

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	<u>Declarations of Interest and Transparency Statements</u>	These will be recorded in the minute.	Governance	S Dunsmuir
5.1	<u>Minute of Previous Meeting</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 business planner.	Governance	S Dunsmuir
9.1	<u>Fleet Driver Policy - CRE/25/060</u>	<u>The Committee resolved:</u> (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	<u>Corporate Health & Safety Quarterly Update - October to December 2024 -</u>	<u>The Committee resolved:</u> (i) to note that officers were undertaking	Education and	S Milne

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	<u>CORS/25/073</u>	<p>further analysis of the spike in education incidents in February / March and would provide a service update to Members should there be any particular causes found;</p> <p>(ii) to note that officers would involve Trade Unions in respect of internal meetings on plans to remedy any instructions from the Health and Safety Executive regarding asbestos; and</p> <p>(iii) to note the report.</p>	<p>Lifelong Learning</p> <p>Governance / Corporate Landlord</p>	C Leaver / S Booth
9.3	<u>Employee Assistance Service (EAS) Annual Progress Update and Occupational Health and Absence Annual Update (January - December 2024) - CORS/25/075</u>	<p><u>The Committee resolved:</u></p> <p>(i) to note that officers would liaise with 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;</p> <p>(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;</p> <p>(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 working with the provider to establish whether the functionality of the system could be changed to allow this;</p> <p>(iv) to note that officers would liaise with the provider to see if any further</p>	<p>People & Citizen Services</p> <p>People & Citizen Services</p> <p>People & Citizen Services</p>	<p>S Robb</p> <p>S Robb</p> <p>S Robb</p>

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		<p>the meeting;</p> <p>(ii) to note that an Elected Member briefing on Disclosure Scotland Checks / PVG Membership had been circulated to Members prior to the meeting; and</p> <p>(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.</p>		

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