

## EMPLOYEE ISSUES FORUM

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

### **Chair:**

Councillor Isobel Dorman

### **Councillors Present:**

Councillor Graeme Campbell, Councillor Maureen Chalmers (*substitute for Councillor Jim McGuigan*), Councillor Gerry Convery, Councillor Fiona Dryburgh, (*substitute for Councillor Monique McAdams*), Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Joe Lowe, Councillor Collette Stevenson

### **Councillors' Apologies:**

Councillor Monique McAdams, Councillor Jim McGuigan, Councillor Richard Nelson

### **Attending:**

#### **Finance and Corporate Resources**

G Bow, Administration Manager; S Hamilton, Health, Safety and Wellbeing Manager; K McVeigh, Head of Personnel Services; L Rhind, Personnel Services Manager; D Russell, Personnel Adviser

#### **Community and Enterprise Resources**

H Gourichon, Policy and Food Development Officer

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### **Chair's Opening Remarks**

The Chair referred to the recent death of 2 Council employees and, as a mark of respect, a minute's silence was observed.

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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 13 November 2018 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 – October to December 2018**

A report dated 15 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2018:-

- ♦ 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 September 2018

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

*[Reference: Minutes of 13 November 2018 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources – Workforce Monitoring – October to December 2018**

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A joint report dated 15 January 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period October to December 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 8 September 2018

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

*[Reference: Minutes of 31 October 2017 (Paragraph 4)]*

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#### **5 New Employee Counselling/Cognitive Behavioural Therapy (CBT) Service**

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A report dated 11 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the new employee counselling/Cognitive Behavioural Therapy (CBT) service being offered to employees by the Council.

This service, previously provided under 2 separate contracts, had been combined under one contract and was being provided by PAM Assist. The service offered support to employees, 24 hours a day, 7 days a week, who were trying to manage issues such as stress, anxiety, family matters, relationship problems, debt and addiction that was impacting on their wellbeing.

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

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#### **6 Driver Training for Council Employees – Current Provision**

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A report dated 11 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the current driver training provision for Council employees.

Personnel Services' Learning and Development section was responsible for the co-ordination and delivery of a range of driver related training for Council employees under the direction of the Council's Driver Safety Group. The Council employed a Driver Assessor/Instructor who was responsible for delivering driving assessments and training of the Council's drivers and the delivery of remedial training and assessment to drivers who had been involved in "at fault" incidents. The range of driver related training provision for Council employees included:-

- ◆ assessments and training for new drivers
- ◆ assessments and training for drivers who had been involved in "at fault" incidents
- ◆ the Minibus Driver Assessment Scheme (MiDAS) for minibus drivers who fell into the category of occasional use

- ◆ licence category changes for Council employees who required to be trained and assessed for new categories
- ◆ the driver Certificate of Professional Competence (CPC) scheme for drivers of minibuses, buses and commercial vehicles within the scope of European Union (EU) Regulations
- ◆ e-learning for drivers of pool cars
- ◆ driver behavioural training

Details of the various levels of training required by Council drivers for each category of vehicle and the measures put in place by the Council to meet those requirements were outlined in the report.

The Employee Development and Diversity Manager would monitor, assess and deliver driver training to meet the needs of the Council and to reflect any future changes to legislation/regulations or Council policy.

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

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## **7 Food Development Strategy**

H Gourichon, Policy and Food Development Officer (Community and Enterprise Resources) gave a presentation on the Council's Food Development Strategy which included the:-

- ◆ rationale and key drivers behind the development of the Food Strategy
- ◆ scope of the Food Strategy
- ◆ methodology and process adopted to progress the Strategy

Having responded to members' questions, the Policy and Food Development Officer was thanked for her informative presentation.

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

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## **8 Urgent Business**

There were no items of urgent business.

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