

**EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 30 August 2011

**Chair:**

Councillor Hugh Dunsmuir

**Councillors Present:**

Pam Clearie, Denis McKenna, James Malloy, John Murray, Sheena Wardhaugh

**Councillors' Apologies:**

Lesley McDonald, Anne Maggs, Bert Thomson

**Attending:****Finance and Corporate Resources**

S Abbott, Administration Assistant; S Brown, Personnel Adviser; D Lang, Personnel Officer; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Corporate Finance Manager

**Housing and Technical Resources**

P Murphy, Head of Support Services

**Also Attending:**

M Kelly, Educational Institute of Scotland

A Murphy, Union of Construction, Allied Trades and Technicians

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**1 Declaration of Interests**

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No interests were declared

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Employee Issues Forum held on 31 May 2011 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 - April to June 2011**

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A report dated 11 August 2011 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ labour turnover, analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Joint Staffing Watch as at 11 June 2011

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

*[Reference: Minutes of 31 May 2011 (Paragraph 3)]*

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#### **4 Finance and Information Technology Resources - Workforce Monitoring - April to June 2011**

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A joint report dated 13 August 2011 by the Chief Executive and the Executive Director (Corporate Resources) was submitted on the following employee information for Finance and Information Technology Resources for the period April to June 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Joint Staffing Watch as at 11 June 2011

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

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#### **5 Housing and Technical Resources - Workforce Monitoring - April to June 2011**

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A joint report dated 13 August 2011 by the Executive Directors (Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period April to June 2011:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Joint Staffing Watch as at 11 June 2011

The Head of Support Services gave a presentation on the review of Benefits and Revenue Services 2009/2011.

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

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#### **6 Four Weekly Pay**

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A report dated 17 August 2011 by the Chief Executive was submitted on the transfer to a 4 weekly pay cycle for all Council employees.

The Finance and Information Technology Resources Committee, at its meeting on 16 March 2010, had authorised the commencement of work to develop a process to pay Council employees on a 4 weekly basis. The move to a 4 weekly pay frequency was designed to generate efficiencies through a reduction in the number of payruns and the processing of additional payments on a less frequent basis.

Negotiations had taken place with the Trades Unions through the Joint Trades Union Council (JTUC) and an implementation process had been established to make the transition to 4 weekly pay as easy as possible for employees.

All non teaching employees and elected members had received their first 4 weekly pay on 4 March 2011, permanent teachers had received their first 4 weekly pay on 29 April 2011 and supply teachers would receive their first 4 weekly pay on 16 September 2011.

Details were given on the communication and assistance programme which was available to all employees prior to the implementation dates.

By reducing the number of payruns, the employees required to enter data and perform the checks and processes involved in running the payroll had been reduced from 23 full time equivalent posts to 16 resulting in employee savings of £150,000. The reduction in posts had been co-ordinated through the redeployment procedures, in line with the Collective Agreement and Matching Process.

M Kelly commented that, although there had been consultation with the teaching Trades Unions, no formal agreement had been reached on how to implement the 4 weekly pay for teaching staff.

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

*[Reference: Minutes of Finance and Information Technology Resources Committee of 1 February 2011 (Paragraph 7)]*

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## **7 Mediation Scheme**

A report dated 15 August 2011 by the Executive Director (Corporate Resources) was submitted providing an update on the Mediation Policy which had been developed in consultation with the Trades Unions.

The Executive Committee, at its meeting on 10 February 2010, had approved the Mediation Policy which provided an informal process that complemented the Council's formal procedures for dealing with workplace conflict and was both voluntary and confidential.

To facilitate this process, the Council had established a recognised Mediation Co-ordinator and 12 Resource Mediators who had undertaken extensive training provided by ACAS.

As at 31 July 2011, 21 referrals had been made to the mediation process, of which 16 cases had been resolved, 4 cases had not completed the process and 1 case remained live.

Feedback from the employees who had participated in the process had been positive. However, only limited formal feedback had been received and measures had been put in place to encourage more participants to return their evaluation forms.

A training course on Mediation Awareness had been developed for managers and trade union representatives and Learn On Line mediation training would also be developed.

The wording of the Policy had been amended to provide further clarity in relation to how the mediation process worked.

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

*[Reference: Minutes of Executive Committee of 10 February 2010 (Paragraph 15)]*

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## **8 Urgent Business**

There were no items of urgent business.