

	A	B	C	D	E	F	G	H	I
1	<b>STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER</b> 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	<b>12 April 2021</b>								
4	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	R	There are no policies to report to this meeting
5	Increase the Distribution of Naloxone - Test of Change	To share operational plans to implement a "test of change" in relation to distribution of Naloxone		Isla Newcombe	People & Organisational Development	Resources	Purpose		
6	EAS/OH/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Resources	2.7		
7	Equality, Diversity and Inclusion Action Plan	To present the equality, diversity and inclusion action plan		Isla Newcombe	People & Organisational Development	Resources	2.6		
8	Equally Safe at Work Employer Accreditation Programme	To inform committee of the outcome of the Council's participation in the Equally Safe at Work pilot employer accreditation programme.		Kirsten Foley / Keith Tennant	People & Organisational Development	Resources	2.6		
9	re.cr.uit Scheme Update	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	D	To enable the full amount of data to be presented and to allow for full engagement with users and Trade Unions, officers propose to present a detailed report to the September meeting - an interim update is included in the Recruitment Update report elsewhere on the agenda
10	Recruitment Update	SGC 21/02/21 - 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. This report will also provide an update on any permanent recruitment undertaken since the Urgent Business Committee meeting in May 2020 and will provide an update on the Internal Recruitment & Movement of staff		Lesley Strachan	People & Organisational Development	Resources	2.2		

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2									
11	Letter to the Local Government Minister in relation to the £500 bonus payment for key workers across local government	CG&R 03/02/21 - To refer the letter received from the Local Government Minister in relation to the £500 bonus payment for key workers across local government to the Staff Governance Committee to give the members an opportunity to see, debate the response and consider any further representation, with input from TU advisers to the committee		Isla Newcombe	People & Organisational Development	Resources	N/A		
12	Corporate Health & Safety Quarterly Update	To present the quarterly update for Oct-Dec 2020		Colin Leaver	Governance	Commissioning	3.3		
13	Corporate Health & Safety Policy	To present the revised policy for approval		Colin Leaver	Governance	Commissioning	3.1		
14	<b>07 June 2021</b>								
15	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	People & Organisational Development	Resources	GD 8.5	D	This report will now be presented in November to allow sufficient data to be collected due to the cancellation of some meetings in 2020
16	Future of Work Survey	To present actions / considerations from the recent Future of Work Survey		Isla Newcombe	People & Organisational Development	Resources	2.3		
17	Corporate Health & Safety Quarterly Update	To present the quarterly update for Jan - March 2021		Colin Leaver	Governance	Commissioning	3.3		
18	Mental Health Action Plan - Annual Update	To report on progress against the actions		Isla Newcombe	People & Organisational Development	Resources	TBC		
19	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		
20	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report.		Kirsten Foley	People & Organisational Development	Resources	2.7		
21	<b>28 September 2021</b>								
22	EAS/OH/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Resources	2.7		
23	Corporate Health & Safety Quarterly Update	To present the quarterly update for April - June 2021		Colin Leaver	Governance	Commissioning	3.3		
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	People & Organisational Development	Resources	3.1		

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25	<b>23 November 2021</b>								
26	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		
27	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to Sept 2021		Colin Leaver	Governance	Commissioning	3.3		
28	<b>2022</b>								
29	Risk Register - People and Organisation	To report annually on the cluster risk register	February 2022	Isla Newcombe	People & Organisational Development	Resources	GD 8.4		