

**EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 31 May 2011

**Chair:**

Councillor Hugh Dunsmuir

**Councillors Present:**

Lesley McDonald, Anne Maggs, Bert Thomson

**Councillors' Apologies:**

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

**Attending:****Corporate Resources**

R McIlwain, Executive Director; S Abbott, Administration Assistant; S McLeod Administration Officer; E McPake, Personnel Officer; K McVeigh, Head of Personnel Services; V Rogers, Corporate Personnel Manager

**Education Resources**

J Gilhooly, Head of Education (Curriculum and Quality); J Humphreys, Personnel Services Manager

**Also Attending:**

T Bartle, Unite the Union (Transport and General Workers' Section)

M Kelly, Education Institute of Scotland

A Murphy, Union of Construction, Allied Trades and Technicians

R Paterson, General Municipal Boilermakers and Allied Trade Unions

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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 22 February 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 - January to March 2011**

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A report dated 12 May 2011 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period January to March 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 December 2010

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

*[Reference: Minutes of 22 February 2011 (Paragraph 3)]*

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#### **4 Corporate Resources - Workforce Monitoring - January to March 2011**

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A report dated 12 May 2011 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period January to March 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 December 2010

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

*[Reference: Minutes of 2 March 2010 (Paragraph 5)]*

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#### **5 Education Resources - Workforce Monitoring - January to March 2011**

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A joint report dated 12 May 2011 by the Executive Directors (Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for January to March 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 December 2010

The Head of Education (Curriculum and Quality) gave a presentation on the Curriculum for Excellence.

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

*[Reference: Minutes of 25 May 2010 (Paragraph 4)]*

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#### **6 Employee Benefits Update**

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A report dated 16 May 2011 by the Executive Director (Corporate Resources) was submitted advising of the Council's new employee benefit initiatives.

As part of the Council's arrangements, a comprehensive range of employee benefits were available. However, there was a commitment to research and assess other potential benefits and introduce those as appropriate.

A new employee discount website, which centrally detailed exclusive discounts available to Council employees, had been introduced in March 2011. Employees could access the website via the link on the Council's intranet site or from a personal computer.

In addition, the Council had reinstated its Cycle to Work Scheme in February 2011 as a result of changes to the guidance issued by HM Revenue and Customs in relation to the Government's Cycle to Work Scheme. The Scheme aimed to encourage employees to cycle to work and reduce their CO<sub>2</sub> emissions by allowing them to hire a bike and related safety equipment free from Income Tax, National Insurance Contributions and VAT. Employees had been invited to apply for the Scheme between 14 February and 14 March 2011. To date, 79 employees were participating in the Scheme with a 2nd launch planned for July/August 2011.

The discount website and the Cycle to Work Scheme had been communicated to employees via The Works magazine and Personnel Circulars.

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

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## **7 Urgent Business – Equal Pay Update**

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In view of the requirement to update members prior to the summer recess on equal pay claims lodged with the Employment Tribunal Service, the Chair decided, in terms of Standing Order No 4, that consideration be given to the following as a matter of urgency.

The Corporate Personnel Manager provided an update advising that:-

- ◆ it was anticipated that the 3<sup>rd</sup> Equal Pay Review would be concluded by 31 March 2012
- ◆ there were currently 2,064 claims filed with the Employment Tribunal Service
- ◆ the remaining Council witnesses and the claimants' witnesses were due to give evidence at the Pre-Hearing Review between 31 August and 28 September 2011
- ◆ the final submissions were scheduled for the week commencing 4 October 2011

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

*[Reference: Minutes of 24 August 2010 (Paragraph 7)]*