

EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 20 March 2018

Chair:

Councillor Isobel Dorman

Councillors Present:

Alex Allison (*substitute for Councillor Nelson*), Graeme Campbell, Gerry Convery (*substitute for Councillor McLachlan*), Lynsey Hamilton

Councillors' Apologies:

Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

Attending:

Finance and Corporate Resources

L Brooks, Personnel Adviser; E McPake, HR Business Partner; K McVeigh, Head of Personnel Services; J Muirhead, Administration Adviser

Education Resources

S Nicolson, Head of Education (Hamilton Area)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 31 October 2017 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring - November 2017 to January 2018

A report dated 26 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period November 2017 to January 2018:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers, exit interviews and labour turnover
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 9 December 2017

Officers responded to members' questions in relation to the level of staff turnover, difficulty in recruiting in certain areas and the limited number of exit/leaver interviews completed.

The Forum decided: that the report be noted.

[Reference: Minutes of 31 October 2017 (Paragraph 3)]

4 Education Resources - Workforce Monitoring - November 2017 to January 2018

A joint report dated 25 July 2016 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period November 2017 to January 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ labour turnover, analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 December 2017

Officers responded to members' questions on various aspects of the report.

The Forum decided: that the report be noted.

[Reference: Minutes of 16 August 2016 (Paragraph 3)]

5 Foundation Apprenticeships

The Head of Education (Hamilton Area) gave a presentation on how foundation apprenticeships had been introduced to allow school pupils to develop their employability and skills profile while still at school. This gave young people who did not follow a traditional academic route, the opportunity to acquire formal qualifications.

Foundation apprenticeships had been well received but had provided a range of challenges for employees in relation to communication, transport and timetabling as all placements had to be dealt with individually. Furthermore, it was hoped to address some of the recruitment challenges facing the Council over the next few years by focusing on Early Years' Childcare in the first instance and encouraging foundation apprenticeships in this area where there would be opportunities for future employment.

The Head of Education (Hamilton Area) responded to members' questions and was thanked for his informative presentation.

The Forum decided: that the presentation be noted.

6 Employee Development - Coaching

A report dated 16 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the benefits of coaching as a Learning and Development intervention for employees and the intention to raise awareness of the provision within the Council.

For a number of years, the Council had offered a small number of employees one to one coaching. This was organised by the Council's accredited internal coach within the Corporate Learning and Development team. The Council was also part of the Scottish Coaching Collaborative (SCC) which delivered coaching and training across the public sector. This allowed senior employees within all councils to receive coaching from an external coach at no cost.

The benefits of coaching included allowing the employee valuable time and space to discuss leadership, management and organisational issues as well as other issues identified by the employee.

Coaching helped to support Council employees with the various challenges they faced such as:-

- ◆ constant change and demand on resources
- ◆ individual improvement
- ◆ investment in the workforce of the future
- ◆ support and advice to individuals on personal and professional development

Methods used in the Coaching Capability Framework included:-

- ◆ skills coaching
- ◆ performance coaching
- ◆ transition coaching
- ◆ transformational coaching

The Forum decided: that the report be noted.

7 Urgent Business

There were no items of urgent business.