

### Minutes of Offshore Employee Consultative Forum Meeting

Start Time	13:00
End Time	14:35
Attendees	<p>Dave Ward – Senior Manager (DW)          Alison Young – Senior P&amp;O Manager (AY)          Craig Shanaghey –President (CS)          Catherine Liebnitz – P&amp;O Vice President (CL)          Stuart Smith – Operations Director (SS)          Derek Donald – Senior HSE Manager (DD)          Aimee Ironside – Marketing and Communications Manager (AI)          Rebekah Sim – P&amp;O Coordinator (Minute Taker (RS)</p> <p>Employee Reps (ER):          John Donnelly – BP contract          Tristan Gawn – Dana contract          David Dunsmore – Premier contract          James Parker – Premier contract          Nev Cullen – Shell OMS contract          Jonny Peek – Shell OMS contract          John Reid – TAQA contract          Bob Wilson – TAQA contract          Stephen Heaney – Retained contract</p>
Referenced	<p>Jennifer Reaich – Logistics Coordinator (JR)          Fiona Reeks – P&amp;O Business Partner</p>
These notes capture the key points. They are not a verbatim account of the meeting.	

Initials	Detail of Discussion
AY	<p>Thanked everyone for attending today. Introduced herself as Senior P&amp;O Manager and confirmed that there were senior management on the call and CS would also be joining the call to deliver a business update.</p> <p>Advised that she will do a roll call and asked all reps to advise what position they worked in and on what contract and asset:</p> <p>David Dunsmore – CRO on Solan – Premier Contract          James Parker – Rotating Equipment Technician on Balmoral – Premier Contract          John Reid – Plater on the North Cormorant – TAQA Contract          Jonny Peek – Lead Instrument Technician on Nelson – Shell Contract          Stephen Heaney – Pipefitter on the Retained Contract          Tristan Gawn – Marine Services Team Lead on Triton – Dana Contract          Nev Cullen – Technician on Shearwater – Shell Contract          John Donnelly – Pipefitter on ETAP – BP Contract          Bob Wilson – Material Controller – TAQA Contract</p> <p>AY advised that those attending from Wood are DW – Senior Manager for the Aberdeen Engineering HUB and IRS Fabrication Shop. SS – Operations Director for Manpower Services, Dana, TAQA, Premier and CNOOC. CL – P&amp;O Vice President, AI - Marketing and Communications Manager and DD, Senior HSE Manager. RS – Minute Taker. Confirmed that the minutes will be issued following the meeting.</p>

	<p>Advised that she appreciates everyone's time on the call today at our first Employee Consultative Forum (ECF) Meeting. As it is the first meeting it will be a learning experience for us all in what works or doesn't work but we believe will be of real value to all. Advised that she will share the slides on her screen and that DD will take us through the safety moment.</p>
DD	<p>Advised that he is the Senior HSE Manager dealing with upstream and operated assets. Advised that this safety moment is in relation to an incident that took place at the Lindsay Oil Refinery, which is south of Hull. Advised that there were 2 operators, 2 fitters and 2 riggers dealing with pipe removals and breaking a flange. Advised that one of the fitters could smell H2S, Sour Gas and the smell was getting worse. Advised that one of the H2S alarms activated and so the fitter left the room. Advised that 3 of the 4 alarms were detectors activated however one of the operators working under the scaffold became unconscious and had to be dragged out of the area. Advised that thankfully everyone is well and now back to work. Advised that this incident had confirmed that various behaviours that need to be followed as standard.</p> <p>Advised that:</p> <p>Everyone should –</p> <ul style="list-style-type: none"> <li>• Follow the rules</li> <li>• Speak up</li> <li>• Take Ownership</li> <li>• Get involved</li> </ul> <p>It is not enough for an organisation to have good systems, because performance is determined by how organisations 'live' or 'act out' their systems. The behaviours of people, both staff and contractors, turn systems and procedures into reality. Added that if you are on a work site and are not happy with something or feel there is a hazard, speak up.</p> <p>Supervisors should –</p> <ul style="list-style-type: none"> <li>• Ensure compliance</li> <li>• Encourage the team</li> <li>• Promote risk awareness</li> <li>• Involve the team</li> </ul> <p>Supervisors play a vital role in ensuring HSSEA standards are understood, implemented, and complied with by all their team members, staff, contractors, and third-party vendors.</p> <p>Managers should –</p> <ul style="list-style-type: none"> <li>• Set high standards</li> <li>• Communicate Openly</li> <li>• Confront risk</li> <li>• Proactively involve</li> </ul> <p>People consider the behaviour of managers and their attitude towards HSSEA to be very important. Those managers who demonstrate their commitment to HSSEA by applying their own knowledge and valuing the experience of all their team members, staff, contractors, and third-party vendors, usually achieve good results.</p> <p>Added that from this call we all expect a high standard and involvement.</p> <p>Advised that with the Safety Shield it is expected to prepare, engage, and intervene with safety ensuring that everyone is committing to job readiness such as:</p> <ul style="list-style-type: none"> <li>• Being trained and competent</li> <li>• Assessed the risks</li> <li>• Planned a safe method of work</li> <li>• Appropriate procedures and established controls</li> <li>• Appropriate tools</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate PPE</li> <li>• Right level of supervision</li> </ul> <p>Added that the incident that took place at the Lindsay Oil Refinery did not have anything lacking in the job.</p> <p>Advised that we should all engage on the job at client sites. Asked what it means to engage. Advised that to engage it would be:</p> <p>Understanding safety tools  Know the hazards and the risks  Understand the controls  Follow the rules  Follow the plan  Stop the job if things change  Look out for one another  Be accountable and make safe choices</p> <p>Advised that every company that we work with is in support of the Stop Work Authority. Advised that this is something he wants employees to own. Advised that RW is in full support of this. Added that if anyone thinks or believes something is unsafe then they should stop the job. Added that this is something that we ask all employees to sign in agreement. Advised that if you stop a job because you believe it is unsafe, even if this is for 30 seconds or a whole day, you will have the backing of the company even if the job turns out to be safe, because it is the right thing to do.</p> <p>Advised that he would like to discuss call to action and advised that people should be curious. Advised that we should all be asking:</p> <p>What major accident hazards are around you?  Do you understand the hazards and controls?  How do you satisfy yourself that isolations are in place?  What is the best way to break containment?  How do you assure yourself that the equipment you are about to work on is safe?</p> <p>Added that we should all take time to ask these questions and use the Stop Work Authority if something is unsafe.</p>
AY	<p>Advised that the agenda of todays meeting will be split over 2 parts:</p> <p>Part 1 –</p> <ul style="list-style-type: none"> <li>• ECF: What it is and its purpose</li> <li>• Our representatives</li> <li>• What makes an effective employee rep</li> <li>• Communication protocols</li> </ul> <p>Part 2 –</p> <ul style="list-style-type: none"> <li>• Welcome and intro from leadership - CS</li> <li>• General business update</li> <li>• OCPA/ESA progress</li> <li>• Q&amp;A/Discussion</li> </ul>
DW	<p>Advised that he will discuss the ECF – what it is and why we are doing it. Advised that the ECF has been established to promote better engagement and communication between the business and its offshore teams. Advised that there are some great examples across the contracts of this and advised that as a company, we wanted to take the best practices but elevate them to a Company level. Advised that there has been a lot of change worldwide with Wood and with that higher levels of conversation is required. Advised that the purpose of the ECF is the ensure there is an open, two-way communication process between management and the offshore employee population therefore meetings will be held on a regular basis, with integrity and clout. Advised that these meetings will enable the employees to contribute to the shaping of employee relations and to the success of the business by providing feedback and opinions on proposals and policies that impact employees working on offshore</p>

	<p>contracts. Advised that this is the first meeting so we will look for engagement and will improve or make changes if things do not work. Advised that by listening and engaging with our employees, we can react to the issues which directly affect them in their employment at Wood.. Added that this is an opportunity for the reps to discuss things at a senior level to engage and shape the business.</p>																												
AY	<p>Thanked DW.</p> <p>Presented a slide detailing who the confirmed representatives were. Advised that she recognises that not everyone will be able to join each meeting due to reasons such as night shift or training. Added that she will ensure that no one misses out on the information that has been delivered. Reiterated that she appreciates everyone's involvement which will be beneficial to both employees and the management team.</p> <p>Advised that it is important to know the role of an employee representative and how to be an effective representative. Advised that to be an effective employee representative they must:</p> <ul style="list-style-type: none"> <li>• Be known to their constituents and encourage their involvement</li> <li>• Be clear how they will communicate and engage with your constituents</li> <li>• Prepare for, attend, and participate in the consultation meetings</li> <li>• Listen to question and clarify management proposals</li> <li>• Convey questions and concerns and make suggestions</li> </ul> <p>Advised that employee representatives should be clear with information and should be available for constituents to provide feedback. Advise that employee representatives should be in attendance at all meetings, where possible. Advise that employee representatives should challenge any proposals that they are unclear about so that they have understanding to share with their constituents. Added that employee representatives should feedback any issues or concerns so that this can be discussed and addressed.</p> <p>In relation to communication protocol we propose to have quarterly meetings scheduled and If there are specific circumstances we need to discuss with our employee reps we can arrange a supplementary meeting. Advised that the minutes will be issued to the employee representatives and a summary will then be issued to the workforce. Advised that employee representatives should then engage with colleagues to share any updates and information provided from the meeting. Add that the employee representatives should then prepare any feedback, collate questions, or raise any issues at the ECF meeting.</p> <p>With regards to employee representatives making themselves known to the constituents we need to ensure all areas are covered. Presented the below information on which area each representative will</p> <table border="1" data-bbox="331 1442 1410 1895"> <thead> <tr> <th>Assets</th> <th>Rep</th> <th>Asset</th> <th>Rep</th> </tr> </thead> <tbody> <tr> <td>Bluewater – Aoka Mizu</td> <td></td> <td>Repsol ESS - Claymore</td> <td></td> </tr> <tr> <td>BP – Clair Ridge, ETAP and Glen Lyon</td> <td>John Donnelly</td> <td>Retained Contract - Various</td> <td>Adam Edwards Stephen Heaney</td> </tr> <tr> <td>CNOOC – Buzzard, Golden Eagle, Scott</td> <td>Tommy Timms</td> <td>Serica - Bruce</td> <td></td> </tr> <tr> <td>Dana – Triton and Western Isles</td> <td>Tristan Gawn</td> <td>Shell OMS, MSO, <u>Decomm</u> – Brent Charlie, Gannet, Nelson and Shearwater</td> <td>Nev Cullen Johnnie Carr Jonny Peek</td> </tr> <tr> <td>ENI – Liverpool Bay</td> <td></td> <td>TAQA – Cormorant Alpha, Eider, Harding, North Cormorant, Tern</td> <td>John Craig, John Reid, Fred Smith. Bob Wilson and Danny Thompson</td> </tr> <tr> <td>Premier – Balmoral and Solan</td> <td>James Parker – Balmoral David Dunsmore - Solan</td> <td></td> <td></td> </tr> </tbody> </table> <p>cover:</p> <p>Advised that as there are a number of employee representatives on Shell and on TAQA, they can work among themselves to determine the best coverage across the different assets. Proposed that Stephen Heaney and Adam Edwards pick up the contracts that didn't have a rep on their asset. Added that</p>	Assets	Rep	Asset	Rep	Bluewater – Aoka Mizu		Repsol ESS - Claymore		BP – Clair Ridge, ETAP and Glen Lyon	John Donnelly	Retained Contract - Various	Adam Edwards Stephen Heaney	CNOOC – Buzzard, Golden Eagle, Scott	Tommy Timms	Serica - Bruce		Dana – Triton and Western Isles	Tristan Gawn	Shell OMS, MSO, <u>Decomm</u> – Brent Charlie, Gannet, Nelson and Shearwater	Nev Cullen Johnnie Carr Jonny Peek	ENI – Liverpool Bay		TAQA – Cormorant Alpha, Eider, Harding, North Cormorant, Tern	John Craig, John Reid, Fred Smith. Bob Wilson and Danny Thompson	Premier – Balmoral and Solan	James Parker – Balmoral David Dunsmore - Solan		
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	<p>there would only be around 10 employees across the other assets and Stephen and Adam working on a retained contract may have more opportunity to make contact with the constituents as they may be placed on any of their contracts,</p> <p>Advised that she is open to any feedback if this works.</p>
ER	<p>Advised that he and Adam work on the retained contracts however it would be beneficial to have a list of the constituents they have to speak to. Add that they will then send out an email or create a WhatsApp group. advice that as they will not be on the same shift to be able to engage they will have to have open communication.</p>
AY	<p>Advised that is great. Advised that in the next slide we will discuss communicating with the workforce and how this will work best.</p> <p>Advised that understand that not all reps have Wood email addresses therefore are in the process of ensuring that all reps will be supplied with a Wood email address but also understand for some that do they have issues with it and would prefer to use their own.</p> <p>As the majority of offshore employees do not have wood email addresses this provides a challenge as due to data protection, we are unable to issue out personal email addresses. However we will support where we can, such as sending information on the employee representatives' behalf. Added that she is keen to hear how the employee representatives feel communication will work best.</p>
ER	<p>Advised that ideally meetings would be face to face however with the current situation, that is not possible. Advised that would email addresses could be used. Added that everyone needs to be involved to ensure this is positive.</p>
AY	<p>Asked John Donnelly what his initial thoughts were relating to communication.</p>
ER	<p>Advised that he is fine. Advised that he was the employee representative during the consultation on BP so has no problem. Added that he hopes people remember not to shoot the messenger.</p>
AY	<p>Advised that she is aware this is not an easy role as employee representatives can feel stuck in the middle. Added that we will support where needed.</p>
ER	<p>Advised that on some contracts there are focal points that employees go to. Advised if constituents are happy they can let the rep know their personal email in order they can be contacted. Added that the issue with the wood email address is only if they don't access it regularly then they let it lapse and it locks them out.</p>
AY	<p>Advice that is good to know. Added that she will make everyone aware to log into their emails. Added that some contracts have focal points and others use their Supervision to deal with day to day issues however looking for these meetings to discuss higher level company wide topics.,</p> <p>Advised that the proposal for the communication is to use the employee representatives as not all contracts have focal points.</p>
SS	<p>Advised that ideally there will be a blend of employee representatives and focal points to allow us to speak across the contracts. Added that this should facilitate the representatives to communicate.</p>
AY	<p>Added that the Company may provide reps with information which it considers confidential. All representatives shall be bound to respect the confidentiality of information and agree not to disclose confidential information or documentation at any time, except during the proper performance of their duties. Advised that it will be made clear what can be issued and what cannot be shared.</p>
ER	<p>Advised that it would be good to talk to the constituents prior to giving the information out. Advised that it will be positive having everyone involved. Added that this has been a tough year for a lot of the offshore workforce.</p>
AY	<p>Advised that it might be good for the employee representatives to have a pre-meeting prior to the next ECF meeting to discuss any issues that cross all contracts, that can be discussed in this forum.</p>
EE	<p>Agreed that this is a good idea.</p>
AY	<p>Advised that as we are starting out with the forum we can all review what is working, what is not so that there is a learning and suggestions being made.</p>
SS	<p>Advised that this meeting is the starting point for everyone to engage and communicate therefore as AY said if it is not working, speak up and changes can be made.</p>

ER	Advise that the key is to make people aware of what this is regarding, who they can talk to whether it is HR or their focal points. added that it should be made clear what the forum is for and why so issues can be raised and dealt with.
AY	Advised that a communication can be made to make this clear to all employees.
ER	Advise that the suggestion of using HR or their focal points is not to shift the load of work, but someone might be better qualified to answer their questions.
AY	Asked if there was anything else anyone wanted to add at this point.
ER	Advised that due to working on shifts, you might only get to communicate with those on the same rota.
AY	<p>Advised the part of the communication is to make yourself known that you are an employee representative even if you are not on same shift/asset and issue your contact details for when you are. Added that this will also be used to obtain feedback and provide information.</p> <p>Added that it is important for information to be shared widely to see the benefits and the valuable impact this has, to ensure employees are more engaged.</p> <p>Asked if there was anything else to be added at this point.</p>
ER	Added that for his platform, there are three representatives and all five weeks are covered. Added that his suggestion is to get a group chat organised to allow them to speak to each other. Advised that he feels the communication for his area, TAQA, will be covered.
AY	<p>Agreed this would be a good idea as TAQA has 5 representatives therefore if some other platforms require support, they could make themselves available.</p> <p>Asked if there was anything else to add at this point. Added that if anyone had questions these can be answered at the end of the meeting.</p>
AI	Advised that we had utilised a lot of the time of the meeting therefore suggested that CS provides the business update now and then go straight into any questions as it is important for reps to have the opportunity to ask any questions,.
CS	<p>Thanked everyone for taking the time to join the meeting. Advised that he thinks this forum is a fantastic opportunity and thanked everyone for volunteering to take part. Advised that although this is something that people volunteer to take part in, it is a critical role as all communication is vital. Advised that we are just starting out with this forum therefore there will be a lot of dialogue to start with and feedback required.</p> <p>Advised that he is the President for the Operations Services area of the business for Europe and Africa and now more recently, the middle east. Advised that he will talk through the update then take questions as he wants to obtain feedback.</p> <p>Advised that a new organisation model, with three new global business units has been rolled out. Added that the Future Fit model may not have reached offshore. Advised that the Future Fit model provides a new structure to the business. three current business units - Technical Consulting Solutions (TCS), Asset Solutions Europe, Africa, Asia &amp; Australia (EAAA) and Asset Solutions Americas - to three global business units – Consulting, Projects, Operations.</p> <p>Added that we will get a real sense of the new model in quarter 3 next year. Advised that for the vast majority of our Operation Services Europe and Africa business will see no change operationally just now. Advised that the first layers of the organisation have been mapped so the team can continue to work on the next stage.</p> <p>Advised that the new model is more efficient, and this new structure will create new opportunities for our people in existing and new markets. Added that this will allow us to be consistent with delivery offshore and the use of more communications will ensure we are better at engaging. Advised that any feedback is appreciated and added that he is aware we will not get these meetings right first time, but we can ensure that we are heading in the right direction.</p>

	<p>Advised that this year, COVID-19 has made a massive impact to the onshore teams and those offshore on the platforms. Added that people will be impacted differently in their work life and personal life therefore he wants to give his thanks on behalf of the wider Europe and Africa to everyone for managing to produce exceptional results to stabilise the business as everyone will have been working with a reduced headcount. Advised that everyone has shown resilience and come together as a team showing care. Advised that this will make the company stronger for 2021.</p> <p>Advised that there has been a lot of bad news during the COVID-19 pandemic therefore he would like to give some good news. , we have had some excellent wins that we can, and should, all be proud of. The most recent of which is our win with Equinor to provide offshore services on the Mariner project – one that I am especially excited about, as it builds on our partnership with Equinor in Norway, and creates a great opportunity to perform well, grow our partnership, and secure new opportunities in the future.</p> <p>We have seen excellent performance across our contracts in the North Sea which position us well in our bid for extensions and contract renewals. As a few of the on the call will well know, we are in the process of tendering for a contract renewal with TAQA, for example, and our strong performance, consistent delivery, and experience have all helped position us extremely well for that and a special thanks to Bob Wilson and John Reid for their work on TAQA.</p> <p>Advised that as everyone will know, Wood is expanding in different markets to become more diverse but this does not at all mean a move away form Oil and Gas. Oil and gas remains a critical part of our business now and into the future. Added that there is an increasing focus on delivering the energy transition therefore we need to determine how we deliver Oil and Gas services with decarbonisation in mind. There will be exciting opportunities in renewable and low carbon energy, such as solar, CCUS and hydrogen.</p> <p>Added that those on the call have his commitment to this forum as it is an important role.</p>
AY	<p>Thanked CS for his update and time.</p> <p>Asked if there were any questions.</p>
ER	<p>Advised that a number of the guys offshore had submitted training expenses and asked if there was a backlog or if these were not being paid. Added that no one has been in contact with them to advise of a backlog causing delays.</p>
AY	<p>Advised that she was not aware of any backlog or issues with training expenses and added that she can look into this. Advised that they are trying to improve on the process and more expenses to be electronic to speed up the process. Reiterated that she will speak to the team.</p>
SS	<p>Advised this is something that can be looked into as he was also not aware.</p>
ER	<p>Advised that it was mentioned that Chrysaor are to take over Premier and ask if there was any update.</p>
SS	<p>Advised that Chrysaor and Premier are carrying out due diligence and are currently not divulging any plans and are not allowed to speak to each other. Added that he will look to schedule a townhall to answer any questions relating to this.</p>
CS	<p>Advised that he recognises the angst that people will have and reiterated that they are reviewing the information therefore he will have a conversation and focus on improving communication.</p>
ER	<p>Advised that he will feed this information back to the offshore workforce.</p>
AY	<p>Asked if there were any other questions.</p>
CS	<p>Advised that our ability to control communications can only go so far as someone in the Premier contract could say something to a Wood employee before the company can deliver an update. Added that as a company we will commit to being more proactive with communications.</p>
ER	<p>Asked SS when the meeting might take place</p>
SS	<p>Advised that this is something that can be scheduled in November.</p>
ER	<p>Advised that is great.</p> <p>Advised that a few of the guys offshore have been encouraged not to take their cars to their check-in and told to use train or bus as petrol was not being paid.</p>

AY	Advised that aware the guidance has fluctuated during COVID and when this was advised this was when restrictions had lifted and it was advised public transport could be used.
SS	Advised that the client have been flexible with this and believes that HD engaged with the team regarding this. Advised that they are open to people bringing their cars up. Added that he is open to look into this.
ER	Thanked SS.
AY	Asked if there were any other questions.
ER	Advised that he is currently working on the North Cormorant for TAQA and advised at Babcock's, they were doing temperature checks and those with a high temperature were told to go home which resulted in them losing 4 days pay. Added that for some this meant having to go from Scotland to England.
AY	Asked if this took place prior to mobilising.
ER	Confirmed it did. Advised that they phoned Wood to explain. Added that they then tested negative for COVID however they lost 4 days pay. Advised that the bigger issue is that they then went onto public transport rather than a taxi being provided and someone with suspected COVID should not be travelling.
SS	Advised that he will look into this as we have a HSE protocol under these circumstances that should be followed.
ER	Advised that he is 60 years old. Added that a high temperature could be a false positive. Advised that there should be a duty of care to get people home. Asked who they are meant to call in this situation as there is no one in the office.
SS	Advised that this will need to be looked into in a wider context. Advised that if someone tests positive they should call the out of hours number if this is not during work hours. Added that this will initiate the process to get them home and apply the correct protocol.
AY	Advised that they can call for advise if they are not sure and added that she can arrange for a communication to go out to make sure people understand what is in place.
SS	Advised that there is the remote workers HUB website that has all the COVID information and employee can phone their reps or their P&O contact. Added that contracts are moving at different speeds.
ER	Thanked AY and SS.
AY	Asked if there were any questions from the BP contract.
ER	Advised that there were 3 questions. Advised that the first questions was why are Wood employees at home while subcontractor Kaefer complete the work. Added that a follow on from that is will Wood employees be expected to work Christmas and New Year to relieve the Kaefer employees.
AY	Advised that this is not something she is aware of therefore she will discuss with BP and revert back.
ER	Advised that one of the employees mentioned that the Glen Lyon platform has only Kaefer employees on board.  Advised that the next question is relating to pay. Advised that some of the employees have been short paid and then have to wait a full month for the pay to be back dated. Added that some people cannot afford to wait this long. Advised that on the retained contract they should be getting 28 days however they have only been getting paid 14 days at times. Advised that the employees feel they should not have to wait a full month to receive their money when the error was not their fault.
AY	Advised that for an underpayment there is an advanced process therefore payments of basic pay are typically paid within 7-10 days if missed from monthly pay.
ER	Advised that this is not happening.
AY	Asked if the details could be sent to her and she can look into this.
ER	Advised that he has texts from those on the beach and advised that the detail is shocking.
AY	Asked ER to send info to her and asked if there were any more questions.
ER	Advised he had no more questions.
AY	Asked if there were any questions from Dana
ER	Confirmed there were no questions
AY	Asked if there were any questions from Balmoral
ER	Confirmed there were no questions
AY	Asked if there were any questions from Shell



ER	Confirmed there were no questions
AY	Asked if there were any questions from TAQA
ER	<p>Advised that he had a meeting with the employees and there were a few questions however he will ask the key questions and can issue the others to AY.</p> <p>Advised that currently employees do not get paid for the 15<sup>th</sup> day therefore if they have their check-in to travel to Aberdeen, by the time they get back it could be either 7 o'clock or 11 o'clock at night by the time they get back. Added that for these days, employees do not get paid anything. Asked if this will be reintroduced as they are aware some others get payment for this date.</p>
SS	Advised that for TAQA this should be consistent across all assets so he will look into this for clarity.
ER	Asked what the process will be for testing on TAQA
SS	Advised that he has a meeting on Friday with the client as there was trial testing on the Harding platform. Advised that he will provide an update.
ER	Asked when the move to Broomfield house will take place.
SS	Advised that he will find out.
ER	Advised that there is an inconsistency with the health declaration as some people receive their information quickly, but some do not.
AY	Advised that people should receive their information at least 48 hours before and added that she will look into this.
ER	Advised that people travel early to get their COVID test and if they test positive, they then get a taxi home.
SS	Confirmed this is correct. Advised that this has been in place since April, if someone tests positive on or offshore, there is a taxi service that can be used to get them home safely.
ER	<p>Advised that the issue when someone tests positive is that they have to isolate, wait for a further test and then they come back offshore. Advised that there were 3 people on a flight and 2 tested positive. Added that they then had to make their own way home and asked if this can be looked into.</p> <p>Advised that regarding travel expenses, people are paying for their petrol, which is taxed, they then claim this back in expenses which is then taxed again when paid to them.</p>
AY	Advised that expenses need to be taxed however she can look into this issue if tax is being duplicated.
ER	Advised that a further question was that when timesheets are approved, they come back via email with an attachment however the employees cannot open the attachment.
AY	Advised that she will look into this.
ER	Advised that people have been waiting a while for their expenses to be paid and advised that these were issued to JR. Asked if JR is the right person to send these to.
SS	Confirmed that JR is the correct person to send these to.
ER	<p>Advised that there has been no acknowledgement that these have been received therefore he was not sure if this was still the correct process.</p> <p>Asked if there was an update on the TAQA bid as there was talk that the Brays has gone to Worley's</p>
CS	Advised that there is no update however he is very hopeful that this will go well. Advised that he was not aware that the Braes contract had been issued to a competitor, however he will ensure that we engage post-award and when we have more information
SS	Advised that there was a presentation last week and it was mentioned that the Brays is an optional workload, and this is an incumbent therefore they are certainly hopeful regarding the bid.
CS	Advised that Wood have put forward a compelling case.
ER	<p>Advised that is great.</p> <p>Added that there has been an issue with minimum PPE stock therefore forms have been issued to request PPE, which have been sent out via the vessel. Advised that the employees do not want to go into the office to collect their PPE. Added that the PPE being sent to the hotel works if they are coming up to check-in.</p>
SS	Advised that he will look into this
ER	Advised that a number of the guys would like to use the cycle to work scheme however this is currently not available for offshore workers. Added that this would help with current circumstances to allow

	them to keep fit. Advised that the guys sometimes feel discriminated against and a bit aggrieved as this is a government scheme.
AY	Advised that this is something that is not available for the offshore workforce at the moment however the compensations and benefits team are looking into the legalities of this. Added that she is hoping to have an update shortly.
ER	Advised that he will email the other questions.
CS	Advised that he has to leave the meeting and added that going forward, we will ensure there is more time scheduled for questions and answers. Advised that it might be beneficial to issue the questions in advance so that they can be answered on the call. Advised that he will ensure an update is provide in relation to TAQA once they have more information. Thanked everyone for their time and reminded everyone to stay safe.
AY	Agreed that it will be beneficial to have the questions prepared in advance for the next meeting so these can be answered with specifics.  Advised that if there are any issues, these do not need to wait until the next meeting.
SS	Advise that the questions have been great from TAQA and added that it is evident that there are no focal points on the platform. Advised that it may be beneficial to have weekly or monthly meetings for updates.
ER	Advised that monthly meetings would be good.  Advised that there are focal points on Shell so can questions also go to them as 3 months is a long time to wait for answers.
AY	Advised that there is no issue with using the focal points for contract specific questions however more high level, generic questions should be mentioned in this forum. Advised that HR can also be contacted for any HR issues rather than waiting.
DW	Advised that as AY mentioned, confidential information will be shared at times however it will be made clear what can and cannot be shared with the workforce. Reiterated that for lower level issues, people should be encouraged to use HR however for more generic problems on the platforms, this forum should be used, which will then allow the meeting to take shape.
ER	Advised they understood.
AY	Asked if there were any more questions.
ER	Asked if they should be emailed or discussed right now on the call.
AY	Advised they can be asked on this call.
ER	Advised that he is currently on a retained contract therefore the employees should be getting holiday pay and salary. Added that the holidays have not been paid therefore the employees have had to chase this. Advised that when they chased it, payroll advised them that they cannot guarantee this will not happen again.
AY	Advised that should not be happening.
ER	Advised that he is aware the retained contract is still in its infancy so is aware there will be some issues. Added that people are grateful for a job and work however they think they will make money and then there are these issues.
SS	Advised that the retained contract model has worked well in some areas however this was implemented for the start of shutdown then COVID-19 happened.
ER	Advised that the retained contract has not worked for him on BP.
SS	Advised that it might be best to take this conversation offline and a call can be set up to deal with the specific questions.
ER	Advised that organising a call would be good.
AY	Advised that she will take a note of that.  Asked if there were any more questions.
ER	Asked who his specific questions for BP should go to?
AY	Advised that it would be best to send these to FR, business partner.
ER	Advised that when people have called payroll, they can never get through to anyone, it is email system only.

AY	Advised that they had not received feedback on there being any issues with Payroll not answering the calls so she will feed that back to be looked into.
ER	Advised that he will send an email.  Asked if there are to be focal points on TAQA does this have to be OCS's or can this be anyone from the workforce.
SS	Advised that there needs to be a balance of construction and maintenance.
AY	Advised that focal points should be a mix of different positions.
ER	Thanked SS and AY.
AY	Asked if there were any more questions.
ER	Confirmed there were not.
AY	Advised that she will get the minutes distributed. Thanked everyone for engaging and added that there has been good dialogue on the call. Advised that it is important to get issues raised and answers. Advised that she will get the next meeting set up and dates confirmed as soon as possible.  Advised that she appreciates everyone's time and feels this have been beneficial.
<Meeting Ends 14:35pm>	