	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
	STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
			1 October 2019						
	Bridge of Don Academy Asbestos Incident Update and Beachview Court Update	SGC 18/03/19 - To instruct the Chief Officer - Corporate Landlord to (a) provide a service update on the actions taken, and implemented, since this incident and further to the action plan reported to this Committee in January 2019; and (b) report back to Committee in June 2019 on actions taken to ensure the safety, in so far as is reasonably practicable, of all Council personnel, contractors and members of the public when work involving asbestos is carried out on any Council property. SGC 18/06/19 - (a) To note the update from the Chief Officer – Corporate Landlord and to request that a service update be circulated within the next few weeks to provide an update on progress to date; with a full report to Committee at its meeting in October 2019; and (b) to request that this report include an update on the incident at Beachview Court		Stephen Booth	Corporate Landlord	Resources	Purpose 8		
	Alignment of Working Practices with the Craft Agreement	To provide an update on the realignment of the craft agreement to ensure that the working arrangements meet the requirements of the working time directive and meet current working practices. This is in accordance with Audit AC1602 recommendation (2.2.6)		Graham Williamson / John Noble	Operations and Protective Services	Operations	4 and 8		
	Professional Learning for Support Staff	SGC 18/06/19 - With reference to unacceptable behaviours, and in relation to the work being carried out in service areas to review policies and procedures and identify training which could assist employees to de-escalate issues quickly, to request that officers report back to Committee in October 2019 in respect of the work being undertaken in relation to Pupil Support Assistants		Eleanor Sheppard	Integrated Children's and Family Services	Operations	4.5		

	A	B	C	D	E	F	G	H	I
2	**Report Title**	**Minute Reference/Committee Decision or Purpose of Report**	**Update**	**Report Author**	**Chief Officer**	**Directorate**	**Terms of Reference**	**Delayed or Recommended for removal or transfer, enter either D, R, or T**	**Explanation if delayed, removed or transferred**
7	New Approach to Internal Recruitment and Internal Movement of Staff	SGC 18/06/19 - On 18 June 2019, the Staff Governance Committee approved the Council's Workforce Plan. As part of that report the Chief Officer (Organisational Development) was instructed to develop a new approach to the internal movement of staff and to report back on this approach in October 2019. This report sets out the proposed new approach to internal recruitment and the internal movement of staff across the Council, including incorporating the Council's process for managing redeployment		Lesley Strachan	Organisational Development	Resources	2.1		
8	EAS Scheme / Occupational Health / Sickness Absence six monthly report	To present the EAS/OH/sickness absence six monthly report, to include comparator data with previous performance, and to request that officers investigate whether the data included on the average days absent per employee could be broken down further and ideally by cluster in future reports to identify where there might be greater areas of absence.

SGC 18/06/19 - To note the number of referrals as a result of stress, and that officers were continuing to monitor this to identify if it was an issue in any specific clusters and if further support was required to staff, and to request that this, and information on any correlation with particular posts that had changed significantly, be included in the six monthly report to be presented to Committee in October 2019; and to request that the six-monthly report to the October meeting of the Committee also contain information in respect of the utilisation of the alternative therapy service located in the Town House. | While transitioning from PSe to using CoreHR, P&O have continued to use the YourHR/PSe database to produce sickness absence information in the interim. As PSe has not been updated to include new starts or remove leavers since the start of June (in line with the transition to CoreHR), it is expected that some new start and leavers absence will not be accounted for using the current reporting process. A revised reporting process is currently under development, which will mitigate any short term errors, and is anticipated to be available within the coming weeks. | Neil Yacamini | Organisational Development | Resources | 4.2 | D | The OH data will also now be presented to the December meeting as officers are currently working with OH on the format and relevance of data presented in order to address previous discussions at Committee |
| 9 | Corporate Health & Safety Quarterly Update | To present the quarterly update for April to June 2019 | | Colin Leaver | Governance | Governance | 4.2 | | |
| 10 | Policy Review | A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles | **There are no policies to be reported to this meeting** | Keith Tennant | Organisational Development | Resources | 3.1 | R | |

	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
	A	B	C	D	E	F	G	H	I
11			**10 December 2019**						
12	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles		Isla Newcombe	Organisational Development	Resources	3.1		
13	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to September 2019		Colin Leaver	Governance	Governance	4.2		
14	Violence Against Employees Policy	SGC 03/09/18 - to instruct the Interim Chief Officer - People and Organisation to consider the request from Unison to explore the merit of producing an employment policy dealing with the effects of violence against women and to report back to the Committee by March 2019 on whether such a policy was required - The Convener proposed that a wider review in respect of violence in the workplace be considered and the Trade Unions expressed support for this. SGC 18/03/19 - to note that there was general interest in a safe leave policy for staff which would offer employees time off to access help and support without it affecting their finances or using annual leave, and to request that officers investigate this as part of the work being undertaken on the Policy and include it in the report back to Committee later in the year		Keith Tennant	Organisational Development	Resources	1.3 and 3.1		
15	Terms and Conditions	Council Budget 05/03/2019 - to instruct the Chief Officer - Organisational Development to begin negotiations with the Trade Unions relating to locally agreed changes to terms and conditions of employment and to review related policies and procedures and report the proposed changes to the Staff Governance Committee		Isla Newcombe	Organisational Development	Resources	Purpose 3		

	A	B	C	D	E	F	G	H	I
	Report Title	**Minute Reference/Committee Decision or Purpose of Report**	**Update**	**Report Author**	**Chief Officer**	**Directorate**	**Terms of Reference**	**Delayed or Recommended for removal or transfer, enter either D, R, or T**	**Explanation if delayed, removed or transferred**
16	Recruitment and Retention - LGV Drivers / Roads Infrastructure	SGC 18/03/19 - to instruct the Chief Officer – Operations and Protective Services in conjunction with the Chief Officer – Organisational Development and Chief Officer - Finance to bring a report to the December meeting of the Staff Governance Committee detailing the full cost of covering these services over a 12 month period, looking at agency costs, advertising costs, travel and any other applicable costs. The purpose of this report being to evaluate such costs against possible incentives which may assist in the recruitment and retention of staff to these posts. The recommendations arising from this report should consider a possible incentive scheme which incorporates a retention element and saves the Council money in the long term, to the benefit of both the Council and its employees, and provide savings options required to fund such initiatives, highlighting any necessary referrals to the budget process		Mark Reilly	Operations and Protective Services	Operations	Purpose 4 / 2.1		
17				**03 February 2020**					
18	Risk Register - People and Organisation	To report annually on the cluster risk register	January 2020	Isla Newcombe	Organisational Development	Resources	GD 7.4		
19	Mental Health Action Plan	SGC 31/01/19 - To note that progress on the implementation of the actions would be reported to Committee in approximately a year's time	January 2020	Keith Tennant / Mary Agnew	Organisational Development	Resources	1.3 and Purpose 8		
20	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	Organisational Development	Resources	3.1		
21				**30 March 2020**					
22	EAS Scheme / Occupational Health / Sickness Absence six monthly report	To present the EAS/OH/sickness absence six monthly report, to include comparator data with previous performance , and to request that officers investigate whether the data included on the average days absent per employee could be broken down further and ideally by cluster in future reports to identify where there might be greater areas of absence	March 2020	Neil Yacamini	Organisational Development	Resources	4.2		
23	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	Organisational Development	Resources	3.1		
24				**09 June 2020**					
25	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	Organisational Development	Resources	3.1		

	A	B	C	D	E	F	G	H	I
2	**Report Title**	**Minute Reference/Committee Decision or Purpose of Report**	**Update**	**Report Author**	**Chief Officer**	**Directorate**	**Terms of Reference**	**Delayed or Recommended for removal or transfer, enter either D, R, or T**	**Explanation if delayed, removed or transferred**
26	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report	June 2020	Neil Yacamini	Organisational Development	Resources	4.2		
27									
28									
29				**29 September 2020**					
30	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	Organisational Development	Resources	3.1		
31									
32									
33				**24 November 2020**					
34	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	Organisational Development	Resources	3.1		
35									
36	**To be programmed in**								
37	Corporate Health & Safety Quarterly Update	To present the quarterly update	Quarterly	Colin Leaver	Governance	Governance	4.2		
38	Annual Committee Effectiveness Report	To present the annual committee effectiveness report	TBC	Isla Newcombe	Organisational Development	Resources	GD 7.5		