

GOVERNANCE

COMMITTEE DECISION SHEET

STAFF GOVERNANCE COMMITTEE - MONDAY, 3 SEPTEMBER 2018

	Item Title	Committee Decision	Services Required to take action	Officer to Action
1.	<u>Declarations of Interest</u>	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.	N/A	
2.	<u>Minute of Previous Meeting</u>	The Committee resolved:- to approve the minute as a correct record.	N/A	
3.	<u>Committee Business Planner</u>	The Committee resolved:- (i) in respect of the Annual Function Health and Safety reports, to agree to remove the items from the planner, noting that proposals would be developed over the coming months in consultation with Trade Unions with reports being presented to Committee in due course; (ii) in respect of the Supporting Attendance and Wellbeing Policy, to note that the policy would now be reported to Committee in November to allow for sufficient time to consult with Trade Unions; and (iii) to otherwise note the planner.	Governance	S Dunsmuir
4.	<u>Violence Against Women - Trade Union Request</u>	The Committee resolved:- (i) to note the request from Unison for the Council to explore the merit of producing an employment policy dealing with the effects of violence against women; and (ii) to instruct the Interim Chief Officer – People	People and Organisation	M Spalding / K Tennant

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		and Organisation to consider the request, and report back to the Staff Governance Committee by March 2019 on whether such a policy is required; and if so, produce a draft document for consideration.		
5.	<u>Retention of IIP Gold Accreditation - People and Organisation</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to congratulate the staff in People and Organisation on the retention of the accreditation;</p> <p>(ii) to note the retention of Investors in People Gold accreditation in People and Organisation; and</p> <p>(iii) to instruct the Interim Chief Officer – People and Organisation to proceed to assess the content of the feedback report from Investors in People and continue the process of action planning for further improvements.</p>	People and Organisation	M Spalding / K Tennant
6.	<u>Corporate Health and Safety Policy</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to request that officers amend the structure chart at 3.11 (page 47) of the report to clarify the reporting arrangements for the Corporate Health and Safety Lead, the Health and Safety Representatives and the Employees;</p> <p>(ii) to approve the proposed Corporate Health and Safety Policy; and</p> <p>(iii) to agree that compliance be monitored via health and safety performance reports to Committee.</p>	Governance	M Agnew / C Leaver
7.	<u>Corporate Health and Safety Improvement Plan</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to endorse the proposed principles for the organisation's Corporate Health and Safety Improvement Plan.</p>	Governance	M Agnew / C Leaver

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8.	<u>Corporate Health and Safety Quarterly Report - April - June 2018</u>	<p><u>The Committee resolved:-</u></p> <p>(i) in respect of the discussion around lone working and risk assessments, to note that the Corporate Management Team were currently reviewing training across the Council, including consideration of which training should be mandatory, and proposals would be taken to a future meeting with Trade Unions to discuss further;</p> <p>(ii) also in respect of the discussion around training, to note that the Council's new Human Capital Management System would hold data on training undertaken and would send out alerts where mandatory training had not been completed;</p> <p>(iii) in respect of the 77 incidents which were as a result of physical assault of an employee by a service user (section 3.6, page 64 of the report), to request that officers provide information to Members and Trade Union Advisers on how many of the 77 incidents had not been investigated;</p> <p>(iv) in respect of the Near Miss information at 3.24 in the report (page 66), to request that officers clarify whether the figures in the table had been double-counted; and</p> <p>(v) to otherwise note the report.</p>	<p>N/A</p> <p>N/A</p> <p>Governance</p> <p>Governance</p>	<p>N/A</p> <p>N/A</p> <p>C Leaver</p> <p>M Agnew / C Leaver</p>
9.	<u>Employee Assistance Service Quarterly Report - April - June 2018</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to request that officers periodically raise awareness about the Employee Assistance Service;</p> <p>(ii) to agree that future reports on the Employee Assistance Service would be provided every six months, to ensure that staff could not be</p>	<p>People and Organisation</p> <p>People and Organisation</p>	<p>M Spalding</p> <p>M Spalding / N Yacamini</p>

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		identified by low numbers included in the reports; and (iii) to otherwise note the report.		
10.	<u>OHP Quarterly report: April - June 2018</u>	<u>The Committee resolved:-</u> (i) to note the report.	Governance	M Agnew / C Leaver

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, tel 01224 522503 or email sdunsmuir@aberdeencity.gov.uk