

STAFF GOVERNANCE COMMITTEE

ABERDEEN, 1 February 2021. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Cameron, Copland, Graham, Hutchison, Macdonald, Reynolds and Yuill (as substitute for Councillor Delaney).

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); George Ferguson and Leslie Tarr (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 29 SEPTEMBER 2020

2. The Committee had before it the minute of its previous meeting of 29 September 2020.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

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

The Committee resolved:-

- (i) to note the update from the Chief Officer – People and Organisational Development which advised that the Committee would receive a report on the recent Future of Work survey at its meeting in April 2021 to enable it to consider actions and next steps, with a service update to be circulated in the interim;
- (ii) to request that the Chief Officer – People and Organisational Development provide the Committee with an update on the temporary movement of staff, either through a service update or to be included in the Internal Recruitment and Internal Movement of Staff report due to be presented to Committee in April 2021; and
- (iii) to otherwise note the business planner.

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CLUSTER RISK REGISTER - RES/21/023

4. The Committee had before it a report by the Chief Officer – People and Organisational Development which presented the People and Organisation Cluster Risk Register and Assurance Map in accordance with Committee Terms of Reference to provide assurance on the Council's system of risk management.

The report recommended:-

that the Committee note the Cluster Risk Register and Assurance Map set out in Appendices A and B.

The Committee resolved:-

- (i) to note that officers would take on board the suggestion that the business continuity plan be reflected in some manner in the assurance map / risk register; and
- (ii) to note Cluster Risk Register and Assurance Map.

CORPORATE HEALTH AND SAFETY UPDATE - JULY TO SEPTEMBER 2020 - COM/20/197

5. The Committee had before it a report by the Chief Officer – Governance which provided a summary of statistical health and safety performance information for the three-month reporting period July to September 2020 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

The report advised that the information had previously been circulated to Members and Trade Union Advisers as a service update following cancellation of the November 2020 Committee, but had been presented again to enable comments and questions on the content.

The report recommended:-

that Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

Members asked a number of questions on the data contained within the report.

The Committee resolved:-

to note the report.

- **COUNCILLOR YVONNE ALLAN, Convener**