



Council Offices, Almada Street  
Hamilton, ML3 0AA

13 March 2018

Dear Councillor

### **Employee Issues Forum**

The Members listed below are requested to attend a meeting of the above Forum to be held as follows:-

**Date: Tuesday 20 March 2018**

**Time: 11:00am**

**Venue: Committee Room 5, Council Offices, Almada Street, Hamilton**

The business to be considered at the meeting is listed overleaf.

**Members are reminded to bring their fully charged tablets to the meeting.**

Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

#### **Members**

Graeme Campbell, Isobel Dorman, Lynsey Hamilton, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

#### **Substitutes**

Alex Allison, Jackie Burns, Janine Calikes, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin

## BUSINESS

**1 Declaration of Interests**

**2 Minutes of Previous Meeting**

Minutes of the meeting of the Employee Issues Forum held on 31 October 2017 submitted for approval as a correct record. (Copy attached) Page(s) 1 to 4

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**Item(s) for Noting**

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**3 Council-wide Workforce Monitoring - November 2017 to January 2018**

Report dated 26 February 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 5 to 26

**4 Education Resources - Workforce Monitoring - November 2017 to January 2018**

Report dated 26 February 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources). (Copy attached) Page(s) 27 to 32

**5 Foundation Apprenticeship**

Presentation by S Nicolson, Head of Education (Community, Learning and Training, Hamilton Area)

**6 Employee Development - Coaching**

Report dated 16 February 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) Page(s) 33 to End

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**Urgent Business**

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**7 Urgent Business**

Any other items of business which the Chair decides are urgent.

*For further information, please contact:-*

*Jane Muirhead on 01698 454242*

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