

## LEGAL AND DEMOCRATIC SERVICES

### COMMITTEE DECISION SHEET

#### STAFF GOVERNANCE COMMITTEE - FRIDAY, 4 MAY 2018

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1.1	<u>Determination of Urgent Business</u>	There was no urgent business.	N/A	
2.1	<u>Determination of Exempt Business</u>	There were no items of exempt business.	N/A	
3.1	<u>Declarations of Interest</u>	The following declarations were intimated at this stage: (i) The Convener and Councillor Macdonald declared an interest in all items on the agenda by virtue of their membership of Unite the Union but neither felt it necessary to leave during consideration of any items of business; and (ii) Councillor Yuill declared an interest in all items on the agenda by virtue of his membership of Unison but did not consider it necessary to leave during consideration of any items of business.	N/A	
4.1	<u>Requests for Deputation</u>	There were no requests for deputation.	N/A	

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5.1	<b><u>Minute of Previous Meeting</u></b>	There was no minute presented.	N/A	
6.1	<b><u>Committee Business Planner</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>(i) to note that the Occupational Health Annual report had been deferred to the Committee's meeting on 29 June 2018;</p> <p>(ii) To agree that the Occupational Health Contract report be removed from the planner as this would now be reported as part of the workplan to the Strategic Commissioning Committee; and</p> <p>(iii) to note that the committee business planner would continue to be populated throughout the year to reflect the business of the committee and to otherwise note the content of the business planner.</p>	Resources/ Committee Services	S Whyte/ S Dunsmuir
7.1	<b><u>Notices of Motion</u></b>	There were no notices of motion.	N/A	
8.1	<b><u>Referrals from Council, Committees and Sub Committees</u></b>	There were no items under this heading.	N/A	
9.1	<b><u>Trade Union Consultation Protocol - RES/18/009</u></b>	<p><b><u>The Committee resolved:</u></b></p> <p>to instruct the interim Chief Officer – People and Organisation to re-communicate the existing Trade Union Consultation Protocol to Council managers (and the recognised trades unions) and request that this was applied in respect of consultations with the unions going forward, (which would include attaching trade union consultation responses to Committee reports at the request of the unions).</p>	People and Organisation	M Spalding/K Tennant
10.1	<b><u>Staff Governance Standards</u></b>	There were no items under this heading.	N/A	
11.1	<b><u>Workforce Strategy</u></b>	There were no items under this heading.	N/A	

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12.1	<b><u>Revised Equal Pay Policy - RES/18/013</u></b>	<b><u>The Committee resolved:</u></b> (i) to approve the revised Equal Pay policy; and (ii) to request that following the equal pay audit report having been considered by the Audit, Risk and Scrutiny Committee that a copy of the report be submitted to a meeting of this Committee for information.	People and Organisation	M Spalding/K Tennant
12.2	<b><u>Review of the Managing Substance Misuse Policy - RES/18/012</u></b>	<b><u>The Committee resolved:</u></b> to defer consideration of the revised Managing Substance Misuse policy to the next meeting of the Committee on 29 June 2018 to enable further consultation with the Trades Unions on the policy to be held.	People and Organisation	M Spalding/K Tennant
13.1	<b><u>Sickness Absence Update - RES/18/014</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the sickness rates over the past 6 months; (ii) to endorse the approaches for reducing sickness absence across the Council; and (iii) to note that the content of the report would develop to reflect the Council's new operating model with sickness absence figures to be presented by Chief Officer and also that relevant benchmarking figures would be reflected in the report.	People and Organisation	M Spalding/N Yacamini
13.2	<b><u>Employee Assistance Scheme Quarterly Report - GOV/18/013</u></b>	<b><u>The Committee resolved:</u></b> (i) to note the contents of the report; (ii) to instruct the Director of Resources to request evidence from Functions on the actions taken to support individuals and address trends (usage	Governance	F Bell/M Agnew

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		<p>and root causes) as detailed in the report; and</p> <p>(iii) to instruct the Chief Officer – Governance to notify all Councillors of the Time for Talking Service which was available for all Councillors.</p>		
13.3	<b><u>Employee Assistance Scheme Annual Report - GOV/18/008</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to note the contents of the report; and</p> <p>(ii) to instruct the Director of Resources to request evidence from Functions on the actions taken to support individuals and address trends (usage and root causes) as detailed in the report.</p>	Governance	F Bell/M Agnew
14.1	<b><u>Establishing and Promoting Values for the Organisation</u></b>	There were no reports under this heading.	N/A	
15.1	<b><u>Appeals Sub Committee Procedure - GOV/18/006</u></b>	<p><b>The Committee resolved:</b></p> <p>(i) to approve the Appeals Sub Committee procedure appended to this Report as Appendix 1, subject to the addition of wording to explain the appellant’s statutory right to be accompanied;</p> <p>(ii) to agree that all appeals to the Appeals Sub Committee intimated after 4 May 2018 would be processed in accordance with this Appeals Sub Committee procedure; and</p> <p>(iii) to instruct the interim Chief Officer – People and Organisation to notify management and the Trade Unions of the procedure.</p>	Governance People and Organisation	F Bell/E Falconer M Spalding

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16.1	<b><u>Exempt/Confidential Business</u></b>	There were no items under this heading.		

If you require any further information about this decision sheet, please contact Stephanie Dunsmuir, tel 01224 522503 or email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)