

EMPLOYEE ISSUES FORUM

Minutes of meeting held via Microsoft Teams on 2 March 2021

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Joe Lowe, Councillor Monique McAdams, Councillor Collette Stevenson

Councillors' Apologies:

Councillor Ian Harrow, Councillor Jim McGuigan

Attending:

Finance and Corporate Resources

K McVeigh, Head of Personnel Services; E Maxwell, HR Business Partner; H Tennant, Administration Officer

Housing and Technical Resources

M Cassidy, Contracts and Technical Officer

Also Attending:

J Clark, Unite the Union; A Harvey, Educational Institute of Scotland

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 8 December 2020 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 – October to December 2020

A report dated 10 February 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 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 12 December 2020

The Forum decided: that the report be noted.

[Reference: Minutes of 8 December 2020 (Paragraph 3)]

4 Housing and Technical Resources – Workforce Monitoring – October to December 2020

A joint report dated 2 February 2021 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 October to December 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 12 December 2020

The Forum decided: that the report be noted.

[Reference: Minutes of 26 November 2019 (Paragraph 4)]

5 Establishment of South Lanarkshire Council Personal Protective Equipment Distribution Hub

A report dated 10 February 2021 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the establishment of a South Lanarkshire Council Personal Protective Equipment Distribution Hub.

In recognition of the increased demand for Personal Protective Equipment (PPE) due to the COVID-19 pandemic, and the limited supply of the required equipment, the Council established an initial distribution hub at Newberry Rooney Day Centre, Hamilton in March 2020. The hub was designed to receive and distribute supplies of PPE to both the Council and private social care sector.

Following a review of the suitability of the Newberry Rooney Day Centre as a storage and delivery hub for PPE, it was agreed that a new hub be established in an industrial unit in Hamilton.

Details of the scale of the service delivery, provided by 12 employees from Housing and Technical Resources, was provided in the report.

The Chair and members of the Forum thanked M Cassidy and his team for their effort in providing a supply of PPE across the Council during a very challenging time.

The Forum decided: that the report be noted.

6 Urgent Business

There were no items of urgent business.