

	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	3 November 2025								
4	Bairns Hoose	To present an update to Committee		Graeme Simpson	Children's Social Work and Family Support	Families and Communities	2.2	D	The Bairns Hoose opened in September and recruitment is ongoing to certain key posts. Officers therefore consider that it would be beneficial to provide a full report to the next cycle to allow this to be completed before Committee receives the report
5	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
6	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Sharon Robb	People & Citizen Services	Corporate Services	2.5		
7	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		Sharon Robb	People & Citizen Services	Corporate Services	2.5, 2.7		
8	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	D	As per the discussion at the August 2025 SGC, officers are reviewing the business planner to ensure alignment of the timing of reports with work in respect of the approved Equality, Diversity and Inclusion Action Plan and as such, this report will now be presented to the February 2026 meeting

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2									
9	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	R	In line with the usual process, as there are no changes required to be made following officer review, there is no report to be presented. The Policy will be kept under review and reported next year to Committee if changes are required
10	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	R	In line with the usual process, as there are no changes required to be made following officer review, there is no report to be presented. The Policy will be kept under review and reported next year to Committee if changes are required
11	2 February 2026								
12	Volunteers Policy	The revised policy was approved at Committee in January 2025 - due for annual review	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
13	Mortuary Staff Move	To present an update to Committee following completion of the new mortuary at Aberdeen Royal Infirmary	Originally due to be presented in Summer 2025, however the mortuary opening was delayed and so officers considered that a report should wait until the mortuary had been completed and operational for a time. It was advised at the August 2025 meeting that a report would be presented to the first meeting in 2026	Lesley Strachan	People & Citizen Services	Corporate Services	2.2		

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2									
26	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
27	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		
28	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		
29	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		
30	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		Lesley Strachan	People & Citizen Services	Corporate Services	2.5, 2.7		
31	2027								
32	Flexible Working Policy	The revised policy was approved at Committee in January 2025 - due for review February 2027	Scheduled for review February 2027	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
33	Fleet Driver Policy	To seek approval of the policy	Scheduled for review April 2027	Patric Bakhuizen	Operations	City Regeneration and Environment	2.5		
34	REPORTING DATE TO BE CONFIRMED								
35	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		

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2	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.		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		The draft Council Travel Plan (2025) was due to be presented to Net Zero, Environment and Transport Committee in September however was not considered on the day due to the large volume of business. The report is now due to the November NZET Committee and therefore no date can be put against this report for SGC until it has been considered at NZET Committee
36	Impacts on Equality, Diversity and Inclusion Action Plan	SGC 25/08/25 - to instruct the Chief Officer – People and Citizen Services to report to Anti-Poverty and Inequality Committee on progress against the action plan, in line with relevant statutory deadlines. This report to include the progress of the Aspiring Leaders and Accelerator Schemes to ensure these are achieving the Council's ambitions to develop future leaders from underrepresented groups and to present an update to the Staff Governance Committee regarding any impacts this report has on the Equality, Diversity and Inclusion Action Plan, including any changes, updates or new areas of focus identified through available data and analysis.		Baldeep McGarry	People & Citizen Services	Corporate Services	2.6		
37	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		