

## EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 26 November 2019

**Chair:**

Councillor Isobel Dorman

**Councillors Present:**

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Maureen Devlin (*substitute for Councillor Monique McAdams*), Councillor Joe Lowe

**Councillors' Apologies:**

Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Jim McGuigan, Councillor Richard Nelson, Councillor Collette Stevenson

**Attending:**

**Finance and Corporate Resources**

G Bow, Administration Manager; K McVeigh, Head of Personnel Services

**Housing and Technical Resources**

D Gray, Area Housing Manager (East Kilbride and Strathaven)

**Also Attending:**

J Clark, Unite the Union; D Marshall, UNISON

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 17 September 2019 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 2019

A report dated 23 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 June 2019

Following discussion, the Head of Personnel Services undertook to assess labour turnover Council-wide in general and, in particular, for Social Workers. This would be reported back to a future meeting of the Forum.

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

*[Reference: Minutes of 17 September 2019 (Paragraph 3)]*

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#### **4 Housing and Technical Resources – Workforce Monitoring – July to September 2019**

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A report dated 23 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period July to September 2019:-

- ◆ 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 8 June 2019

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

*[Reference: Minutes of 4 September 2018 (Paragraph 4)]*

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#### **5 Presentation - Mentoring Programme**

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D Gray, Area Housing Manager (East Kilbride and Strathaven), Housing and Technical Resources gave a presentation on the Housing and Technical Resources' Mentoring Programme, covering:-

- ◆ what was involved in the programme
- ◆ how mentoring worked in practice
- ◆ the progress made so far
- ◆ the benefits to those being mentored
- ◆ the next steps, including sharing the learning outcomes with other Resources

Having responded to members' questions, the Area Housing Manager was thanked for his informative presentation.

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

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#### **6 Urgent Business**

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There were no items of urgent business.