

STAFF GOVERNANCE COMMITTEE

ABERDEEN, 3 February 2020. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Cameron, Copland, Delaney, Graham, Hutchison, Macdonald and Reynolds.

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Brenda Murdoch and David Willis (GMB); Kenny Luke (UNISON); Joe Craig and Liam Knox (UNITE).

The agenda and reports associated with this minute can be viewed [here](#)

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DECLARATIONS OF INTEREST

1. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 10 DECEMBER 2019

2. The Committee had before it the minute of its previous meeting of 10 December 2019 for approval.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

3. The Committee had before it the committee business planner prepared by the Chief Officer – Governance.

The Committee resolved:-

- (i) in respect of the six monthly health and safety/sickness absence update report which was due before Committee in June 2020, (a) to note that any incidents against Council staff and mitigating actions required would be picked up in this report, (b) that a report was due to the Education Operational Delivery Committee in March 2020 which would make reference to the recent EIS survey which had been undertaken; (c) to request that this report be circulated as a service update to Members of the Staff Governance Committee and Trade Union Advisers following consideration at the Education Operational Delivery Committee; and (d) to note that if Trade Union Advisers had any further concerns following that report,

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- they could raise this with the Chief Officer – Organisational Development under the Committee Terms of Reference 1.3; and
- (ii) to otherwise note the planner.

ASBESTOS POLICY - GOV/20/016

4. The Committee had before it a report which sought approval of the revised Asbestos Policy for all asbestos work in Aberdeen City Council, in order to achieve corporate compliance in the area of asbestos management.

The report recommended:-

that Committee approve the Asbestos Policy.

The Committee resolved:-

to approve the recommendation.

CLUSTER RISK REGISTER - PEOPLE & ORGANISATION - RES/20/030

5. With reference to article 8 of the minute of its meeting of 31 January 2019, the Committee had before it the cluster risk register and assurance maps for People and Organisation, in accordance with the Committee Terms of Reference and to provide assurance on the Council's system of risk management.

The report recommended:-

that the Committee note the cluster risk register and assurance maps set out in Appendix A to the report.

The Committee resolved:-

to approve the recommendation.

EMPLOYEE MENTAL HEALTH ACTION PLAN - ANNUAL PROGRESS UPDATE - RES/20/031

6. With reference to article 9 of the minute of its meeting of 31 January 2019, the Committee had before it an update in respect of the employee mental health action plan which had been approved by the Staff Governance Committee in January 2019. The report set out the actions that had been undertaken since the action plan was last presented to Committee.

The report recommended:-

that Committee –

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- (a) note the actions carried out so far to address and support positive employee mental health; and
- (b) approve the continuing work outlined in the report to address and improve the same.

The Committee resolved:-

- (i) to thank staff for all the work that had been undertaken in respect of the mental health action plan, and the mental health first aiders; and
- (ii) to approve the recommendations.

- **COUNCILLOR YVONNE ALLAN, Convener**