

## STAFF GOVERNANCE COMMITTEE

ABERDEEN, 21 February 2022. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Al-Samarai, Boulton (as substitute for Councillor Reynolds), Cameron, Copland, Delaney, Duncan and Macdonald.

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); Brenda Massie and Mark Musk (UNISON); and Joe Craig (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.

### ANNOUNCEMENT

1. The Convener advised that George Ferguson had stepped down from his Trade Union role and would therefore no longer be participating in meetings of the Committee as a UNISON representative. She thanked Mr Ferguson for his participation and advised that details of his replacement were awaited however Brenda Massie was attending in his place as a UNISON representative for today's meeting.

### DECLARATIONS OF INTEREST

2. There were no declarations of interest.

### MINUTE OF PREVIOUS MEETING OF 23 NOVEMBER 2021

3. The Committee had before it the minute of its previous meeting of 23 November 2021 for approval.

#### **The Committee resolved:-**

to approve the minute as a correct record.

### COMMITTEE BUSINESS PLANNER

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

## **STAFF GOVERNANCE COMMITTEE**

21 February 2022

### **The Committee resolved:-**

- (i) to note that a service update had been circulated in relation to item 7 (Workforce Plan update) and that the full report on the Workforce Strategy would be presented to Committee in June;
- (ii) to note that the Chief Officer – People and Organisational Development would confirm when the report back on Naloxone was expected to be presented to Committee and the planner would be updated accordingly; and
- (iii) to otherwise note the planner.

### **CORPORATE HEALTH AND SAFETY - OCTOBER TO DECEMBER 2021 - COM/22/032**

5. The Committee had before it a report by the Director of Commissioning which provided a summary of statistical health and safety performance information for the three month reporting period October to December 2021 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

### **The report recommended:-**

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

### **The Committee resolved:-**

to note the report.

### **EMPLOYEE ASSISTANCE SERVICE ANNUAL PROGRESS UPDATE / OCCUPATIONAL HEALTH AND ABSENCE ANNUAL UPDATE JANUARY - DECEMBER 2021 - RES/22/029**

6. The Committee had before it a report by the Director of Resources which provided an update on the utilisation of the Employee Assistance Service (EAS) provided by Time for Talking, and on Occupational Health and Absence, for the period 1 January 2021 to 31 December 2021.

Members asked a number of questions on the data, with particular emphasis on the decrease in face to face counselling and the increase in telephone counselling; and the figures provided around COVID self-isolation.

### **The report recommended:-**

that the Committee note the contents of the report.

### **The Committee resolved:-**

to note the report.

**STAFF GOVERNANCE COMMITTEE**

21 February 2022

**EMPLOYEE MENTAL HEALTH ACTION PLAN REVIEW AND ANNUAL PROGRESS UPDATE - RES/22/030**

7. The Committee had before it a report by the Director of Resources which presented the revised Employee Mental Health Action Plan, developed following a review of actions taken under the original plan which had been approved by the Committee in January 2019. The report also included an analysis of the psychological absence data and feedback from the mental health action plan focus groups, as well as presenting an update on the action taken to support employee mental health over the past 12 months.

**The report recommended:-**

that the Committee approve the new Mental Health Action Plan and the continuing work outlined to address and continue to improve and support employee mental health and wellbeing.

**The Committee resolved:-**

to approve the recommendation.

**VALEDICTORY**

8. The Convener advised that as it was the last meeting of the Committee prior to the local government elections in May 2022, and as she would also be stepping down as a Councillor, she wished to thank Members and Trade Union Advisers for their helpful and constructive contributions over her time as Convener, noting that she felt a good working committee had been built up over the years since it had been established, highlighting in particular the work undertaken on the various staffing policies which had been approved at Committee. She added that she wished to thank the Chief Officer – People and Organisational Development and the Committee Clerk for their support and thanked the various officers who regularly presented reports to the Committee.

Councillor Copland added his thanks to the Convener, noting that she had been a wonderful role model as a Convener; with Councillor Delaney agreeing, adding that she had been a very fair Convener and that all Committees should be run in a similar way to Staff Governance Committee. They concluded by wishing the Convener a long and happy retirement.

- **COUNCILLOR YVONNE ALLAN, Convener**