

To: JOINT CONSULTATIVE COMMITTEES		Subject: EMPLOYEE COUNSELLING
From: HEAD OF PERSONNEL SERVICES		
Date: 21 June 1996	Ref: AB/IO	

### PURPOSE OF REPORT

This report is intended to advise the Joint Consultative Committees of the arrangements agreed between the Council and the Employee Counselling Service, the Scottish charity which provides support for employees experiencing personal problems.

The Council agreed to affiliate to the service on a subscription basis and this has been previously intimated to the trade unions.

### DETAIL

The main operational arrangements have now been made and Council departments have been appraised of the service.

The referral arrangements are in 3 parts:-

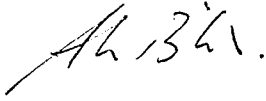
- (1) **SELF REFERRAL** - where the employee approaches the Employee Counselling Service direct, attends in their own time and no contact is made with the employer.
- (2) **VOLUNTARY REFERRAL** - where the employee is encouraged to attend on a voluntary basis; time off to attend is provided during working hours and general progress reports given to the employer.
- (3) **DISCIPLINARY REFERRAL** - where the employee has been involved in a disciplinary problem and accepted or it is suspected that personal problems have been a contributory factor. Where necessary the employee attends during working hours with progress reports provided to the employer. The employee undertakes to work with a counsellor and the employer may review the disciplinary circumstances over the course of counselling.

The element of confidentiality is important, as is co-ordination of the process and to assist the confidentiality link between departments, the employee and the service, a Principal Personnel Officer, Mrs. K. Cowan, has been designated Liaison Officer.

Employee Counselling Service is based at Oswald Chambers, 5 Oswald Street, Glasgow, Tel: 0141 204 3391 and Ms. Cowan, Principal Personnel Officer at Motherwell (01698) 302147.

**RECOMMENDATION**

*That the Committee note the establishment of the service and the Council's Liaison Officer, as contact point.*

A handwritten signature in black ink, appearing to read 'A. B. L.', written in a cursive style.

**Head of Personnel Services**