

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.

Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	If delayed, removed, transferred or withdrawn, enter either D, R, T or W	Explanation if delayed, removed, transferred or withdrawn
04 May 2018								
Review of the Managing Substance Misuse Policy	This policy is concerned with further refining the processes involved when dealing with substance misuse cases. It also has the aim of updating the policy to reflect recent changes in legislation and support.	On agenda	Keith Tennant	People and Organisation	Resources	4.1 and Purpose 6	D	Was delayed from F,P&R on 1/2/18
Revised Equal Pay Policy	This report is concerned with seeking authority from Committee for a revised Equal Pay policy. This policy was due a review under the rolling programme of HR policy reviews. The document has been updated to reflect current organisational arrangements for ensuring equal pay, with changes including the extension of its scope to cover equal pay in relation to the various protected characteristics (not just gender) and the incorporation of the Council's most up-to-date equal pay statement.	On agenda	Keith Tennant	People and Organisation	Resources	4.1, 4.2 and Purpose 6	D	Was delayed from F,P&R on 1/2/18 as Council's Transformation process was taking precedence at the moment with regard to employment related matters
Trade Union Consultation Protocol	Joint Consultative Committee 20/2/18 agreed to request that the Staff Governance Committee consider the development of an agreed process/protocol for the handling of Trade Union responses to consultation.	On agenda	Keith Tennant	People and Organisation	Governance	1.1 and Purpose 1		
Appeals Sub Committee Procedure	To seek approval of the Appeals Sub Committee procedure	On agenda	Elaine Falconer	Governance	Governance	7		
Absence Updates	To update Committee on absence rates for ACC.	On agenda	Neil Yacamini	People and Organisation	Resources	5.3		
Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance service report.	On agenda	Mary Agnew	Governance	Governance	5.2		
Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report	On agenda	Mary Agnew	Governance	Governance	5.2		
29 June 2018								
Directorate Health and Safety Improvement Plan Annual Report	CHSC 25 Aug, article 24 Directorate Health and Safety Improvement Plans (i) That the Directorate Health and Safety Improvement Plans Annual Report would be reported to its meeting in June.		Mary Agnew	Governance	Governance	Purpose 8		
Annual Corporate Health and Safety Report	To present the annual Corporate Health and Safety report.		Mary Agnew	Governance	Governance	5.2		

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Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Mary Agnew	Governance	Governance	5.2		
Corporate Health and Safety Improvement Plan Annual Report	CHSC 25 Aug, article 23 Corporate Health and Safety Improvement Plan (i) That the Corporate Health and Safety Improvement Plan Annual Report would be reported to its meeting in June		Mary Agnew	Governance	Governance	Purpose 8		
Professional Standards for Staff Governance across Integrated Children and Family Services	To note the professional standards required for staff working in the integrated children and families service and the professional development framework that underpins it.		Eleanor Sheppard	Integrated Children's and Family Services	Operations	4.1		
Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
Occupational Health Annual Report	To present the annual Occupational Health Report		Mary Agnew	Governance	Governance	5.2	D	Full information not available in time for May Committee when it was originally intended to report
Supporting Attendance and Wellbeing policy	To seek approval of new Policy to replace the replace the Maximising Attendance policy.		Vikki Lawrie	People and Organisation	Resources	4.1		
Annual Function Health and Safety Reports	To provide oversight of the specific functions health and safety - single function H&S report to be submitted each quarter.			Relevant Director	Relevant Function	5.2		
Corporate Health and Safety Policy	May be submitted following discussion at CMT		Mary Agnew	Governance	Governance	Purpose 6		
		31 August 2018						
Revised Behavioural Framework	The report will either report progress towards a revised behavioural framework for the organisation or will present the framework itself		Dorothy Morrison/ Martin Wyllie	People and Organisation	Governance	6.1		
Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Mary Agnew	Governance	Governance	5.2		

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Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
Revised Absence Management Policy	The report seeks approval of the revised Absence Management Policy.			People and Organisation	Governance	GD 7.1		
Development of Models for Civic Leadership and Engagement	To consider models for Civic Leadership and Engagement		Derek McGowan	Early Intervention and Community Empowerment	Customer			
		02 November 2018						
Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Mary Agnew	Governance	Governance	5.2		
Employee Assistance Programme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
Annual Function Health and Safety Reports	To provide oversight of the specific functions health and safety - single function H&S report to be submitted each quarter.			Relevant Director	Relevant Function	5.2		
		15 February 2019						
		29 March 2019						
Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Mary Agnew	Governance	Governance	5.2		
Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		

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Annual Function Health and Safety Reports	To provide oversight of the specific functions health and safety - single function H&S report to be submitted each quarter.			Relevant Director	Relevant Function	5.2		
		April 2019 Onwards						
Travel Policy	To present the reviewed Travel Policy for approval	To be reported September 2019	TBC	Finance	Resources	4.1		
Occupational Health Contract	Finance, Policy and Resources Committee 6/12/17- The Committee agreed to delegate authority to the Interim Head of Human Resources following consultation with the Head of Commercial and Procurement Services, to undertake a tender process for the procurement of a contract for the provision of occupational health services for an initial duration of 3 years, with the option to extend for a further period up to 24 months; and to report back a future meeting of this committee with appropriate recommendations.	This contract will be included in the workplan reported to SCC. Recommended for removal on this basis	Mary Agnew	Governance	Governance	GD 8	R	Recommended for removal from SGC planner - To be reported as part of the workplan to SCC
Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	May-19	Stephanie Dunsmuir	Governance	Governance	GD 7.4		