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1	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.								
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
3			10 December 2019						
4	Asbestos Incidents	SGC 01/10/19 - To request that Asbestos Incidents be added as a standing item for three committee cycles, noting that if there were no incidents of this nature, a report would not be required		Stephen Booth	Corporate Landlord	Resources	Purpose 8	R	There have been no incidents this cycle therefore there is no requirement for a report
5	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to September 2019		Colin Leaver	Governance	Governance	4.2		
6	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.		Neil Yacamini	Organisational Development	Resources	4.2		

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	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
2	LGV Drivers Recruitment and Retention	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		Paul McPherson	Operations and Protective Services	Operations	Purpose 4 / 2.1		
9									
10	03 February 2020								
11	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	Organisational Development	Resources	GD 7.4		
12	Asbestos Policy	To seek approval of the Asbestos Policy		Vikki Cuthbert	Governance	Governance	3.1		
13	Asbestos Incidents	SGC 01/10/19 - To request that Asbestos Incidents be added as a standing item for three committee cycles, noting that if there were no incidents of this nature, a report would not be required		Stephen Booth	Corporate Landlord	Resources	Purpose 8		
14	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		Keith Tennant / Mary Agnew	Organisational Development	Resources	1.3 and Purpose 8		
15	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		
16	30 March 2020								

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	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
2									
17	Asbestos Incidents	SGC 01/10/19 - To request that Asbestos Incidents be added as a standing item for three committee cycles, noting that if there were no incidents of this nature, a report would not be required		Stephen Booth	Corporate Landlord	Resources	Purpose 8		
18	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		
19	09 June 2020								
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	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		Neil Yacamini	Organisational Development	Resources	4.2		
22	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report		Neil Yacamini	Organisational Development	Resources	4.2		
23	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	Organisational Development	Resources	GD 7.5		
24	29 September 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		
26	Internal Recruitment and Internal Movement of Staff	SGC 01/10/19 - To instruct the Chief Officer - Organisational Development to submit an update report on the new approach to internal recruitment and internal movement of staff in one year's time		Isla Newcombe	Organisational Development	Resources	2.1		
27	24 November 2020								

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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
28	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		