

**GOVERNANCE
COMMITTEE DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - MONDAY, 26 JUNE 2023

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
3.1	<u>Declarations of Interest and Transparency Statements</u>	There were no declarations of interest nor transparency statements made.	N/A	N/A
5.1	<u>Minute of Previous Meeting of 13 March 2023</u>	<u>The Committee resolved:</u> to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	<u>Committee Business Planner</u>	<u>The Committee resolved:</u> (i) to note the reasons outlined in the planner for the delay to items 14 (Equality and Diversity Policy) and 18 (Staff Governance Committee Annual Effectiveness Report); and (ii) to otherwise note the planner.	Governance	S Dunsmuir
9.1	<u>Cluster Risk Register and Assurance Map - CUS/23/185</u>	<u>The Committee resolved:</u> (i) to note that officers had advised that the risk register would be updated depending on the outcome of the UNITE/GMB ballot of school staff; and (ii) to otherwise note the risk register and assurance map.	People and Organisational Development	I Newcombe / K Foley

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
10.1	<u>Aberdeen Scientific Services Lab Move - RES/23/184</u>	<u>The Committee resolved:</u> to note the progress and achievement of Aberdeen Scientific Services Labs' (ASSL) move to James Hutton Institute, the engagement with team members throughout this change and the benefits and opportunities realised for staff through this.	Operations and Protective Services	H Stevenson
11.1	<u>Developing the Young Workforce Apprenticeship / Internship Update - CUS/23/153</u>	<u>The Committee resolved:</u> (i) to note that officers would circulate the gender breakdown of the pupils involved in the ABZ Campus Employability Pathway Programme to Members and Trade Union Advisers outwith the meeting; (ii) to note that the Chief Officer – People and Organisational Development had advised that officers could investigate how Elected Members might be able to become involved with mentoring young people in future; and (iii) to note the progress of the continuing work to develop the young workforce, to do this in line with the Council's Local Outcome Improvement Plan commitments, and to shape the workforce for the future.	People and Organisational Development People and Organisational Development	L Strachan I Newcombe / L Strachan
11.2	<u>Microsoft Dynamics 365- People and Change Journey - CUS/23/182</u>	<u>The Committee resolved:</u> (i) to note that officers could circulate information to Members and Trade Union Advisers outwith the meeting as to how D365 operated, and that the presentation which had been given to other local authorities could be arranged for Members if required;	People and Organisational Development / Digital and Technology	L MacInnes / C Falconer

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<ul style="list-style-type: none"> (ii) to note the change journey and the adoption and change management tools and methods used within that in embedding Dynamics 365; (iii) to note the engagement techniques, including end-user co-design, which had fed into the development of the tool and its roll-out as part of the overall approach to workforce engagement as the Council moves through transformation, and to include these approaches in the implementation of the Workforce Delivery Plan; (iv) to note the meeting of the Council's commitments within that plan, specifically around ensuring the right skills are in place, with the right support and that Empowered people will take effective decisions to meet the needs of our customers and, with the effective use of data and digital, allow limited public resources to be targeted; and (v) note that the innovative use of Dynamics 365 for Social Work had resulted in the project being a finalist at this year's Local Government Chronicle awards. 		
12.1	<u>Policies for People Update - CUS/23/186</u>	<p>The Committee resolved:</p> <ul style="list-style-type: none"> (i) to note that officers were looking into designing refresher training for Investigating Officers, but that meantime, they could retake the online course or book into face to face 	People and Organisational Development	K Foley

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<p>training;</p> <p>(ii) in relation to mediation, to note that officers would circulate information to Members and Trade Union Advisers outwith the meeting in relation to how many meetings had been held in person or online;</p> <p>(iii) to note the data provided regarding the usage and application of the policies;</p> <p>(iv) to instruct the Chief Officer - People and Organisational Development to undertake a deep dive of the data to identify areas, managers and employees who would benefit from additional support and early intervention to prevent escalation of issues;</p> <p>(v) to instruct the Chief Officer - People and Organisational Development to take action to reduce the length of time currently being taken at each stage of the policies as set out in paragraph 3.16 in the report; and</p> <p>(vi) to instruct the Chief Officer - People and Organisational Development to report disciplinary, grievance and dignity and respect at work data to the Staff Governance Committee on an annual basis.</p>	<p>People and Organisational Development</p> <p>People and Organisational Development</p> <p>People and Organisational Development</p> <p>People and Organisational Development</p>	<p>K Foley</p> <p>K Foley</p> <p>I Newcombe / K Foley</p> <p>K Foley</p> <p>S Dunsmuir (for planner)</p>
13.1	<p><u>Corporate Health & Safety Quarterly Update January to March 2023 - COM/23/173</u></p>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would look to break down the Operations incidents data further in future reports;</p> <p>(ii) to note that officers would alter the</p>	<p>Governance</p> <p>Governance</p>	<p>C Leaver</p> <p>C Leaver</p>

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		cover report for future meetings to reflect that reporting near miss incidents also prevented escalation; and (iii) to otherwise note the report.		
13.2	<u>Employee Mental Health Action Plan Annual Progress Update - CUS/23/187</u>	<u>The Committee resolved:</u> (i) to note that officers would invite Trade Union representatives to the training provided to managers; (ii) to approve the Mental Health Action Plan and support the work outlined to address and improve employee mental health and wellbeing; and (iii) to note the proactive actions carried out so far to address and support positive employee mental health; and note the variety of initiatives, activities, training and support made available to employees during the last 12 months.	People and Organisational Development	K Foley
14.1	<u>Equality and Diversity Action Plan - CUS/23/163</u>	<u>The Committee resolved:</u> (i) to note that officers would endeavour to include numbers alongside percentages in future reports to assist in providing clarity; (ii) to note the progress made as part of the Equality, Diversity and Inclusion Action Plan; (iii) to approve the approach to further reviewing the data from the aforementioned Progress Report and placing a focus of equality, diversity and inclusion work on the areas outlined in section 4.3.3 of the report; (iv) to instruct the Chief Officer – People	People and Organisational Development People and	D Buck D Buck

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<p>and Organisational Development to report to Staff Governance Committee on progress to the Equality, Diversity and Inclusion Action Plan on an annual basis which will either be as part of Mainstreaming or Progress Report updates or as an independent report in years where there is not a Mainstreaming or Progress Report;</p> <p>(v) to instruct the Chief Officer - People and Organisational Development to report to Staff Governance Committee in advance of the next Mainstreaming Report being presented to Anti-Poverty and Inequality Committee in March 2025 (dates to be confirmed) with an update on proposed staffing-related content and Outcomes. This will include the annual update on the Equality, Diversity and Inclusion Action Plan; and</p> <p>(vi) to instruct the Chief Officer – People and Organisation Development to report to Staff Governance Committee on any future changes of approach towards the Equality, Diversity and Inclusion Action Plan or any additional equality, diversity and inclusion initiatives and actions that require elected member approval.</p>	<p>Organisational Development</p> <p>People and Organisational Development</p> <p>People and Organisational Development</p>	<p>D Buck</p> <p>S Dunsmuir (for planner when dates available)</p> <p>D Buck</p>

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