

**EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 2 March 2010

**Chair:**

Councillor Denis McKenna

**Councillors Present:**

Joe Lowe, Anne Maggs, James Malloy, Lesley McDonald, John Murray, Bert Thomson

**Councillors' Apologies:**

Pam Clearie, Sheena Wardhaugh

**Attending:****Community Resources**

L Rhind, Personnel Manager

**Corporate Resources**

S Brown and S McGuigan, Personnel Advisers; S McLeod Administration Officer; E McPake, Personnel Officer; K McVeigh, Head of Personnel Services; K Tinney, Policy Officer

---

**Order of Business**

---

It was agreed that item 6 be dealt with prior to item 3 on the agenda.

---

**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 15 December 2009 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 - October to December 2009**

---

A report dated 11 February 2010 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2009:-

- ◆ 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 12 December 2009

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

*[Reference: Minutes of 15 December 2009 (Paragraph 2)]*

---

#### **4 Community Resources - Workforce Monitoring - October to December 2009**

---

A joint report dated 11 February 2010 by the Executive Directors (Corporate Resources) and (Community Resources) was submitted on the following employee information for Community Resources for the period October to December 2009:-

- ◆ 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 12 December 2009

The Personnel Manager gave a presentation on maximising attendance within Community Resources.

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

---

#### **5 Corporate Resources - Workforce Monitoring - October to December 2009**

---

A report dated 11 February 2010 by the Executive Director (Corporate Resources) was submitted on the following employee information for Corporate Resources for the period October to December 2009:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Joint Staffing Watch as at 12 December 2009

S Brown, Personnel Adviser gave a presentation which provided an update on the Employee Assistance Programme.

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

---

#### **6 Employee Audit 2009**

---

A report dated 24 February 2010 by the Executive Director (Corporate Resources) was submitted on the results of the Employee Audit which was carried out during the period October to December 2009.

The survey had been made available to all employees and had reviewed how they found being employed by the Council. A total of 5,603 questionnaires had been returned which equated to a response rate of 35.1%. This was a significant improvement on the 15% achieved in the 2008 Audit.

The findings of the Employee Audit and comparisons with the findings of the 2008 Audit were detailed in the report and the accompanying appendices.

A number of employee focus groups would be held to explore certain findings in more detail and Resources would develop appropriate actions to address negative responses where necessary.

A summary of the findings had been published on the Council's intranet and in The Works magazine. The findings would also be communicated to all employees using the team brief process.

**The Forum decided:** that the findings of the Employee Audit and the proposals to communicate the findings to all employees be noted.

*[Reference: Minutes of Corporate Resources Committee of 27 June 2007 (Paragraph 5)]*

---

## **7 Urgent Business**

---

There were no items of urgent business.