## **GOVERNANCE**

## **DECISION SHEET**

## **STAFF GOVERNANCE COMMITTEE - MONDAY, 21 APRIL 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
3.1	Declarations of Interest and Transparency Statements	These will be recorded in the minute.	Governance	S Dunsmuir
5.1	Minute of Previous Meeting	The Committee resolved: to approve the minute as a correct record.	Governance	S Dunsmuir
6.1	Committee Business Planner	The Committee resolved: to note the business planner.	Governance	S Dunsmuir
9.1	Fleet Driver Policy - CRE/25/060	The Committee resolved:  (i) to approve the implementation of the Fleet Driver Policy; and  (ii) to instruct the Chief Officer – Operations to ensure that the policy was easily accessible to all drivers and line managers and that managers were supported in the fair and consistent application of the policy.	Operations	P Bakhuizen / M Reilly
9.2	Corporate Health & Safety Quarterly Update - October to December 2024 -	The Committee resolved: (i) to note that officers were undertaking	Education and	S Milne

	Item Title		Cluster Required to take action	Officer to Action
	CORS/25/073	education incidents in February / March and would provide a service update to Members should there be any particular causes found; (ii) to note that officers would involve G	Lifelong Learning  Governance / Corporate Landlord	C Leaver / S Booth
9.3	Employee Assistance Service (EAS) Annual Progress Update and Occupational Health and Absence Annual Update (January - December 2024) - CORS/25/075	the provider as to whether there could be identification of the reasons for the drop in usage of the EAS support and provide information to Members if possible, outwith the meeting;  (ii) in respect of the comments from Members on section 3.2.7 of the report and the fact that it would be helpful for reasons for referral to be available, to note that officers would raise this with the provider;  (iii) to note the comments from Members and Trade Union advisers in respect of employees having access to reports from the provider prior to managers, and to further note that officers were	People & Citizen Services  People & Citizen Services	S Robb
			People & Citizen Services	S Robb

	Item Title	Committee Decision	Cluster Required to take action	Officer to Action
		breakdown of the figures at 3.1.4 of the report was possible; and  (v) to note the improvement in the sickness absence figures throughout 2024; progress made in relation to the Attendance Improvement Project; and the continuing drive to raise awareness of frontline staff support initiatives.		
9.4	Neonatal Care Leave and Pay - CORS/25/076	The Committee resolved:  (i) to note that while the legislation was specific on what could be provided under the Neonatal Care (Leave and Pay) Act 2023, officers would be considering any other support or provisions which could be made available as part of the ongoing work on the Family Friendly Policy;  (ii) to note the content of the report and the introduction of the new legislation; and	Services	S Robb
		(iii) to instruct the Chief Officer – People and Citizen Services to include the Neonatal Care Leave and Guidance as part of the Family Friendly policy and associated guidance documents to be reported to Staff Governance Committee in June 2025.	People & Citizen Services Governance	S Robb  S Dunsmuir – for planner
9.5	<u>Disclosure (Scotland) Act 2020 -</u> <u>Update - CORS/25/077</u>	The Committee resolved:  (i) to request that officers clarify whether Members who were on groups such as the Disability Equity Partnership would require to be PVG checked and provide an update to Members outwith	People & Citizen Services	L Strachan

Item Title	Committee Decision	Cluster Required to take action	Officer to Action
	the meeting;  (ii) to note that an Elected Member briefing on Disclosure Scotland Checks / PVG Membership had been circulated to Members prior to the meeting; and  (iii) to note the content of the report and changes to Disclosure Scotland and the Protection of Vulnerable Groups Scheme as a result of the new legislation, for assurance.		

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