

**GOVERNANCE
COMMITTEE DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - MONDAY, 13 NOVEMBER 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.	Governance	S Dunsmuir
5.1	<u>Minute of Previous Meeting of 4 September 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 that officers would try to reflect in the business planner where decisions had been taken at earlier meetings which had an impact on future reports, to ensure greater transparency for those who may not have been involved in the earlier decision; (ii) to otherwise note the planner.	People and Organisational Development / Governance	L MacInnes / S Dunsmuir
9.1	<u>Staff Governance Committee Effectiveness Report - COM/23/338</u>	<u>The Committee resolved:</u> to note the report.	Governance	S Dunsmuir

	Item Title	Committee Decision	Cluster required to take action	Officer to action
10.1	<u>Leadership and Management Development Update - CUS/23/344</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note the continuing progress made on developing leaders and managers and the assurance provided within the report that the programme equipped managers to deal with the challenges ahead; and</p> <p>(ii) to note that a coaching approach to managing and leading was now a core foundation within all the Council's management development programmes.</p>	People and Organisational Development	S Scott
11.1	<u>Whistleblowing Policy and Procedure - CUS/23/250</u>	<p><u>The Committee resolved:</u></p> <p>(i) to request that Chief Officers ensure that their managers cascaded information on the revised policy to all staff; and</p> <p>(ii) to approve the revised policy.</p>	People and Organisational Development	K Foley (R McKean – for info)
11.2	<u>Managing Substance Misuse Policy - CUS/23/349</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would be undertaking work on the accompanying guidance, and that Trade Union colleagues were to be invited to participate in that work;</p> <p>(ii) to approve the revised Managing Substance Misuse Policy; and</p> <p>(iii) to instruct the Interim Chief Officer – People and Organisational Development to ensure that managers had access to the required guidance, training and support to allow them to support employees through the process with confidence.</p>	People and Organisational Development	K Foley (R McKean – for info) K Foley / L MacInnes

	Item Title	Committee Decision	Cluster required to take action	Officer to action
12.1	<u>Corporate Health & Safety Quarterly Update - COM/23/346</u>	<p>The Committee resolved:</p> <p>(i) to note that officers would liaise with Councillor Thomson outwith the meeting in relation to the anecdotal reports she had received about a possible lack of consistency in schools who were reporting incidents;</p> <p>(ii) to request that officers provide a service update to Members and Trade Union Advisers in respect of the work of the Health and Safety sub group, which had been set up to undertake analysis of health and safety data generated by schools, to include the action being taken to address short-term behavioural incidents;</p> <p>(iii) to note that officers had prepared a short training presentation for relevant staff on how to deal with any incidents involving animals, and to request that the presentation also be circulated to Elected Members; and</p> <p>(iv) to note the report.</p>	<p>Governance</p> <p>Governance / Education</p> <p>Governance</p>	<p>C Leaver</p> <p>C Leaver / S Milne</p> <p>C Leaver</p>
12.2	<u>Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report - CUS/23/347</u>	<p>The Committee resolved:</p> <p>(i) to note that officers would include data around Seasonal Affective Disorder (SAD) in the Mental Health and Wellbeing update report which was due to Committee in January;</p> <p>(ii) to note that officers had undertaken to include information on SAD within the toolkits and leaflets available to staff, and would liaise with Vivup to ascertain whether any other support was</p>	<p>People and Organisational Development</p> <p>People and Organisational Development</p>	<p>K Foley</p> <p>K Foley</p>

	Item Title	Committee Decision	Cluster required to take action	Officer to action
		<p>available;</p> <p>(iii) to note that officers had made information available on the intranet in respect of wellbeing in winter, including a podcast on SAD, and that this would be circulated to Members and Trade Union Advisers for information;</p> <p>(iv) to note the potential impact on the mental health of staff who were either being investigated or who had raised matters through the other Policies for People, and that officers would include detail on this in the January Mental Health and Wellbeing update report; and</p> <p>(v) to note that the data included within the report evidenced progress made to date against the specific aims of the Absence Improvement Project as detailed in section 3.4 of the report.</p>	<p>People and Organisational Development</p> <p>People and Organisational Development</p>	<p>S Scott</p> <p>K Foley</p>

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