

	A	B	C	D	E	F	G	H	I
1	<b>STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER</b> 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	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3			<b>29 June 2018</b>						
4	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	Deferred from meeting of 4 May for further discussion with Trade Unions
5	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	D	Detail to be incorporated into Corporate Health and Safety Improvement proposals report proposed for September 2018 meeting
6	Corporate Health and Safety Annual Report 1 April 2017 to 31 March 2018	To present the annual Corporate Health and Safety report.	On agenda	Colin Leaver	Governance	Governance	5.2		
7	Health and Safety Quarterly Report - January to March 2018	To present the quarterly health and safety report (Jan to March 2018) - will include Record of Health & Wellbeing Events as appendix	On agenda	Colin Leaver	Governance	Governance	5.2		
8	Transgender Employment Provision and Proposed Mental Health Action Plan	To make Committee aware of two matters raised by Unison who requested through the Director of Resources for these items to be put on the agenda of the Staff Governance Committee	On agenda	Keith Tennant	People and Organisation	Resources	1.3 and Purpose 1		
9	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	D	Improvement proposals in line with Target Operating Model proposed for September 2018 meeting
10	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	2.2	R	There are no decisions required of Committee in respect of this report and therefore it will be circulated as a Service Update to Members and Trade Union Advisers
11	Occupational Health Quarterly Report	To present the quarterly occupational health report for January to March 2018	On agenda	Mary Agnew	Governance	Governance	5.2		

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2									
12	Occupational Health Annual Report	To present the annual Occupational Health Report for 1 April 2017 to 31 March 2018	On agenda	Mary Agnew	Governance	Governance	5.2	D	Originally delayed from meeting of 4 May as information was not available at that time.
13			3 September 2019						
14	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	D	Due to ongoing work to realign health and safety arrangements to the new structure
15	Supporting Attendance and Wellbeing policy	To seek approval of new Policy to replace the Maximising Attendance policy.		Vikki Lawrie	People and Organisation	Resources	4.1	D	To allow the new Chief Officer - People and Organisation to provide input to the revised policy
16	Corporate Health and Safety Policy	To present the revised Corporate Health and Safety Policy		Mary Agnew	Governance	Governance	5.3		
17	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		
18	Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
19	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
20	Revised Absence Management Policy	The report seeks approval of the revised Absence Management Policy.		TBC	People and Organisation	Governance	GD 7.1		

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2									
21	Development of Models for Civic Leadership and Engagement	To consider models for Civic Leadership and Engagement		Derek McGowan	Early Intervention and Community Empowerment	Customer		R	Following the decision at Full Council on 5 March to 'endorse the values and principles of civic leadership and engagement as set out in Appendix L' there was not a further requirement to report to Committee. It is therefore recommended that this be removed from the planner. Any future proposals regarding civic leadership and engagement will be presented to the appropriate committee for consideration.
22			01 November 2018						
23	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		
24	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	D	Delayed from September meeting to allow the new Chief Officer - People and Organisation to provide input to the revised framework
25	Employee Assistance Programme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
26	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
27	Recruitment and Retention of Lorry Drivers	ODC 29/05/18 - To request that a report be brought to the Staff Governance Committee, to investigate what initiatives could be used to recruit and retain lorry drivers		TBC	Operations and Protective Services	Operations	Purpose 5		
28	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.		TBC	Relevant Director	Relevant Function	5.2		
29			31 January 2019						
30									
31									
32			18 March 2019						

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33	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		
34	Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
35	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
36	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		
37			<b>April 2019 Onwards</b>						
38	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	To be reported May 2019	Stephanie Dunsmuir	Governance	Governance	GD 7.4		
39	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report	To be reported May 2019	Mary Agnew	Governance	Governance	5.2		
40	Travel Policy	To present the revised Travel Policy for approval	To be reported September 2019	TBC	Finance	Resources	4.1		