

EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 22 August 2017

Chair:

Councillor Isobel Dorman

Councillors Present:

Alex Allison (*substitute for Councillor Nelson*), Graeme Campbell, Lynsey Hamilton, Graeme Horne, Joe Lowe, Jim McGuigan, Davie McLachlan, Collette Stevenson

Councillors' Apologies:

Monique McAdams, Richard Nelson

Attending:**Finance and Corporate Resources**

G Bhatti, Employee Development and Diversity Manager; K McVeigh, Head of Personnel Services; M Milne, HR Business Partner (Education and Social Work Resources); J Muirhead, Administration Adviser; D Russell, Personnel Adviser (Learning and Development)

Social Work Resources

L Purdie, Head of Children and Justice Services

Also Attending:

M Kelly, Educational Institute of Scotland (EIS); A Murphy, Union of Construction, Allied Trades and Technicians (UCATT); T Slaven, UNISON

1 Declaration of Interests

No interests were declared.

2 Introduction and Welcome

The Chair welcomed members to the first meeting of the Forum following the Local Government Elections.

3 Terms of Reference

The Head of Personnel Services outlined the Terms of Reference of the Forum and provided an indication of the types of reports that could be expected.

The Forum would normally meet 4 times per year, however, due to Local Government Elections and the establishment of the new Council, a condensed cycle of meetings had resulted in a reduction to 3 meetings for this year only.

The Forum decided: that the Terms of Reference of the Forum be noted.

4 Council-wide Workforce Monitoring - April to June 2017

A report dated 1 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 June 2017

The Forum decided: that the report be noted.

[Reference: Minutes of 7 February 2017 (Paragraph 3)]

5 Social Work Resources - Workforce Monitoring - April to June 2017

A joint report dated 1 August 2017 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 April to June 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 10 June 2017

The Forum decided: that the report be noted.

[Reference: Minutes of 16 February 2016 (Paragraph 4)]

6 Health and Social Care Partnership

The Head of Children and Justice Services gave a presentation on how the South Lanarkshire Health and Social Care Partnership was working to improve health and wellbeing in the community and outlined the principles of the changes required to shift the balance of care to locally based teams.

Having responded to members' questions, the Head of Children and Justice Services was thanked for his informative presentation.

The Forum decided: that the presentation be noted.

7 Learning and Development Boards

A report dated 14 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the role of the Learning and Development Boards and outlining the progress made in achieving the strategic learning objectives contained in the Council's Learning and Development Plan.

The Employee Development and Diversity Manager provided an overview of the changes to Learning and Development over the years and outlined the current practice and role of the individual Learning and Development Boards and the channel shift away from a classroom environment to e-Learning.

The Personnel Adviser then gave a presentation on e-Learning and highlighted the advantages of the different methods of delivery, including webinars and invigilated courses and exams.

Having responded to members' questions, the Employee Development and Diversity Manager and the Personnel Adviser were thanked for their informative report and presentation.

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

8 Urgent Business

There were no items of urgent business.