

# EMPLOYEE ISSUES FORUM

Minutes of meeting held via Microsoft Teams on 8 December 2020

**Chair:**

Councillor Isobel Dorman

**Councillors Present:**

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Maureen Devlin (*substitute for Councillor Lynsey Hamilton*), Councillor Ian Harrow, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Collette Stevenson

**Councillors' Apologies:**

Councillor Lynsey Hamilton, Councillor Joe Lowe, Councillor Jim McGuigan

**Attending:**

**Finance and Corporate Resources**

K McVeigh, Head of Personnel Services; H Tennant, Administration Officer

**Also Attending:**

G Buchanan, Unite the Union, J Clark, Unite the Union, H Scott, GMB

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## 1 Declaration of Interests

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No interests were declared.

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## 2 Minutes of Previous Meeting

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The minutes of the meeting of the Employee Issues Forum held on 29 September 2020 were submitted for approval as a correct record.

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

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## 3 Council-wide Workforce Monitoring – July to September 2020

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A report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2020:-

- ◆ 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 14 September 2020

The Head of Personnel Services responded to members' questions in relation to COVID absence recording and undertook to circulate COVID absence data following this meeting.

**The Forum decided:** that the report be noted.

*[Reference: Minutes of 29 September 2020 (Paragraph 3)]*

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#### **4 Finance and Corporate Resources – Workforce Monitoring – July to September 2020**

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A report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Education Resources for the period July to September 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 14 September 2020

**The Forum decided:** that the report be noted.

*[Reference: Minutes of 17 September 2019 (Paragraph 4)]*

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#### **5 Healthy Working Lives**

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A report dated 11 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on Healthy Working Lives activity.

Healthy Working Lives (HWL) provided a national award framework which supported organisations to promote health and wellbeing to their employees and the Council had maintained a HWL Gold Award since September 2012.

The report noted the challenges to provide information and host events for employees during 2020 due to COVID-19, and provided an update on the following key activities delivered throughout the year:-

- ◆ Cycle to Work Scheme
- ◆ Mental Health initiatives
- ◆ Physical Health initiatives
- ◆ Menopause awareness training
- ◆ Employee Wellbeing Hub intranet launch.

The HWL review of Council wellbeing activities to maintain the Gold Award had been placed on hold due to COVID-19.

The Council was committed to providing resources and holding events to support employees to sustain their wellbeing.

**The Forum decided:** that the report be noted.

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#### **6 Urgent Business**

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There were no items of urgent business.