

STAFF GOVERNANCE COMMITTEE

ABERDEEN, 27 June 2022. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; Councillor David Cameron, the Lord Provost; Councillor Steve Delaney, the Depute Provost; and Councillors Blake (as substitute for Councillor Boulton), Fairfull, Graham, Macdonald, MacGregor, MacKenzie, McLeod, Mennie and Thomson.

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); Mark Musk and Alison Robertson (UNISON); and Joe Craig and Fiona Sales (UNITE).

The agenda and reports associated with this minute can be viewed [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

1. Councillors Macdonald and Thomson stated for transparency that they were members of UNITE and UNISON respectively, but did not consider that this required to be made as a declaration for each report.

MINUTE OF PREVIOUS MEETING OF 21 FEBRUARY 2022

2. The Committee had before it the minute of its previous meeting of 21 February 2022.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

3. The Committee had before it the planner of committee business as prepared by the Chief Officer – Governance.

The Committee resolved:-

(i) to note that officers would update the planner to include the purpose of the Employer Discretions – Local Government Pension Scheme report in October 2022 as well as the Terms of Reference for that report and the Annual Staff Governance Committee Effectiveness report, and advise Members.

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- (ii) to recirculate the Workforce service update to Members of the Committee for information; and
- (iii) to otherwise note the planner.

CORPORATE HEALTH AND SAFETY QUARTERLY UPDATE - JANUARY TO MARCH 2022 - COM/22/133

4. The Committee had before it a report by the Director of Commissioning which provided a summary of statistical health and safety performance information for the three month reporting period January to March 2022 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

The report recommended:-

that Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

The Committee resolved:-

- (i) to note that officers would include a four year comparison of figures in future reports to allow for comparison with pre-pandemic figures, and would also circulate comparison figures for the last quarter to Members outwith the meeting;
- (ii) to note that officers would ask the Chief Officer – Education to provide information on ongoing work and training given to staff where pupils involved in incidents may not have a social, emotional or mental health need, and would circulate this to Members outwith the meeting; and
- (iii) to otherwise note the report.

NALOXONE PROJECT UPDATE - RES/22/134

5. The Committee had before it a report by the Director of Resources which This provided an update on the roll out of the Increase the Distribution and Administration of Naloxone – Test of Change which was initially reported to Committee in April 2021.

The report recommended:-

that the Committee –

- (a) note the progress made to date with the roll out of the distribution and administration of naloxone; and
- (b) instruct the Chief Officer - People & Organisational Development to ensure that staff continue to be trained and supported in the distribution and administration of Naloxone, thus continuing to increase the availability of naloxone to all those within the city who may benefit from this life saving intervention.

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The Committee resolved:-

- (i) to note that officers would ascertain how long it was recommended before refresher training was undertaken in respect of the administration of Naloxone and advise Members outwith the meeting;
- (ii) to note that training sessions were still being rolled out and that if Elected Members who had not undertaken the training wished to participate, they could contact officers directly;
- (iii) to thank Trade Union colleagues for their support in relation to staff administering Naloxone;
- (iv) to note that data on the difference made by the project would be available in future and could be circulated to Members as required; and
- (v) to approve the recommendations.

CLUSTER RISK REGISTER - PEOPLE AND ORGANISATION - RES/22/135

6. The Committee had before it a report by the Director of Resources which presented the Cluster Risk Registers and Assurance Maps in accordance with Staff Governance Committee Terms of Reference to provide assurance that risks were being managed effectively within each Cluster.

The report recommended:-

that the Committee note the Cluster Risk Register and Assurance Map set out in Appendices A and B.

The Committee resolved:-

to note the report.

APPEALS SUB COMMITTEE - APPOINTMENT OF MEMBERS - COM/22/099

7. The Committee had before it a report by the Director of Commissioning which sought the re-establishment of the Appeals Sub Committee and appointment of Members to same.

The report advised that the Appeals Sub Committee procedure, agreed by the Committee in May 2018, stated that the Sub Committee would comprise five Members drawn from the membership of the Staff Governance Committee. The quorum was three members, and the Clerk would aim to secure one member per Political Group, although it was recognised that this might not always be possible and would be dependent on availability of Members. The Convener of the Sub Committee would be the Convener of the Staff Governance Committee.

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The report recommended:-

that the Committee agree to re-establish the Appeals Sub Committee and appoint all thirteen members of the Staff Governance Committee to the pool of membership for the Sub Committee.

The Committee resolved:-

- (i) to note that training was to be provided for Members of the Appeals Sub Committee and agree that the invitation to the training was extended to Trade Union representatives; and
 - (ii) to approve the recommendation.
- **COUNCILLOR NEIL COPLAND, Convener**