GOVERNANCE COMMITTEE DECISION SHEET

STAFF GOVERNANCE COMMITTEE - TUESDAY, 10 DECEMBER 2019

	Item Title	Committee Decision	Clusters Required to take action	Officer to Action
1	Members are requested to declare any interests	There were no declarations of interest.	N/A	N/A
2	Minute of Previous Meeting of 1 October 2019	The Committee resolved:- to approve the minute as a correct record.	Governance	S Dunsmuir
3	Committee Business Planner	The Committee resolved:- (i) to note the planner.	Governance	S Dunsmuir
4	LGV Driver Retention/Recruitment - OPE/19/454	The Committee resolved:- (i) to note the improvements made in reducing the amount of driver vacancies within the Waste Service and agree that no further action is required at this stage; and (ii) to request that a service update be circulated in six months to provide information on the position at that time with recruitment and retention.	Operations & Protective Services	P McPherson / M Reilly
5	Gender Based Violence Policy - RES/19/420	The Committee resolved:- (i) to note that managers and staff would be notified of the policy via the Leadership Forum and online information, and that officers would work with the Trade Unions to reach those who did not have IT access, including producing posters to promote the policy; and (ii) to approve the Gender Based Violence policy.	People & Organisation	K Tennant / I Newcombe

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6	Corporate Health & Safety Quarterly Update - July to September 2019 - GOV/19/418	The Committee resolved:- (i) to note that officers would investigate the possibility of breaking down the incident information by cluster via the new digitalisation of the figures, and that it was hoped that this would be available for the next report; (ii) to note that officers were currently working to try to reinstate the report which had previously been made available in respect of incidents in individual schools; and (iii) to otherwise note the health, safety and wellbeing policy, performance, trends and improvements.	Governance People & Organisation	C Leaver
7	EAS Scheme / Occupational Health / Sickness Absence Six Monthly report - RES/19/463	The Committee resolved:- (i) in relation to the number of self-referrals to the Time for Talking service (section 4.8 of the report), to note that officers would provide information outwith the meeting to Members and Trade Union Advisers by way of email as to whether the figures related to employees at work or those who were absent from work; (ii) to note the sickness absence figures; (iii) to note the further development of the absence information; (iv) to note the utilisation of the Employee Assistance Programme over the period; and (v) to endorse the approaches supporting employees who were absent from work.	People & 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