

	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	29 September 2020								
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	Originally due March 2020	Stephen Booth	Corporate Landlord	Resources	3.3	R	There have been no incidents to report in the time period. As the three committee cycles have now passed, this item is recommended for removal
5	Appeals Sub Committee	To approve the membership number, set a composition and appoint a Convener	Originally due March 2020	Stephanie Dunsmuir	Governance	Commissioning		R	Was approved at UBC on 20/03/20
6	Policy Review - Special Leave Policy	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 is a report on the agenda in respect of amendments to the Special Leave Policy	Originally due March 2020	Keith Tennant	People & Organisational Development	Resources	3.1	R	Was approved at UBC on 20/03/20
7	Corporate Health & Safety Quarterly Update	To present the quarterly update (comprises longer reporting period due to COVID-19 meeting cancellations)		Colin Leaver	Governance	Commissioning	3.3		
8	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	Originally due June 2020	Isla Newcombe	People & Organisational Development	Resources	1.1	R	This report had initially been delayed until after the Council Budget meeting to take account of any decisions made there. Officers did not propose changes to terms and conditions as part of this year's budget setting process and nor did Group Leaders. It is therefore recommended that this item is removed from the planner.

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2									
9	Guaranteed Interview Scheme	Council Budget 03/03/20 - To instruct the Chief Officer People and Organisation to report to the Staff Governance Committee on 9 June 2020 with a guaranteed interview scheme for any care experienced young person seeking to gain employment with this Council	Originally due June 2020	Lesley Strachan	People & Organisational Development	Resources	2.2		
10	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report. This report will incorporate the OH/sickness absence six monthly report	Originally due June 2020	Neil Yacamini	People & Organisational Development	Resources	2.7		
11	Annual Committee Effectiveness Report	To present the annual committee effectiveness report	Originally due June 2020	Isla Newcombe	People & Organisational Development	Resources	GD 8.5		
12	Mental Health and Wellbeing	To provide an update on the work that has been undertaken during lockdown during the period March – August 2020 in respect of mental health and wellbeing, in line with the role of the Committee to monitor the wellbeing of employees		Neil Yacamini	People & Organisational Development	Resources	2.7		
13	24 November 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	People & Organisational Development	Resources	3.1		
15	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	People & Organisational Development	Resources	2.2		
16	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to September 2020		Colin Leaver	Governance	Commissioning	3.3		
17	01 February 2021								
18	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	People & Organisational Development	Resources	GD 8.4		
19	12 April 2021								
20	Corporate Health & Safety Policy	To present the revised policy for approval		Colin Leaver	Governance	Commissioning	GD 8.1		

