

## **EMPLOYEE ISSUES FORUM**

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 31 October 2017

**Chair:**

Councillor Isobel Dorman

**Councillors Present:**

Graeme Campbell, Maureen Chalmers (substitute for Councillor Horne), Lynsey Hamilton, Joe Lowe, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

**Councillors' Apologies:**

Graeme Horne, Monique McAdams

**Attending:**

**Finance and Corporate Resources**

E McPake, HR Business Partner; K McVeigh, Head of Personnel Services; S McLeod, Administration Officer

**Community and Enterprise Resources**

J Richmond, Carbon Management Officer

**Also Attending:**

A Murphy, Union of Construction, Allied Trades and Technicians (UCATT)

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### **1 Declaration of Interests**

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No interests were declared.

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### **2 Minutes of Previous Meeting**

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The minutes of the meeting of the Employee Issues Forum held on 22 August 2017 were submitted for approval as a correct record.

**The Forum decided:** that the minutes be approved as a correct record.

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### **3 Council-wide Workforce Monitoring - July and August 2017**

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A report dated 10 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July and August 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

Following discussion regarding the issue of sexual harassment in the workplace, the Head of Personnel Services advised that procedures and supports were in place for employees who were victims of harassment. She added that work was currently being carried out in terms of how to raise awareness amongst employees in relation to what was and was not acceptable behaviour, and that a report in relation to this would be presented to a future meeting of the Forum.

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

*[Reference: Minutes of 22 August 2017 (Paragraph 4)]*

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#### **4 Community and Enterprise Resources - Workforce Monitoring - July and August 2017**

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A joint report dated 10 October 2017 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period July and August 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 22 May 2016 (Paragraph 5)]*

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#### **5 Carbon Management Update**

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A report dated 10 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the final carbon management position for 2016/2017.

Following the signing of the Scottish Climate Change Declaration in 2006, the Council's first Carbon Management Plan (CMP) was published in July 2008 and formed part of the Council's overall Sustainable Development and Climate Change Strategy. This Strategy was currently being refreshed and was due for publication at the end of 2017.

Changes in the Council's carbon footprint between 2005/2006 and 2016/2017 were detailed and highlighted the key role that employees had played in the Council's success.

A further report would be submitted to the Executive Committee on 6 November 2017 providing an annual update and seeking an increase in the Council's carbon reduction target to realign the Council's targets with updated national targets.

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

*[Reference: Minutes of 22 August 2017 (Paragraph 4)]*

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## **6 Urgent Business**

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There were no items of urgent business.