

EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 4 September 2018

Chair:

Councillor Isobel Dorman

Councillors Present:

Graeme Campbell, Maureen Chalmers (*substitute for Councillor McGuigan*), Gerry Convery (*substitute for Councillor McLachlan*), Lynsey Hamilton, Joe Lowe, Richard Nelson, Collette Stevenson

Councillors' Apologies:

Graeme Horne, Monique McAdams, Jim McGuigan, Davie McLachlan

Attending:

Finance and Corporate Resources

G Bhatti, Employee Development and Diversity Manager; G Bow, Administration Manager; K McVeigh, Head of Personnel Services; L Rhind, Personnel Services Manager

Housing and Technical Resources

A Sinclair, Refugee Resettlement Programme Adviser

Also Attending:

J Clark, Union of Construction, Allied Trades and Technicians (UCATT)

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 5 June 2018 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 - April to June 2018

A report dated 13 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 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 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 5 June 2018 (Paragraph 3)]

4 Housing and Technical Resources - Workforce Monitoring - April to June 2018

A report dated 13 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Housing and Technical Resources for the period April to June 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 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 7 February 2017 (Paragraph 4)]

5 Graduate Apprenticeships - Update

A report dated 22 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the progress made by the Council's first intake of Graduate Apprentices and providing details of plans underway to recruit the next intake of Graduate Apprentices.

Graduate Apprenticeships were launched in 2017 following the introduction of an Apprenticeship Levy by the UK Government. This allowed an individual the opportunity to study for a degree level qualification while continuing in paid employment.

8 employees across the Council were offered the opportunity to undertake degree level qualifications in Cyber Security, Software Engineering and IT for Business. The Graduate Apprentices who had taken part in the programme had endorsed the Council's programme and regarded it as an excellent opportunity.

The range of Graduate Apprenticeships available in 2018/2019 had increased and the number of universities offering courses was also gradually growing. The HR Business partners would continue to work closely with Employee Development to identify appropriate Graduate Apprenticeships which reflected the workforce planning requirements in each Council Resource.

The Forum decided: that the report be noted.

6 Refugee Resettlement Programme

A Sinclair, Refugee Resettlement Programme Adviser, Housing and Technical Resources gave a presentation on the work being undertaken by the Council to aid and support refugees to resettle within the South Lanarkshire Council area.

Having responded to members' questions, the Refugee Resettlement Adviser was thanked for her informative presentation.

The Forum decided: that the presentation be noted.

7 Urgent Business

There were no items of urgent business.