

GOVERNANCE

DECISION SHEET

STAFF GOVERNANCE COMMITTEE - MONDAY, 22 APRIL 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
3.1	<u>Declarations of Interest and Transparency Statements</u>	Not recorded in the decision sheet	Governance	S Dunsmuir
5.1	<u>Minute of Previous Meeting of 22 January 2024 - for approval</u>	The Committee resolved: to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	<u>Committee Business Planner</u>	The Committee resolved: (i) to note that at this time there was no report due on the business planner in relation to the 35 hour week, however officers would bring forward reports as required if there were to be any changes to terms and conditions; and (ii) to otherwise note the business planner.	Governance	S Dunsmuir
9.1	<u>Workforce Deep Dive – Approach to Workforce Capacity and Hard to Fill Roles - CORS/24/107</u>	The Committee resolved: (i) to note that officers would include information in relation to measures of success with apprenticeships and some detail about what was available	People and Citizen Services	L Strachan

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<p>for all ages across the workforce, in the annual update on Developing the Young Workforce / Apprenticeship / Internship Update which was due to Committee at the next meeting;</p> <p>(ii) to note that officers could circulate information to Members on the disability working group (which formed part of the Equalities Working Groups headed up by People and Citizen Services) and the work being undertaken with third sector partner organisations in relation to opportunities for disabled people;</p> <p>(iii) to note that officers would take on board the request that information be included in future reports on the work being undertaken in respect of disabled people having apprenticeship opportunities; and</p> <p>(iv) to note the actions contained in the report being taken to address workforce capacity challenges, including in respect of 'hard to fill' roles.</p>	<p>People and Citizen Services</p> <p>People and Citizen Services</p>	<p>L MacInnes / S Scott</p> <p>L Strachan</p>
10.1	<u>Equality, Diversity and Inclusion Policy - CORS/24/102</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would ensure that future iterations of the policy and accompanying guidance were clear in terms of demonstrating employee voice in the documents;</p> <p>(ii) to note that officers had undertaken to review the Supporting Procedures and Documentation at section 4 of the Policy to ensure that all relevant links</p>	<p>People and Citizen Services</p> <p>People and Citizen Services</p>	<p>S Scott</p> <p>S Scott</p>

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<p>were included and up to date;</p> <p>(iii) to approve the implementation of the refreshed Equality, Diversity and Inclusion Policy;</p> <p>(iv) to instruct the Interim Chief Officer - People and Citizen Services to ensure that the Policy document and all supporting process and guidance documents were easily accessible to all staff and managers and that managers were supported in the fair and consistent application of the policy and process through appropriate training;</p> <p>(v) to instruct the Interim Chief Officer - People and Citizen Services to publish the revised Equality, Diversity and Inclusion Policy on the Council's external website;</p> <p>(vi) to instruct the Interim Chief Officer - People and Citizen Services to update the mandatory Equality, Diversity and Inclusion training for employees to reflect the newly updated policy and guidance; and</p> <p>(vii) to agree that a service update be issued to all Members on the Policy for information.</p>	<p>People and Citizen Services</p> <p>People and Citizen Services</p> <p>People and Citizen Services</p> <p>People and Citizen Services / Governance</p>	<p>S Scott</p> <p>S Scott</p> <p>S Scott</p> <p>S Scott / L MacInnes</p>
11.1	<u>Zero Tolerance Update and Action Plan - CORS/24/111</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would consider the feedback provided at the meeting in respect of the use of the word 'customer' on the posters and whether that might need to be altered depending on the Council</p>	People and Citizen Services	S Scott / L McKenzie

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		<p>establishment;</p> <p>(ii) to note the content of the report and the progress made to date, including staff development and the overall action plan developed;</p> <p>(iii) to note the discrete activity being progressed by the Education Service in collaboration with Trade Unions to formulate an Action Plan to be presented at Education and Children's Services Committee in April 2024;</p> <p>(iv) to instruct the Interim Chief Officer – People and Citizen Services to combine the three closely linked policies, procedures and approaches relating to Zero Tolerance, Violence and Aggression, and Unacceptable Actions into a single policy; with the exception of pupil behaviour in schools as this was governed by national policy and guidance; and report back to Committee for approval of the final policy; and</p> <p>(v) to approve the described approach in forming a pledge to encompass the spirit of mutual respect.</p>	<p>People and Citizen Services</p> <p>Governance</p>	<p>L MacInnes / S Scott</p> <p>S Dunsmuir – for planner</p>
11.2	<p><u>EAS Annual Progress Update Occupational Health and Absence Annual Update January 2023 – December 2023 - CORS/24/114</u></p>	<p><u>The Committee resolved:</u></p> <p>(i) to note the progress made in relation to the Attendance Improvement Project; the continuing drive to raise awareness of frontline staff support initiatives; and re-introduction of the Workplace Therapist Service; and</p> <p>(ii) to otherwise note the report.</p>	<p>People and Citizen Services</p>	<p>S Robb</p>

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
11.3	<u>Corporate Health and Safety – October– December 2023 - CORS/24/110</u>	<u>The Committee resolved:</u> to note the report.	Governance	C Leaver

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