EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 25 May 2010

Chair:
Councillor Hugh Dunsmuir

Councillors Present:
Anne Maggs, James Malloy, Lesley McDonald, Denis McKenna, John Murray, Sheena Wardhaugh

Councillors' Apologies:
Pam Clearie, Bert Thomson

Attending:
Corporate Resources
S Abbott, Administration Assistant; S McLeod Administration Officer; E McPake, Personnel Officer; K McVeigh, Head of Personnel Services; G Robertson, Personnel Adviser
Education Resources
J Gilhooly, Head of Education (Quality and Personnel); J Humphreys, Personnel Services Manager
Enterprise Resources
K Bain, Personnel and Improvement Manager

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 2 March 2010 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 - January to March 2010

A report dated 9 May 2010 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period January to March 2010:-

♦ 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 13 March 2010

The Forum decided: that the report be noted.

4   Education Resources - Workforce Monitoring - January to March 2010

A joint report dated 9 May 2010 by the Executive Directors (Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for January to March 2010:-

♦   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 13 March 2010

The Head of Education (Quality and Personnel) gave a presentation on Continuing Professional Development for teaching staff.

The Forum decided: that the report be noted.

5   Enterprise Resources - Workforce Monitoring - January to March 2010

A joint report dated 9 May 2010 by the Executive Directors (Corporate Resources) and (Enterprise Resources) was submitted on the following employee information for Enterprise Resources for January to March 2010:-

♦   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 13 March 2010

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 be noted.

6   Use of Information Technology Systems

A report dated 10 May 2010 by the Executive Director (Corporate Resources) was submitted on action taken to remind employees of their obligations in relation to the use of the Council's Information Technology (IT) systems.

A review of the IT policies had been carried out in 2009 following cases of misuse of the Council's internet and e-mail systems. A number of actions had been taken to inform employees and managers of the changes to the policy documents and the arrangements to monitor e-mail activity. As a follow-up to those actions, a further Core Brief would be issued to all employees reminding them:-

♦   of their responsibilities and highlighting the relevant policies and associated documents
♦   that the standards outlined in the policies also applied outside the working environment on social networking sites such as blogs, Facebook and Twitter
♦   that only standard backgrounds and screen savers should be used
♦   that listening to the radio on the internet or broadcasting of the radio was not acceptable use within the workplace

The IT Acceptable Use Policy and associated documents would be updated accordingly and e–mail and internet usage would continue to be monitored.

An on-line learning provision course for employees on the IT Acceptable Use Policy was being developed.

The Forum decided: that the report be noted.

7   Urgent Business
There were no items of urgent business.