

STAFF GOVERNANCE COMMITTEE

ABERDEEN, 21 April 2025. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; Councillor David Cameron, the Lord Provost; and Councillors Boulton, Clark, Greig (as substitute for Councillor Delaney), McLeod, Thomson and Tissera.

Trade Union Advisers:- Kevin Masson and Neil Watson, GMB; Brenda Massie, UNISON; Doug Haywood and Jacqueline Munro, EIS; Mishelle Gray, UNITE; and Fiona Sales, UCATT.

The agenda and reports associated with this minute can be viewed [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

1. Councillor Thomson made a general statement of transparency by virtue of her membership of UNISON Grampian Health Branch, but did not consider that this required a declaration of interest to be made in respect of any of the items of business.

MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 27 January 2025 for approval.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

3. The Committee had before it the business planner as prepared by the Interim Chief Officer – Governance.

Members asked a number of questions on the planner.

The Committee resolved:-

to note the business planner.

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FLEET DRIVER POLICY - CRE/25/060

4. The Committee had before it a report by the Executive Director City Regeneration and Environment which sought approval for the Fleet Driver policy.

The report recommended:-

that the Committee –

- (a) approve the implementation of the Fleet Driver policy; and
- (b) 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.

The Convener, seconded by the Vice Convener, moved the recommendations set out in the report.

Councillor Thomson, seconded by Councillor Tissera, moved as an amendment that the Committee take no action.

On a division, there voted:- for the motion (5) – the Convener; the Vice Convener; Councillor David Cameron, the Lord Provost; and Councillors Clark and Greig; for the amendment (2) – Councillors Thomson and Tissera; declined to vote (2) – Councillors Boulton and McLeod.

The Committee resolved:-

to adopt the motion.

CORPORATE HEALTH & SAFETY QUARTERLY UPDATE - OCTOBER TO DECEMBER 2024 - CORS/25/073

5. The Committee had before it a report by the Executive Director Corporate Services which presented a summary of statistical health and safety performance information for the three month reporting period from October to December 2024 to allow Committee to monitor compliance with health and safety legislation.

The report recommended:-

that the Committee note the report and provide comment on the health, safety policy, performance, trends, and improvements.

Members and Trade Union Advisers asked a number of questions on the report.

The Committee resolved:-

- (i) to note that officers were undertaking 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;

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- (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
- (iii) to note the report.

EMPLOYEE ASSISTANCE SERVICE (EAS) ANNUAL PROGRESS UPDATE AND OCCUPATIONAL HEALTH AND ABSENCE ANNUAL UPDATE (JANUARY - DECEMBER 2024) - CORS/25/075

6. The Committee had before it a report by the Executive Director Corporate Services which provided an update on utilisation of the Employee Assistance Service (EAS) provided by VIVUP during the last 12 month period from January – December 2024, as well as the regular 12 monthly update on Occupational Health and Absence from January – December 2024.

The report recommended:-

that the Committee –

- (a) consider the contents of the report; and
- (b) 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.

The Committee resolved:-

- (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;
- (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 working with the provider to establish whether the functionality of the system could be changed to allow this;
- (iv) to note that officers would liaise with the provider to see if any further breakdown of the figures at 3.1.4 of the report was possible; and
- (v) to approve the recommendations.

NEONATAL CARE LEAVE AND PAY - CORS/25/076

7. The Committee had before it a report by the Executive Director Corporate Services which provided information on the introduction of the new Neonatal Care Leave and Pay legislation which came into effect on 6 April 2025.

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The report recommended:-

that the Committee –

- (a) note the content of the report and the introduction of the new legislation; and
- (b) 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.

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; and
- (ii) to approve the recommendations.

DISCLOSURE (SCOTLAND) ACT 2020 - UPDATE - CORS/25/077

8. The Committee had before it a report by the Executive Director Corporate Services which provided information on the changes in relation to the Disclosure (Scotland) Act 2020 which came into effect on 1 April 2025.

The report recommended:-

that the Committee 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.

Members asked a number of questions in relation to the requirements for PVG checks to be undertaken.

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 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 approve the recommendation.
- **COUNCILLOR NEIL COPLAND, Convener**