GOVERNANCE

DECISION SHEET

STAFF GOVERNANCE COMMITTEE - MONDAY, 27 JANUARY 2025

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
5.1	Minute of Previous Meeting of 18 November 2024	The Committee resolved: to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	Committee Business Planner	The Committee resolved: (i) to agree to remove item 8 (Equality and Diversity Policy) as no changes were required to the policy at present, however to note that if the work in respect of the Equality and Diversity staffing outcomes or Equality, Diversity and Inclusion action plan led to any changes being required, a report would be brought to Committee at that time;	People & Citizen	S Scott S Dunsmuir (for planner)
		 (ii) to note that the Chief Officer – People and Citizen Services had advised that item 33 (Zero Tolerance Policy) would be reported to the April 2025 meeting; and (iii) to otherwise note the planner. 		I Newcombe S Dunsmuir (for planner)

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9.1	Flexible Working Policy and Guidance Update - CORS/25/010	The Committee resolved: (i) in relation to the query as to whether there would be any update to the lone working policy, to note that officers had undertaken to discuss this with the Corporate Health and Safety Lead outwith the meeting and circulate information to Members and Trade Union Advisers; (ii) to note the extensive engagement which had taken place across a range of stakeholder groups as part of the development of the policy and the refresh to the guidance; (iii) to approve the introduction of the Flexible Working Policy attached as Appendix 1 to the report; and (iv) to note the accompanying guidance document (Appendix 2) which supported the application of the policy and superseded the existing Smarter Working — Flexible Working in Aberdeen City Council Guidance (Version 4, January 2015).	Services / Governance People & Citizen Services Governance	A Paterson / S Baird / C Leaver A Paterson / S Baird R McKean (for information)
9.2	Volunteers Policy - CORS/24/294	The Committee resolved: (i) to note that officers were working to include information in respect of recognition of volunteers in the guidance, as well as working to develop a single webpage which would include information on all volunteering opportunities available with the Council, and the application process; (ii) to thank the Environmental Manager,	Services	A Paterson / L Camilli S Shaw

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	his team and the many volunteers for their hard work on various projects; (iii) to note the content of the report and the progress made to date with the Volunteer Project; and (iv) to approve the Volunteers Policy for implementation with effect from 1 February 2025.	•	A Paterson / L Camilli R McKean (for information)

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