## **GOVERNANCE**

## **DECISION SHEET**

## STAFF GOVERNANCE COMMITTEE - MONDAY, 9 SEPTEMBER 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	Declarations of Interest and Transparency Statements	The Committee resolved: to note the transparency statements made by Councillor Clark as a member of UNITE and Councillors Bonsell and Thomson as members of UNISON.	Governance	S Dunsmuir
5.1	Minute of Previous Meeting of 24 June 2024	The Committee resolved: to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	Committee Business Planner	The Committee resolved:  (i) in relation to item 9 (Supporting Attendance and Wellbeing Policy), to note that officers had advised that work was ongoing in relation to improving the approach to managing absence, and therefore an update report would be provided to Committee in November, with the Policy to be presented to a meeting in 2025 for approval;  (ii) to agree to remove items 12 (Managing Substance Misuse Policy)	Services Governance	I Newcombe  S Dunsmuir for planner R McKean for info  S Dunsmuir for planner

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		and 13 (Corporate Health and Safety Policy) from the November planner, as there were no amendments to be made to either Policy which would require Committee approval; and (iii) to otherwise note the planner.		R McKean for info
9.1	Corporate Health & Safety Quarterly Update - April to July 2024 - CORS/24/262	The Committee resolved:  (i) in relation to the chart on page 39 of the agenda (reported incidents from 2021/22 to 2024/25) to request that in future reports, officers include a breakdown of figures showing comparable performance by quarter in previous years, rather than by year;  (ii) in relation to section 3.5.5 of the report, and the wording "The choice"		C Leaver
		on recording of every incident should be done following a consultation between the line manager and the affected member of staff", to note that there could be further discussion between officers and Trade Union representatives on this wording at their regular meeting, however to note the potential compromise suggested at the Committee meeting of "The choice on where to report the incident"; and		
9.2	Internal Communications and Employee Engagement Platforms – analysis - CORS/24/261	The Committee resolved: to note the performance of internal communications and employee engagement.	People & Citizen Services	S Scott / P Fullerton

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9.3	Policies for People Update - CORS/24/259	The Committee resolved:  (i) to note the updated data provided regarding the usage and application of the policies; and  (ii) to note the improvement actions planned to improve progress on timescales for employee relations casework across the organisation within a joint action plan.	I	S Robb

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