

	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 September 2018								
4	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	R	Proposals will be developed over the coming months, in consultation with trade unions, on the data to be reported to Staff Governance Committee to help ensure that the committee discharges its role as effectively as possible
5	Corporate Health and Safety Improvement Plan Annual Report	CHSC 25/08/17 - Corporate / Directorate Health and Safety Improvement Plan - (i) That the Corporate & Directorate Health and Safety Improvement Plan Annual Reports would be reported to its meeting in June. SGC 29/06/18 - The Committee noted that the detail in respect of Directorate H&S plans will be incorporated into the report on improvement proposals.	Following the approval of the Annual Corporate Health and Safety Improvement Plan (HSIP), Functions will develop specific HSIP that will be monitored via their related Health and Safety Groups.	Mary Agnew	Governance	Governance	5.2 and 5.3	D	Was delayed from May meeting. Improvement proposals in line with Target Operating Model on agenda
6	Retention of IIP Gold Accreditation - People and Organisation	To provide an update on the IIP Gold Accreditation		Keith Tennant	People and Organisation	Resources	3.1		
7	Violence Against Women Policy	To present a request from a Trade Union in relation to consideration of a policy		Keith Tennant	People and Organisation	Resources	Purpose 1 and Remit 1.3		
8	Corporate Health and Safety Policy	To present the revised Corporate Health and Safety Policy		Mary Agnew	Governance	Governance	4.1, 5.1, 5.2 and 5.3		
9	Corporate Health and Safety Quarterly Report	To present the quarterly health and safety report for April to June 2018 - will include Record of Health & Wellbeing Events as appendix		Mary Agnew	Governance	Governance	5.2 and 5.3		
10	Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance programme report for April to June 2018		Mary Agnew	Governance	Governance	5.2		
11	Occupational Health Quarterly Report	To present the quarterly occupational health report for April to June 2018		Mary Agnew	Governance	Governance	5.2		

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2									
12	Supporting Attendance and Wellbeing / Revised Absence Management Policy	To seek approval of a new policy to replace the Maximising Attendance policy.		Keith Tennant	People and Organisation	Resources	4.1	D	Will now be reported in November to allow sufficient time to consult with the Trade Unions, particularly the teaching Trade Unions as a result of the school summer holidays
13			01 November 2018						
14	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		
15	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	Resources	6.1	D	Delayed from September 2018 meeting
16	Employee Assistance Programme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
17	Travel Policy	To present the revised travel policy for approval	Moved from September 2019 meeting	Carol Smith	Finance	Resources	4.1		
18	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
19	Mental Health Action Plan	SGC 29/06/18 - To note the request to produce a mental health action plan based on robust evidence-based data and to instruct the Interim Chief Officer - People and Organisation to gather relevant data and present this to the meeting of the Staff Governance Committee on 1 November 2018 together with any necessary action plan.		Keith Tennant	People and Organisation	Resources	1.3		
20	Risk Register (People and Organisation)	To present the risk register		Morven Spalding	People and Organisation	Resources	GD 7.4		
21	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		

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2									
22	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	R	Proposals will be developed over the coming months, in consultation with trades unions, on the data to be reported to Staff Governance Committee to help ensure that the committee discharges its role as effectively as possible
23	31 January 2019								
24	Absence Update	To update Committee on absence rates for ACC		Neil Yacamini	People and Organisation	Resources	5.3		
25									
26	18 March 2019								
27	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		
28	Equal Pay Audit	SGC 04/05/18 - To request that following the equal pay audit report having been considered by the Audit, Risk and Scrutiny Committee that a copy of the report be submitted to a meeting of this Committee for information		Neil Yacamini	People and Organisation	Resources	6		
29	Employee Assistance Scheme Quarterly Report	To present the quarterly employee assistance programme report.		Mary Agnew	Governance	Governance	5.2		
30	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Mary Agnew	Governance	Governance	5.2		
31	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	R	Proposals will be developed over the coming months, in consultation with trades unions, on the data to be reported to Staff Governance Committee to help ensure that the committee discharges its role as effectively as possible
32	April 2019 Onwards								
33	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		
34	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		