

**GOVERNANCE
COMMITTEE DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - THURSDAY, 31 JANUARY 2019

	Item Title	Committee Decision	Function Required to take action	Officer to Action
1	<u>Determination of Exempt Business</u>	<u>The Committee resolved:-</u> to take item 11.1 with the press and public excluded.	N/A	N/A
2	<u>Declarations of Interest</u>	<u>The Committee resolved:-</u> There were no declarations of interest.	N/A	N/A
3	<u>Minute of Previous Meeting</u>	<u>The Committee resolved:-</u> to approve the minute as a correct record.	Governance	S Dunsmuir
4	<u>Committee Business Planner</u>	<u>The Committee resolved:-</u> to note the updates provided.	Governance	S Dunsmuir
5	<u>Policy on Use of Call Recording - CUS/19/104</u>	<u>The Committee resolved:-</u> (i) to note that there was a small typing error at section 3.1.1 of the policy and the last sentence should read, "We do not record payment information from customers in order to be PCI-DSS compliant."; and (ii) to approve the policy, subject to the addition of wording at 2.2.5 which would highlight that it should be read in conjunction with the Managing Discipline Policy in terms of the ability of Trade Union representatives to have access to call recordings where they	Customer Customer / Governance	A Ryland A Ryland / G Milne / C Donald

	Item Title	Committee Decision	Function Required to take action	Officer to Action
		were used for the purpose of disciplinary action, and to request that officers prepare suitable wording for the Call Recording Policy to reflect this.		
6	<u>Staff Travel Policy - RES/18/150</u>	The Committee resolved:- to note the policy which was to be submitted to the City Growth and Resources Committee on 7 February 2019 for approval.	Finance Governance	C Smith M Masson (for info)
7	<u>Cluster Risk Registers - People and Organisation - RES/19/165</u>	The Committee resolved:- to note the cluster risk register and the actions identified to control the risks contained therein.	Organisational Development	I Newcombe
8	<u>Employee Mental Health Action Plan - RES/19/160</u>	The Committee resolved:- (i) to note the suggestion from the Trade Union Advisers that the action plan be taken forward as a joint employer / Trade Union initiative; (ii) to note the relevant data contained in the report in relation to employee mental health trends; (iii) to authorise the Chief Officer – Organisational Development to proceed to implement the attached areas for action shown at Appendix 1 of the report, designed to address and improve employee mental health; (iv) to note that officers would continue to review the data used for reporting to ensure that a holistic approach was taken, noting that psychological illness could also be having an effect on absences for physical illness; and (v) to note that progress on the implementation of the actions would be	Organisational Development Governance	K Tennant / M Agnew / I Newcombe S Dunsmuir – for planner

	Item Title	Committee Decision	Function Required to take action	Officer to Action
		reported to Committee in approximately a year's time.		
9	<u>Sickness Absence Update - RES/19/051</u>	<p><u>The Committee resolved:-</u></p> <p>(i) in respect of the discussion around absence, particularly in Operations, to request that officers investigate whether the data included on the average days absent per employee could be broken down further and ideally by cluster in future reports, in order to be able to identify particular areas where there might be greater levels of absence;</p> <p>(ii) to note the sickness rates over the past six months; and</p> <p>(iii) to endorse the approaches for reducing sickness absence across the Council.</p>	Organisational Development	D Forman / I Newcombe
10	<u>Occupational Health Quarterly Report - GOV/18/067</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the contents of the report;</p> <p>(ii) to instruct the Chief Officer – Organisational Development to review evidence from Functions on the actions taken to support individuals in attending Occupational Health appointments; and</p> <p>(iii) to instruct the Chief Officer – Organisational Development to monitor reasons for the use of Occupational Health services and to develop and propose improvement actions where appropriate.</p>	Organisational Development	D Forman / I Newcombe
11	<u>Employee Assistance Service - July - September 2018 - RES/19/052</u>	<p><u>The Committee resolved:-</u></p> <p>(i) to note the content of the report;</p> <p>(ii) in respect of the discussion around absence, particularly in Operations, to request that officers investigate whether</p>	Organisational Development	R Walker / I Newcombe

	Item Title	Committee Decision	Function Required to take action	Officer to Action
		<p>the data included on the average days absent per employee could be broken down further and ideally by cluster in future reports, in order to be able to identify particular areas where there might be greater levels of absence;</p> <p>(iii) 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; and</p> <p>(iv) to agree that future reports on sickness absence, the occupational health service and the employee assistance scheme be amalgamated into one committee report, to include comparator data and to be presented on a six-monthly basis.</p>		
12	<p><u>Bridge of Don Academy Asbestos Incident - RES/19/162</u></p>	<p>The Committee resolved:-</p> <p>(i) to note the report;</p> <p>(ii) to request that officers verify that Toolbox Talks were being held with Head Teachers prior to any contractor commencing work in schools; and</p> <p>(iii) to instruct officers to provide a follow-up report to Committee on 18 March 2019 with assurance on progress made in respect of the action plan and review of processes currently being undertaken, and an update following the further meeting with the Health and Safety Executive to be held in February.</p>	<p>Capital</p> <p>Corporate Landlord / Governance</p>	<p>J Wilson</p> <p>S Booth / C Leaver</p> <p>S Dunsmuir – for planner</p>

	Item Title	Committee Decision	Function Required to take action	Officer to Action
13	<u>Bridge of Don Academy - Exempt Appendix</u>	<u>The Committee resolved:-</u> to note the exempt appendix.		

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