

EMPLOYEE ISSUES FORUM

Minutes of meeting held via Confero and in Committee Room 1, Council Offices, Almada Street, Hamilton on 14 November 2023

Chair:

Councillor Margaret Cowie

Councillors Present:

Councillor John Anderson, Councillor Walter Brogan, Councillor Gerry Convery, Councillor Celine Handibode (Depute), Councillor Katy Loudon, Councillor Kirsten Robb

Councillors' Apologies:

Councillor Archie Buchanan, Councillor Geri Gray, Councillor Richard Nelson

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; E Maxwell, HR Business Manager; L Wyllie, Administration Assistant

Housing and Technical Resources

L Hayes, Performance and Support Advisor; J Neville, Housing Services Manager

Also Attending:

J Gaffney, EIS

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 15 August 2023 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 – July to September 2023

A report dated 12 October 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2023:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ staffing watch as at 10 June 2023

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

The Forum decided: that the report be noted.

4 Housing and Technical Resources – Workforce Monitoring – July to September 2023

A joint report dated 12 October 2023 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period July to September 2023:-

- ◆ 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 10 June 2023

The Forum decided: that the report be noted.

5 Health and Wellbeing Group - Housing Services

A report dated 1 November 2023 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the work undertaken by Housing Services in relation to the Health and Wellbeing Group.

As part of the commitment to ensuring staff health and wellbeing, Housing Services introduced a Health and Wellbeing Working Group in 2019, following feedback from employees. The Group evolved to assist with managing change through the Covid-19 pandemic to ensure staff had the required support. Due to its success, it was agreed to continue with the Group after Covid-19 when working methods began to revert to pre-Covid-19 practices.

The Group was jointly chaired by the Housing Services Manager and the Performance and Support Advisor and consisted of representatives from all teams within Housing Services. The Group met on an 8-weekly basis to discuss available opportunities and take forward any actions.

The role of Group representatives was to cascade information to other employees within their location of work. The Group's main objective was to encourage good health and wellbeing across the Service by promoting healthy working practices, relationships and environments. The Group worked to encourage wellbeing and resilience, including minimising work-related issues via positive activities aimed at maintaining good health and wellbeing.

As part of the Group's discussions, a Health and Wellbeing Plan had been developed which initially focused on the employee survey and Resource stress risk assessment results, combined with employee feedback. The Plan's actions were progressed until completion and were mainly related to managing change and ensuring good communication during Covid-19.

Post Covid-19, the Plan was revisited and updated to align with the introduction of the 4 wellbeing pillars and wider corporate plans. The ongoing development of the Plan considered feedback from the Group to ensure that any issues, areas of concern or new initiatives were continually monitored. The Plan also included an appendix which signposted staff to advice and support that was available Council-wide.

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

The Forum decided: that the report be noted.

6 Urgent Business

There were no items of urgent business.