

	A	B	C	D	E	F	G	H	I
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	03 February 2020								
4	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	Organisational Development	Resources	GD 7.4		
5	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	D	Given the timing of the committee in respect of the budget planning process, it is proposed that a paper is brought following the budget setting meeting, so that there is coherence between decisions taken by Full Council and the scope of the paper for SGC.
6	Asbestos Policy	To seek approval of the Absbestos Policy		Colin Leaver	Governance	Governance	3.1		
7	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	There are no incidents to report this cycle	Stephen Booth	Corporate Landlord	Resources	Purpose 8		
8	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		Neil Yacamini	Organisational Development	Resources	1.3 and Purpose 8		
9	30 March 2020								
10	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		
11	Corporate Health & Safety Quarterly Update	To present the quarterly update for September to December 2019		Colin Leaver	Governance	Governance	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	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		
12									
13	09 June 2020								
14	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		
15	Corporate Health & Safety Quarterly Update	To present the quarterly update for January to March 2020		Colin Leaver	Governance	Governance	4.2		
16	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		
17	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report		Neil Yacamini	Organisational Development	Resources	4.2		
18	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	Organisational Development	Resources	GD 7.5		
19	29 September 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	Corporate Health & Safety Quarterly Update	To present the quarterly update for April to June 2020		Colin Leaver	Governance	Governance	4.2		
22	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		
23	24 November 2020								
24	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		

