

**GOVERNANCE
DECISION SHEET**

STAFF GOVERNANCE COMMITTEE - MONDAY, 22 JANUARY 2024

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 |
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| 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 November 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> to note the planner. | Governance | S Dunsmuir |
| 9.1 | <u>Managing Performance Policy - CUS/24/021</u> | <u>The Committee resolved:</u> (i) to approve the updated policy document; (ii) to instruct the Interim Chief Officer – People and Organisational Development to ensure that a full review is undertaken of the process and guidance in consultation with the Trade Unions and managers; and (iii) to instruct the Interim Chief Officer - People and Organisational Development to ensure that the Policy | People and Organisational Development Governance | K Foley R McKean – for information |

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| | | document and all supporting process and guidance documents are easily accessible to all staff and managers and that managers are supported in the fair and consistent application of the policy and process through appropriate training. | | |
| 10.1 | <u>Internal Communications and Employee Engagement - update - CUS/24/023</u> | <u>The Committee resolved:</u> (i) in respect of analysing the performance of current methods of internal communication to staff, to note that officers would report back to Committee on activity data from staff accessing Sharepoint and Open Forum, taking into consideration the recent public consultations which had also been promoted to staff; and (ii) to note the continuing progress made on our approach to internal communications and employee engagement to support all employees through organisational change. | People and Organisational Development Governance | L MacInnes / S Scott S Dunsmuir – for planner |
| 10.2 | <u>Mental Health and Wellbeing Update - CUS/24/022</u> | <u>The Committee resolved:</u> (i) to note that officers had undertaken to review the graph axis in future reports to ensure that the data was clear; (ii) to note that officers had undertaken to provide a gender breakdown of the data to Members outwith the meeting; (iii) to note that officers would liaise with Ms Thorpe outwith the meeting about the Education Support charity highlighted; (iv) to note that the outcomes of the | People and Organisational Development | K Foley K Foley K Foley |

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| | | <p>Spring 2024 Wellbeing Pulse Check in relation to sustainability would be reviewed as part of the Staff Travel Plan report which was due to a future meeting of the appropriate Committee;</p> <p>(v) to note the data from the Employee Wellbeing Pulse Check and the support and initiatives currently available to staff;</p> <p>(vi) to instruct the Interim Chief Officer – People and Organisational Development to ensure that the Wellbeing Pulse Check was repeated in the Spring of 2024 to allow the impact of interventions to be assessed; and</p> <p>(vii) to note that a recommendation would be taken to the Extended Corporate Management Team (ECMT) on whether the Council should explore utilising the services of Salary Finance as an additional support for employees.</p> | | <p>S Scott</p> <p>K Foley</p> |

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