

	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	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			<b>31 January 2019</b>						
4	Absence Update	To update Committee on absence rates for ACC		Neil Yacamini	People and Organisation	Resources	5.3		
5	Bridge of Don Academy	To update Committee on the health and safety incident at Bridge of Don Academy		Colin Leaver	Governance	Resources	6		
6	Policy on Use of Call Recording	To review the Policy on Use of Call Recording which provides the framework for recording and monitoring of customer calls in the Customer Contact Centre.		Alexander Ryland	Customer Experience	Customer	4.1 / 5.3		
7	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. SGC 01/11/18 - In light of the discussion at Committee about evaluation of the grading of posts and the continued difficulty with recruitment, to instruct officers to take the comments into consideration and revisit the matter, with a follow up report to SGC in January 2019 to include figures in respect of non-financial benefits to working with ACC if this could be quantified.		Pam Walker	Operations and Protective Services	Operations	Purpose 5	D	To be delayed to March 2019 to enable collaboration with the Roads Service to bring forward a joint report on recruitment and retention issues on behalf of both services.
8	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Neil Yacamini	People and Organisation	Resources	5.2		
9	Risk Register (People and Organisation)	To present the risk register		Isla Newcombe	Organisational Development	Resources	GD 7.4		
10	Behavioural Framework: Stage 1 Organisational Principles	To report on organisational principles and associated behavioural descriptors		Dorothy Morrison/ Martin Wyllie	People and Organisation	Resources	6.1	D	A service update will be provided to set out progress to date and a report will be brought to Committee on 18 March 2019.

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2									
11	Staff Travel Policy	To present the revised staff travel policy for comment prior to presentation to City Growth & Resources Committee for approval		Carol Smith	Finance	Resources	4.1		Deferred from September 2018 meeting to allow for consultation with Trade Unions
12	Employee 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		
13	Employee Assistance Scheme Six Monthly Report	To present the employee assistance scheme six monthly report		Neil Yacamini	People and Organisation	Resources	5.2		
14			<b>18 March 2019</b>						
15	Health and Safety Quarterly Report	To present the quarterly health and safety report - will include Record of Health & Wellbeing Events as appendix		Colin Leaver	Governance	Governance	5.2		
16	Roads Infrastructure Current Skills Shortages	ODC 06/11/18 - To request that item 15 (Roads Infrastructure Current Skills Shortages) be referred to Staff Governance Committee in order for a report to be brought back with details on this matter		Alan Robertson	Operations and Protective Services	Operations	TBC		Referred from Operational Delivery Committee
17	Violence in the Workplace Policy	SGC 03/09/18 - to instruct the Interim Chief Officer - People and Organisation to consider the request from Unison to explore the merit of producing an employment policy dealing with the effects of violence against women and to report back to the Committee by March 2019 on whether such a policy was required - The Convener proposed that a wider review in respect of violence in the workplace be considered and the Trade Unions expressed support for this.		Keith Tennant	People and Organisation	Resources	1.3		
18	Occupational Health Quarterly Report	To present the quarterly occupational health report.		Neil Yacamini	People and Organisation	Resources	5.2		
19			<b>18 June 2019</b>						
20	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		
21	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Stephanie Dunsmuir	Governance	Governance	GD 7.4		

