GOVERNANCE

DECISION SHEET

STAFF GOVERNANCE COMMITTEE - MONDAY, 16 JUNE 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 of 21 April 2025	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 11 (Staff Travel Plan and Policy), to note that the draft Council Travel Plan had not been considered at the June Net Zero, Environment and Transport Committee and would now be presented to the September NZET meeting, and that there was an instruction within that report that the Staff Travel Policy be updated; (ii) to note the reasons for delay in relation to items 4 (Family Friendly Policies), 5 (Employee Experience		

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		Survey), 8 (2025 Update on Equality, Diversity and Inclusion Action Plan) and 11 (Staff Trave Plan and Policy); and (iii) to otherwise note the planner.		
9.1	Corporate Health and Safety - January to March 2025 - CORS/25/146	The Committee resolved: (i) in relation to the charts showing health and safety incident causation, to note that officers would liaise with colleagues in Data Insights to review the colour-coding and the possible inclusion of a key to provide clarity to Members; (ii) to request that officers provide some narrative in future reports in relation to causations such as 'medication error' and 'unacceptable behaviour' to give additional clarity to Members; and (iii) to otherwise note the report.	Governance / Data Insights Governance	C Leaver
9.2	Citizen Interaction Policy - CORS/25/156	The Committee resolved: (i) to request that officers notify Members of any customer who had been given a single point of contact, including where to direct them should they then be contacted by that person; (ii) to approve the implementation of the Citizen Interaction Policy and note the accompanying procedure, which together promoted positive citizen engagement, promoted employee and Elected Member safety, and provided clear guidelines for managing challenging citizen interactions; (iii) to instruct the Chief Officer – People	People and Citizen Services Governance People and Citizen	L McKenzie R McKean (for information) L McKenzie

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		and Citizen Services to make the Citizen Interaction Policy and supporting Managing Citizen Interaction Procedures easily accessible to employees, managers and elected members; and (iv) to instruct the Chief Officer – People and Citizen Services to publish the Citizen Interaction Policy, Zero Tolerance Pledge and Managing Citizen Interaction Procedure externally on the Council's website.		L McKenzie
9.3	Employee Mental Health Action Plan Annual Progress Update - CORS/25/149	The Committee resolved: (i) to note that the Chief Officer – People and Citizen Services had undertaken for officers to investigate the peak in psychological issues between July and September 2023 and provide an update to Members outwith the meeting should any specific causation be found;	People and Citizen Services	S Robb
		 (ii) in relation to the pie chart at page 67 of the report, to note that officers would review this for future reports to ascertain if any further detail could be identified in the 'other' section, noting the comments from Members that for example those with disabilities did not seem to be reflected in the chart; (iii) to note the continuing progress made on the Mental Health Action Plan and the proactive actions taken to address and support positive employee mental health during the last 12 months; and (iv) to approve the updated Mental Health 	People and Citizen Services	S Robb

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		Action Plan for 2025.		
9.4	Cluster Risk Register and Assurance Map - CORS/25/147	The Committee resolved: to note the assurance map set out in Appendix 1 to the report.	People and Citizen Services	L Strachan

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