

## GOVERNANCE

### COMMITTEE DECISION SHEET

#### STAFF GOVERNANCE COMMITTEE - THURSDAY, 1 NOVEMBER 2018

	Item Title	Committee Decision	Function Required to take action	Officer to Action
1	<u>Determination of Urgent Business</u>	There were no items of urgent business.	N/A	N/A
2	<u>Determination of Exempt Business</u>	There were no items of exempt business.	N/A	N/A
3	<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	N/A
5	<u>Minute of Previous Meeting of 3 September 2018</u>	<b><u>The Committee resolved:-</u></b> to approve the minute as a correct record.	N/A	N/A
6	<u>Committee Business Planner</u>	<b><u>The Committee resolved:-</u></b> (a) to note that a service update had been provided in relation to item 9 on the planner (Recruitment and Retention of Lorry Drivers), but in light of the comments made at the meeting about evaluation of the grading of posts and the continued difficulty with recruitment, to instruct officers to take the comments into consideration and revisit the matter, with a follow up report to Staff Governance Committee in January 2019, to include figures in respect of the non-financial	Operations & Protective Services	M Reilly / P Walker

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		<p>benefits to working for Aberdeen City Council if this could be quantified; and</p> <p>(b) to otherwise note the updates contained in the planner.</p>		
12	<b><u>Supporting Attendance and Wellbeing Policy</u></b>	<p><b><u>The Committee resolved:-</u></b> to approve the Supporting Attendance and Maximising Wellbeing Policy to replace the existing Maximising Attendance Policy, to take effect from 1 January 2019 to allow for necessary training and other administrative arrangements to be completed.</p>	Organisational Development	K Tennant
12	<b><u>Staff Travel Policy</u></b>	<p><b><u>The Committee resolved:-</u></b> to defer the report to the January meeting of the Committee to allow for consultation with Trade Unions.</p>	Finance  Governance	J Belford / C Smith  M Masson (for CG&R planner)
13	<b><u>Corporate Health and Safety - July to September 2018</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(a) to note the update provided by officers in respect of the recent fire drill at the Town House, and to request that officers run another fire drill once all necessary checks had been undertaken to ensure that any issues had been rectified;</p> <p>(b) in respect of section 3.4 in the report (incidents across all Functions), to note that officers would provide information outwith the meeting to clarify the figures in this section;</p> <p>(c) in respect of section 3.9 in the report (HSE reportable incidents), to request that a report be submitted upon conclusion of the Health and Safety Executive investigation, to identify any areas of good practice raised and to include reference to any lessons learned from previous incidents;</p>	Governance / Operations & Protective Services  Governance  Governance / Operations & Protective Services	C Leaver / A Campbell  C Leaver  C Leaver / M Reilly

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		<p>(d) in respect of section 3.37 in the report (Mental Health), to note that officers would provide clarification outwith the meeting in respect of the percentage of employees by headcount who were absent for mental health issues and any variance in headcount; and</p> <p>(e) to otherwise note the report.</p>	Governance / People and Organisation	C Leaver to discuss with P&O colleagues
13	<b><u>Introduction of a "Shared Cost Additional Voluntary Contribution (SCAVC)" Pension Arrangement</u></b>	<p><b><u>The Committee resolved:-</u></b> to approve the conversion of the existing Additional Voluntary Contributions scheme into a Shared Cost Additional Voluntary Contribution pension arrangement.</p>	People and Organisation	N Yacamini

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