

	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	07 June 2021								
4	The Future of Work Survey - Action Areas for Consideration	To present actions / considerations from the recent Future of Work Survey		Lindsay MacInnes	People & Organisational Development	Resources	2.3		
5	Corporate Health & Safety Quarterly Update	To present the quarterly update for Jan - March 2021		Colin Leaver	Governance	Commissioning	3.3		
6	Mental Health Action Plan - Annual Update	To provide an update in relation to the employee mental health action plan which was approved by Staff Governance Committee on 3 February 2020		Kirsten Foley	People & Organisational Development	Resources	3.3		
7	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	The Managing Discipline Policy will be presented to this meeting	Kirsten Foley	People & Organisational Development	Resources	2.5		
8	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report.		Kirsten Foley	People & Organisational Development	Resources	2.7	R	To be incorporated into the Mental Health Action Plan Update
9	28 September 2021								
10	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		
11	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	At its meeting in June, the Committee received an update to advise that the report would be presented to the September meeting	Isla Newcombe	People & Organisational Development	Resources	2.2		
12	Corporate Health & Safety Quarterly Update	To present the quarterly update for April - June 2021		Colin Leaver	Governance	Commissioning	3.3		
13	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	2.5		
14	23 November 2021								
15	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	2.5		
16	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	People & Organisational Development	Resources	GD 8.5		

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2	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to Sept 2021		Colin Leaver	Governance	Commissioning	3.3		
17									
18	2022								
19	Risk Register - People and Organisation	To report annually on the cluster risk register	February 2022	Isla Newcombe	People & Organisational Development	Resources	GD 8.4		
20	DATE FOR REPORT BACK TO BE CONFIRMED								
21	Increase the Distribution of Naloxone - Test of Change	SGC 12/04/21 - (a) to instruct the Chief Officer, People and Organisational Development, to report back to Staff Governance Committee, following the test of change, to indicate the lessons learned and any plans for further work and/or roll out; and (b) to request that the Chief Officer – People and Organisational Development provide information in the report back to Committee on the number of occasions where Naloxone had been administered		Isla Newcombe	People & Organisational Development	Resources	TBC		