

## **EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 6 December 2011

**Chair:**

Councillor Hugh Dunsmuir

**Councillors Present:**

Lesley McDonald, Denis McKenna, James Malloy, John Murray, Bert Thomson

**Councillors' Apologies:**

Pam Clearie, Anne Maggs, Sheena Wardhaugh

**Attending:**

**Community Resources**

A McKinnon, Head of Support Services

**Enterprise Resources**

K Bain, Personnel and Improvement Manager

**Finance and Corporate Resources**

S Abbott, Administration Assistant; P Biagioni, Administration Adviser; D Lang, Personnel Officer; S McLeod, Administration Officer; E McPake, Personnel Officer; K McVeigh, Head of Personnel Services

**Social Work Resources**

H Stevenson, Executive Director; L Abernethy, Community Support Co-ordinator; E Ritchie, Personnel Adviser

**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 30 August 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 - July to September 2011**

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A report dated 16 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 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 10 September 2011

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

*[Reference: Minutes of 30 August 2011 (Paragraph 3)]*

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#### **4 Enterprise Resources - Workforce Monitoring - July to September 2011**

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A joint report dated 16 November 2011 by the Executive Directors (Finance and Corporate Resources) and (Enterprise Resources) was submitted on the following employee information for Enterprise Resources for the period July to September 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 10 September 2011

The Head of Support Services (Community Resources) gave a presentation on arrangements for the forthcoming merger of Community and Enterprise Resources.

The Personnel and Improvement Manager gave a presentation on maximising attendance and health and safety initiatives within Enterprise Resources.

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

*[Reference: Minutes of 25 May 2010 (Paragraph 5)]*

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#### **5 Social Work Resources - Workforce Monitoring - July to September 2011**

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A joint report dated 16 November 2011 by the Executive Directors (Finance and Corporate Resources) and (Social Work Resources) was submitted on the following employee information for Social Work Resources for the period July to September 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 10 September 2011

The Personnel Adviser gave a presentation on careers in care for young people and the Modern Apprenticeship in Social Care.

The Community Support Co-ordinator gave a presentation on her own career experiences since she commenced the Care Skillseeker Programme.

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

*[Reference: Minutes of 22 February 2011 (Paragraph 5)]*

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## 6 Healthy Working Lives Update

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A report dated 21 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted on the following activities relating to Healthy Working Lives (HWL):-

- ◆ health promotion activity undertaken in 2011 and planned for 2012 as detailed in the HWL calendar, attached as Appendix 1 to the report
- ◆ the uptake, since August 2010, by 546 employees of the Council's programme for health checks
- ◆ the successful HWL gold award annual assessment which had been carried out on 13 September 2011
- ◆ reviews of the No Smoking Policy and the Policy on Healthy Eating, attached as Appendices 2 and 3 to the report
- ◆ a review of the stress risk assessment process in line with the Health and Safety Executive (HSE) Management Standards

In addition to the above activities, the HWL Group continued to work towards achieving:-

- ◆ the HWL Mental Health and Wellbeing Commendation award
- ◆ a Cycle Friendly Employer Award for Council Headquarters

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

*[Reference: Minutes of 24 August 2010 (Paragraph 6)]*

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## 7 Intranet Update

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A report dated 10 November 2011 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on recent Council intranet developments.

The updated intranet was accessible in terms of equal opportunities legislation and had benefited from a number of improvements aimed at providing employees with a user friendly "one stop shop" for employee information.

Details of the improvements and plans for future development of the intranet were provided in the report.

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

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## 8 Urgent Business

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There were no items of urgent business.