**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Monday, 24 October 2022 at 14:00 by Teams and in the Cuillin Room**

**Minutes**

**Present**

Burns, Susan

Connolly, Maureen

Forbes, Gordon

Lumsden, Donna

McGrath, Tam,

Penman, Angela

Ryan, Susan (Secretary)

Sagan, Aga

Shannon, Ashley (Convenor)

1. **Apologies**

Morag Eadie, Alex McCallum, Millie Folta-Banaszkiewicz, Lisa Anderson, Beatriz Barreto Saalfeld and Stacey Maxwell.

1. **Minutes of the Previous Meeting held on 20 July 2022**

The Group approved the minutes of the meeting held on 20 July 2022.

1. **Charles Stewart House – Loss of Premises Plan**

The Group noted that the Loss of Premises Plan had been completed as far as possible and would be finalised by the new Business Continuity Manager (Derek McKim) who would be starting early in November 2022. It was anticipated that the completed plan would be presented to MOBUG in January 2023.

1. **CSG – Building Update**

**4.1 Meeting Rooms**

It was noted that work to install power/network points in the middle of the Cuillin Room would take place early in the New Year. Please remind staff that they must bring a laptop when using hybrid facilities in the Cuillin.

**4.2 Painting of individual offices**

Draft programme or works would be submitted to the January 2023 MOBUG meeting.

**4.3 Air Condition in G20 and G21**

Works to replace the air conditioning units in G20 and G21 should start early in the New Year.

**4.4 Blue Signage**

Final proofs received. Works should be completed by end of November 2022.

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

The Group noted that Adam and Niall would be moving to Argyle House and, therefore, no longer able to fill the roles of Fire Co-ordinator and Fire Steward. The Group thanked them for their contribution, particularly in the annual fire evacuation drill. Susan advised that discussions were taking place to appoint a new Fire Co-ordinator.

* 1. **First Aiders**

The Group noted the First Aider list and welcomed Donna Lumsden (Mental Health First Aider) to her first MOBUG meeting. Ashley agreed to contact Charlotte Brady to inquire about further mental health first aid training.

**5.3 Accident/Incident Reporting**

There had been no accidents to report.

1. **Terms of Reference and Membership of MOBUG**

Available on CSG website at:-

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

1. **Charles Stewart House – Useful Information**

Approved on CSG website at:-

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

1. **Any other business**

**8.1 MOBUG Membership**

Ashley noted that Gordon’s Team (Finance Systems) would be moving to Argyle House and be transferred to ISG. The Team wished to record their thanks to Gordon and his team who supported all CSH staff and especially in the period leading up to the return of staff following the pandemic.

**8.2 Lockers for Finance Staff**

Maureen advised that lockers had been sited in G15 (100) and outside the Ballroom (48) for staff to use on a daily basis. If staff wished to store items in the lockers overnight, they should contact Maureen by email. Gordon noted that the lockers were not fixed to the wall and could topple over. Marueen agreed to contact Estates to investigate ways of anchoring the lockers safely.

1. **Date of Meeting**

**23 January 2023 at 10:00 in the Cuillin and by Teams.**