

**GOVERNANCE
COMMITTEE DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - MONDAY, 18 MARCH 2019

	Item Title	Committee Decision	Functions Required to take action	Officer to Action
1	<u>Declarations of Interest</u>	There were no declarations of interest.	N/A	N/A
2	<u>Minute of Previous Meeting of 31 January 2019</u>	<u>The Committee resolved:-</u> to approve the minute as a correct record.	Governance	S Dunsmuir
3	<u>Committee Business Planner</u>	<u>The Committee resolved:-</u> (i) in respect of item 8 (Violence in the Workplace Policy), to note that there was general interest in a safe leave policy for staff which would offer employees time off to access help and support without it affecting their finances or using annual leave, and to request that officers investigate this as part of the work being undertaken on the Policy and include it in the report back to Committee later in the year; (ii) to note that the committee papers had been issued prior to any decisions taken at the Council Budget meeting and that the planner would therefore be updated to reflect any reports requested at that meeting; and (iii) to otherwise note the updates provided.	People and Organisation People and Organisation / Governance	K Tennant / I Newcombe I Newcombe / S Dunsmuir
4	<u>Recruitment and Retention - LGV Drivers and Roads Infrastructure - OPE/19/206</u>	<u>The Committee resolved:-</u> (i) to note that both the Waste and Recycling Service and the Roads and Flood functions were statutory and therefore could not run	Operations and Protective Services	P McPherson / A Robertson

	Item Title	Committee Decision	Services Required to take action	Officer to Action
		<p>below minimum staffing levels, and to request that officers clarify to Councillor Delaney outwith the meeting whether there had been any occasions where the staffing levels for these two functions had dropped below minimum levels;</p> <p>(ii) to acknowledge the best efforts of officers to fill vacancies in respect of both LGV drivers and Roads service personnel;</p> <p>(iii) to accept that there was no single or easy solution to resolve these ongoing recruitment challenges; and</p> <p>(iv) to instruct the Chief Officer – Operations and Protective Services in conjunction with the Chief Officer – Organisational Development and Chief Officer - Finance to bring a report to the December meeting of the Staff Governance Committee detailing the full cost of covering these services over a 12 month period, looking at agency costs, advertising costs, travel and any other applicable costs. The purpose of this report being to evaluate such costs against possible incentives which may assist in the recruitment and retention of staff to these posts. The recommendations arising from this report should consider a possible incentive scheme which incorporates a retention element and saves the Council money in the long term, to the benefit of both the Council and its employees, and provide savings options required to fund such initiatives, highlighting any necessary referrals to the budget process.</p>	<p>Operations and Protective Services / People and Organisation / Finance</p> <p>Governance</p>	<p>M Reilly / I Newcombe / J Belford</p> <p>P McPherson / A Robertson</p> <p>S Dunsmuir – for business planner</p>

	Item Title	Committee Decision	Services Required to take action	Officer to Action
5	<u>HSE visit update: Bridge of Don Academy Asbestos Incident - GOV/19/211</u>	<u>The Committee resolved:-</u> (i) to note the content of the report; and (ii) to instruct the Chief Officer – Corporate Landlord to (a) provide a service update on the actions taken, and implemented, since this incident and further to the action plan reported to this Committee in January 2019; and (b) to report back to Committee in June 2019 on actions taken to ensure the safety, in so far as is reasonably practicable, of all Council personnel, contractors and members of the public when work involving asbestos is carried out on any Council property.	Corporate Landlord Governance	S Booth S Dunsmuir – for planner
6	<u>Corporate Health and Safety Quarterly Report - October to December 2018 - GOV/19/210</u>	<u>The Committee resolved:-</u> (i) in respect of the figures reported on near miss information (October to December 2018), particularly in Operations, to request that officers investigate whether the data could be broken down further and ideally by cluster in future reports, in order to be able to identify particular areas of concern; and (ii) to otherwise note the report.	Governance	C Leaver
7	<u>Update on Behavioural Framework - RES/19/212</u>	<u>The Committee resolved:-</u> (i) to approve the proposed Guiding Principles; (ii) to agree that these built on, and should therefore replace, the organisation’s current core behaviours; and (iii) to approve the proposals to embed the Principles across the organisation.	People and Organisation	D Morrison / Dr M Wyllie I Newcombe

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