

## GOVERNANCE

### DECISION SHEET

#### STAFF GOVERNANCE COMMITTEE - MONDAY, 3 NOVEMBER 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 noted in the minute.	Governance	S Dunsmuir
5.1	<u>Minute of Previous Meeting of 25 August 2025</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> (i) to note the reasons for the delays to items 4 (Bairns Hoose) and 8 (Leadership and Management Development Update), and that officers had advised that the Bairns Hoose report was on track to be presented to the next committee cycle; (ii) to agree to remove items 9 (Managing Substance Misuse Policy) and 10 (Corporate Health and Safety Policy) from the planner; and (iii) to otherwise note the planner.	Governance	S Dunsmuir

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9.1	<b><u>Corporate Health &amp; Safety Quarterly Update - July to September 2025 - CORS/25/249</u></b>	<b><u>The Committee resolved:</u></b> to note the report.	Governance	C Leaver
9.2	<b><u>Policies for People Update - CORS/25/251</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that officers would review the presentation of the data relating to average days taken for investigation outcomes (page 42) in future reports to include the median value to allow clarity as to whether figures were affected by one or two cases which had exceeded deadlines for particular reasons; (ii) to note the updated data provided regarding the usage and application of the policies; and (iii) to note the improvement actions planned to improve progress on timescales for employee relations casework across the organisation within a joint action plan.	People and Citizen Services	S Robb
9.3	<b><u>Supporting Attendance and Wellbeing Policy - CORS/25/198</u></b>	<b><u>The Committee resolved:</u></b> (i) to note that officers would take on board the feedback from Members in relation to how data was presented in charts in future reports (for example, using patterning as well as colour to differentiate, and checking that data was clear in the charts); (ii) to approve the updated Supporting Attendance and Wellbeing Policy in the Appendix to replace the current	People and Citizen Services	S Robb

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		<p>version of the policy, which was approved in 2018, with an implementation date of 1 February 2026 to allow for necessary training to be arranged, communications to be undertaken and other administrative arrangements to be completed, with the exception of Appendix 1 (Application of Supporting Attendance and Wellbeing Policy to Teachers (SNCT and LNCT Provisions));</p> <p>(iii) to note that the Chief Officer – People and Citizen Services would discuss Appendix 1 with Trade Unions, noting that any minor adjustments could be made under delegated authority; and</p> <p>(iv) to request that the Chief Officer – People and Citizen Services provide an update to Members and Trade Union Advisers outwith the meeting on (a) the changes made to Appendix 1 and (b) the outcome from the December LNCT meeting as to whether the policy had been ratified.</p>	<p>People and Citizen Services</p> <p>People and Citizen Services</p>	<p>S Robb / I Newcombe</p> <p>S Robb / I Newcombe</p>

If you require any further information about this decision sheet, please contact Steph Dunsmuir, email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)