

## GOVERNANCE

### COMMITTEE DECISION SHEET

#### STAFF GOVERNANCE COMMITTEE - TUESDAY, 18 JUNE 2019

	Item Title	Committee Decision	Function 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 18 March 2019</u>	<b><u>The Committee resolved:-</u></b> to approve the minute as a correct record.	Governance	S Dunsmuir
3	<u>Committee Business Planner</u>	<b><u>The Committee resolved:-</u></b> (i) in respect of item 5 (Asbestos Incident – Bridge of Don Academy), to note the update from the Chief Officer – Corporate Landlord and to request that a service update be circulated within the next few weeks to provide an update on progress to date; with a full report to Committee at its meeting in October 2019; (ii) to agree that item 10 (Equal Pay Audit) be circulated as a service update after consideration at the Audit, Risk and Scrutiny Committee in June 2019, rather than as a committee report in October as previously agreed; and (iii) to otherwise note the planner.	Corporate Landlord  Organisational Development / Governance	S Booth  N Yacamini / S Dunsmuir
4	<u>Committee Annual Effectiveness Report</u>	<b><u>The Committee resolved:-</u></b> to note the report.	Governance	S Dunsmuir
5	<u>Workforce Development Plan</u>	<b><u>The Committee resolved:-</u></b> (i) to approve the Workforce Plan and the actions contained within it including the revisal of the	Organisational Development	I Newcombe / D Morrison / L

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		<p>Performance Review and Development Scheme (PR&amp;D) including the incorporation of the Capability Framework to take effect in the current PR&amp;D year 2019/20;</p> <p>(ii) to note that the introduction of the Capability Framework to PR&amp;Ds would form a part of the assessment of overall performance of an individual within their role and help to identify strengths as well as capability gaps that need to be addressed;</p> <p>(iii) to note that the Chief Officer (Organisational Development) would work with Trade Union colleagues in updating current PR&amp;D guidance;</p> <p>(iv) to instruct the Chief Officer (Organisational Development) to make those amendments necessary to PR&amp;D and to remove the stipulation that to receive an increment under the Local Salary Progression Scheme you could not be undergoing an absence management process;</p> <p>(v) to note that the capability framework would be used to support internal recruitment and movement of staff;</p> <p>(vi) to instruct the Chief Officer (Organisational Development) to develop a new approach to the internal movement of staff which would aim to mitigate the future continued use of VSER payments and to report back on this approach in October 2019; and</p> <p>(vii) to approve the utilisation of the approved corporate training budget in line with the workforce development plan.</p>	<p>Governance</p>	<p>Strachan / L MacInnes</p> <p>S Dunsmuir (for planner)</p>

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6	<b><u>Employee Assistance Scheme Annual Report</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(i) to note the contents of the report;</p> <p>(ii) to note the number of referrals as a result of stress, and that officers were continuing to monitor this to identify if it was an issue in any specific clusters and if further support was required to staff, and to request that this, and information on any correlation with particular posts that had changed significantly, be included in the six monthly report to be presented to Committee in October 2019;</p> <p>(iii) to request that the six-monthly report to the October meeting of the Committee also contain information in respect of the utilisation of the alternative therapy service located in the Town House; and</p> <p>(iv) 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>	Organisational Development	N Yacamini / R Walker
7	<b><u>Corporate Health and Safety Quarterly Report - January to March 2019</u></b>	<p><b><u>The Committee resolved:-</u></b></p> <p>(i) to request that the figures be broken down further where possible, while noting that if the figure was less than five, that would not be reported to Committee;</p> <p>(ii) in respect of the incident at Beachview Court, to note that an update on this would be included in the asbestos report to Committee in October 2019;</p> <p>(iii) in respect of paragraph 3.5 and the work being carried out in service areas to review policies and procedures and identify training which could assist employees to de-escalate issues quickly, to request that officers report</p>	<p>Governance</p> <p>Corporate Landlord</p> <p>Integrated Children's and Family Services</p>	<p>C Leaver</p> <p>S Booth</p> <p>E Sheppard</p>

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		<p>back to Committee in October 2019 in respect of the work being undertaken in relation to Pupil Support Assistants, to include financial information in respect of any training required;</p> <p>(iv) to note that future reports would provide comparative data; and</p> <p>(v) to otherwise note the report.</p>		

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)