances used for heating food should only be situated in designated kitchen areas. SR would issue a communication to all staff to move any of these items they may have in other areas within the office to the kitchen areas.

1. **Heating**

SR advised that owing to annual leave and Estates staff focussing on flood repairs, actions on this item were still ongoing.

1. **Update on CSH**

**Frontline staff** – if you need to get in touch with frontline staff, please do so by email in the first instance.

**Incoming mail** – will be delivered to each department on a daily basis commencing 15 November 2021. All mail will opened using the machine in the mail room except for confidential mail.

**Signage** – if signage in offices needs replaced, please contact Aga/Reception.

**Staff Cards** – if you get a new staff card or you have a new member of staff, please send card details to Reception for authorising entry to CSH. Please remember to wear your staff card at all times.

**Water Fountains** – following discussion, the Group agreed that all water fountains should be removed following end of contract.

1. **Working Operations Document**

The Group noted the main changes to the document being:-

* Reporting if you or someone in your household needs to self-isolate
* Lone working (to include Security telephone number)
* Tailgating

The Group approved the Working Operations document and noted that it would be available on the CSG website at:

<https://www.edweb.ed.ac.uk/corporate-services/mobug>

1. **CSH Meeting Rooms**

SR reported that Aga had drawn up step-by-step guide to accessing Teams in the meeting rooms. A laminated copy would be placed in each meeting room and further copies available from Reception.

Members noted that Aga was happy to offer guidance on setting up for Teams in the meeting rooms and staff should contact her direct for a demonstration. It was also noted that staff who were not used to using Teams in the meeting rooms should book setting-up time before their meeting starts to ensure they have enough time to check things are in order.

1. **Hybrid Meetings Project – Feedback form**

Feedback from staff using the meeting rooms for hybrid meetings is very important to ensure that Learning Spaces Technology have enough information to buy the best equipment for all the meeting rooms in the Estate.

Feedback form can be found at <https://forms.office.com/r/rb5YbEzW9W>

SR would complete the feedback form for the MOBUG meeting.

1. **Standing Items for Information**
   1. **Fire Stewards**

The Group noted that there had been no change since the last meeting.

* 1. **First Aiders**

The Group noted that there had been no change since the last meeting.

**8.3 Accident/Incident Reporting**

There had been no accidents/incidents to report since the last meeting other than the item covered in 4. Fire Investigation Report.

1. **Any other business**

**11.1 Access to CSH**

AS had been approached by some staff to ask if the procedure of inputting your four digit code and swiping your card to enter CSH could be changed to just swiping your card. The Group unanimously agreed that the procedure should remain as it is as inputting your four digit code was an added security measure which lessened the risk of tailgating.

**11.2 Front Door**

AS had been approached by some staff to ask if the one-way system at the glass doors could be a two-way system allowing staff to enter and exit the building. The Group unanimously agreed that the one-way system should remain in place as allowing two way access would confuse staff and may cause bottlenecks.

Both items 11.1 and 11.2 would in the future be standing items to allow review of the physical working operations of CSH.

**11.3 Christmas Closure Dates – 2021**

To note the following:-

**Public holiday dates**

The designated public holidays for all staff will be:

* Monday 27 December 2021
* Tuesday 28 December 2021
* Monday 3 January 2022
* Tuesday 4 January 2022

As the Scottish public holiday dates over the festive period fall on a weekend, they have been carried over to the next working day.

**Closure dates**

There are four closure dates during the festive period that will be taken from your 2021 annual leave entitlement.

* Friday 24 December 2021
* Wednesday 29 December 2021
* Thursday 30 December 2021
* Friday 31 December 2021

1. **Date of Next Meeting**

To note, under our Terms of Reference, MOBUG should meet on a quarterly basis. Due to the pandemic, meetings have been held more frequently. Dates are in the diary for January, April, July and October 2022. If any issues arise outwith these dates, a special meeting will be arranged. Members will be able to attend the meetings in person or by Teams.

**24 January 2022**

**18 April 2022**

**18 July 2022**

**24 October 2022**

(All meetings held at 10:00)

The meetings will be held in the Cuillin Room, CSH and by Teams.