

	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	18 November 2024								
4	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Steph Dunsmuir	Governance	Corporate Services	GD 8.5		
5	Supporting Attendance and Wellbeing Policy Update	SGC 09/09/24 - to note that officers had advised that work was ongoing in relation to improving the approach to managing absence and therefore an update report would be provided to Committee in November, with the actual policy to be presented to a meeting in 2025 for approval		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
6	Volunteering Policy	To update Committee on the progress in relation to the Volunteer project and seek approval for a new Volunteers policy		Luci Camilli / Alison Paterson	People & Citizen Services	Corporate Services	2.5		
7	Leadership and Management Development Update	SGC 03/10/22 - to agree that an annual update on the refreshed approach to leadership and management development be presented to Committee		Sandie Scott	People & Citizen Services	Corporate Services	2.4		
8	Flexible / Smarter Working Guidance and Policy	To present the policy for approval		Isla Newcombe	People & Citizen Services	Corporate Services	2.5	D	This report is delayed due to ongoing discussions with Trade Union colleagues
9	Corporate Health & Safety Quarterly Update	For period to 30 September 2024		Colin Leaver	Governance	Corporate Services	3.2		
10	27 January 2025								
11									
12									
13	21 April 2025								

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2	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan	June 2025	Sandie Scott	People & Citizen Services	Corporate Services	3.2 iii		
20	Staff Travel Plan & Policy	NZET 27/03/24 - The Committee resolved:- (i)to replace recommendation 2.1 with "instruct the Chief Officers – Strategic Place Planning and People and Citizen Services, in consultation with the Chief Officer-Finance, to set up an internal officer working group to review and refresh the Council's Staff Travel Policy with the emphasis on walking and cycling"; (ii) to instruct the Chief Officer – Strategic Place Planning to update the Council's Travel Plan to align with any proposed changes to the Staff Travel Policy resulting from (i); (iii) to instruct the Chief Officers – Strategic Place Planning and People and Citizen Services to thereafter undertake consultation with Council staff and trade unions on any proposed changes to the Staff Travel Policy and/or the Council Travel Plan; and (iv) to instruct the Chief Officers – Strategic Place Planning and People and Citizen Services, following analysis of the consultation and finalisation of the documents, to report both the updated Staff Travel Policy and Council Travel Plan back to this Committee and / or other relevant committees by Summer 2025 for approval.	Summer 2025	Sandie Scott	People & Citizen Services	Corporate Services	2.5		
21									
22	25 August 2025								
23	Mortuary Staff Move	To present an update to Committee	Summer 2025	Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
24	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
25	Policies for People Update	SGC 26/06/23 - to instruct the Chief Officer - People and Organisational Development to report disciplinary, grievance and dignity and respect at work data to the Staff Governance Committee on an annual basis		Lesley Strachan	People & Citizen Services	Corporate Services	2.5, 2.7		
26	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
27	3 November 2025								
28	Bairns Hoose	To present an update to Committee		Lesley Strachan	People & Citizen Services	Corporate Services	2.2		

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2									
29	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Citizen Services	Corporate Services	GD 8.5		
30	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
31	People Policy Data	SGC 26/06/23 - to instruct the Chief Officer - People and Organisational Development to report disciplinary, grievance and dignity and respect at work data to the Staff Governance Committee on an annual basis		Isla Newcombe	People & Citizen Services	Corporate Services	2.2		
32	Managing Substance Misuse Policy	The revised policy was approved at Committee in November 2023 - to be reviewed annually	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
33	Corporate Health & Safety Policy	To present the revised Health & Safety Policy	Report will not be required if there are no changes to be made	Colin Leaver	Governance	Corporate Services	2.5		
34	Whistleblowing Policy and Procedure	The revised policy was approved at Committee in November 2023 - due for review November 2025	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
35	2026								
36	Managing Performance Policy and Procedure	The revised policy was approved at Committee in January 2024 - due for review January 2026	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
37	REPORTING DATE TO BE CONFIRMED								
38	Zero Tolerance Policy	SGC 22/04/24 - to instruct the Interim Chief Officer – People and Citizen Services to combine the three closely linked policies, procedures and approaches relating to Zero Tolerance, Violence and Aggression, and Unacceptable Actions into a single policy; with the exception of pupil behaviour in schools as this was governed by national policy and guidance; and report back to Committee for approval of the final policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
39	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
40	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		