

EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 17 September 2019

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Gerry Convery, Councillor Lynsey Hamilton, Councillor Monique McAdams, Councillor Jim McGuigan, Councillor Richard Nelson, Councillor Collette Stevenson

Councillors' Apologies:

Councillor Graeme Campbell, Councillor Graeme Horne, Councillor Joe Lowe

Attending:

Finance and Corporate Resources

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

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 18 June 2019 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 – May to July 2019

A report dated 19 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period May to July 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

The Forum decided: that the report be noted.

[Reference: Minutes of 18 June 2019 (Paragraph 3)]

4 Finance and Corporate Resources – Workforce Monitoring – May to July 2019

A report dated 19 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period May to July 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 5 June 2018 (Paragraph 4)]

5 Management and Leadership Development

A report dated 16 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted outlining the revised approach to the Council's Management and Leadership Development. The key aspects of the report were highlighted in a presentation given by the Personnel Officer.

Previously the Chartered Management Institute (CMI) accredited the Council's Practical Supervision and Front Line Manager Development Programmes at level 2 and 3 respectively. These qualifications had been withdrawn and replaced by the CMI.

The Council's new Management and Leadership Development Approach would introduce the following 3 levels of supervisory/management/leadership development within the organisation, which could be undertaken as accredited or non-accredited learning:-

- ◆ Ambition (entry level) Accredited at CMI Level 3 Award and Certificate in Principles of Management and Leadership. Appropriate for employees who were supervising small teams
- ◆ Consolidation (practising managers) Accredited at CMI Level 3 Award and Certificate in Principles of Management and Leadership. Appropriate for employees who were recently appointed, practising managers or team leaders
- ◆ Development (senior managers) Accredited at CMI Level 5 Award and Certificate in Management and Leadership. Appropriate for new and existing senior managers or managers who had specific development needs identified through their Performance Appraisal

Learning interventions for each of those levels would be offered as stand-alone modules and delivered using a blended learning approach. This would include use of webinars and Learn on Line, as well as internally and externally delivered classroom modules. The modules would allow a 'pick and mix' approach, including an optional, accredited CMI qualification. Managers and employees would be able to identify learning and development which was appropriate to their role, skills and experience. It also widened the opportunity within the Council for employees to experience management and leadership interventions.

The new Management and Leadership Development approach met the organisational needs, reflected the Council's Behaviours' Framework and provided an opportunity for employees, at all levels, to access optional, accredited qualifications.

Having responded to members' questions, the Personnel Officer was thanked for her informative report and presentation.

The Forum decided: that the report and presentation be noted.

6 Urgent Business

There were no items of urgent business.