

**EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 15 December 2009

**Chair:**

Councillor Denis McKenna

**Councillors Present:**

Anne Maggs, Lesley McDonald, John Murray

**Councillors' Apologies:**

Pam Clearie, Joe Lowe, James Malloy, Bert Thomson, Sheena Wardhaugh

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

L Rhind, Personnel Manager

**Corporate Resources**

A Drummond, Personnel Adviser; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; G Robertson, Personnel Adviser; N Welsh, Personnel Assistant

**Social Work Resources**

H Stevenson, Executive Director; B Hutchinson, Personnel Services Manager

**Also Attending:**

A Murphy, Union of Construction, Allied Trades and Technicians

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**1 Declaration of Interests**

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No interests were declared.

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**2 Council-wide Workforce Monitoring - July to September 2009**

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A report dated 11 November 2009 by the Executive Director (Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 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 September 2009

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

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**3 Social Work Resources - Workforce Monitoring - July to September 2009**

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A joint report dated 11 November 2009 by the Executive Directors (Corporate Resources) and (Social Work Resources) was submitted on the following employee information for Social Work Resources for July to September 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 September 2009

The Personnel Services Manager gave a presentation on the following:-

- ◆ absence profile
- ◆ workforce profile
- ◆ referrals to physiotherapy and occupational health
- ◆ management support to absent employees
- ◆ recruitment to Social Care posts

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

#### **4 Mediation Policy**

A report dated 23 November 2009 by the Executive Director (Corporate Resources) was submitted on a proposed Mediation Policy which had been developed in consultation with the Trades Union.

The Council was committed to encouraging harmonious working relationships between colleagues. In most instances, workplace conflict was resolved informally without the involvement of a third party. However, where resolution could not be achieved, the Council had formal and informal processes to support the parties in conflict.

Mediation was an informal process that complemented the Council's formal procedures for dealing with workplace issues and was both voluntary and confidential. The 5 stage process would involve mediators working with the affected parties to help them find their own solutions and reach an agreement designed to resolve disagreement or improve the situation between them. Employees would have the right to invoke the Grievance Procedure if mediation was not deemed to be appropriate or was unsuccessful.

Training for 12 mediators was being delivered by Acas and was due to be completed by 31 December 2009. A training course on Mediation Awareness was also being developed for managers and trade union representatives.

A Management Bulletin and Personnel Circular would be issued early in 2010 advising employees and managers of the new Policy.

**The Forum decided:** that the Mediation Policy be endorsed and referred to the Corporate Resources Committee for consideration.

#### **5 Redeployment Procedure**

A report dated 27 November 2009 by the Executive Director (Corporate Resources) was submitted on the changes to the Council's Redeployment Procedure.

The Redeployment Procedure replaced both the Workplace Transfer and Redeployment Schemes and aimed to ensure that a fair and consistent approach was adopted in the management of redeployment.

Employees no longer required to complete a skills profile but would complete an online application which would make the recruitment and selection process more robust. Details of the procedure and the 4 categories for redeployment were summarised in the report.

**The Forum decided:** that the revised Redeployment Procedure be noted.

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## **6 Urgent Business**

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There were no items of urgent business.