

	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	18 March 2019								
4	Corporate Health and Safety Quarterly Report	To present the quarterly health and safety report for October to December 2018	On agenda	Colin Leaver	Governance	Governance	5.2		
5	HSE visit update: Bridge of Don Academy Asbestos Incident	SGC 31/01/19 - To instruct officers to provide a follow-up report to Committee on 18 March 2019 with assurance on progress made in respect of the action plan and review of processes currently being undertaken, and an update following the further meeting with the Health and Safety Executive to be held in February.	On agenda	Colin Leaver	Corporate Landlord	Resources	5.2		
6	Update on Behavioural Framework	To report on organisational principles and associated behavioural descriptors	On agenda	Dorothy Morrison	Organisational Development	Resources	6.1		
7	Recruitment and Retention of Staff / 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 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.	On agenda	Alan Robertson / Paul McPherson	Operations and Protective Services	Operations	Purpose 5		
8	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	Organisational Development	Resources	1.3	D	The Council is participating in the pilot for "Equally Safe at Work" which will run from January to December 2019. It is therefore requested that the report back on this policy be delayed until October 2019 to allow time for the pilot project to bed in. A service update will be provided in the interim.

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9			18 June 2019						
10	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	Organisational Development	Resources	6		
11	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Stephanie Dunsmuir	Governance	Governance	GD 7.4		
12	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report		Neil Yacamini	Organisational Development	Resources	5.2		
13	Young Person's Strategy	To report progress on the project in respect of Developing the Young Workforce and to seek approval for the strategy		Lesley Strachan	Organisational Development	Resources	Purpose 5 / 3.1		
14			1 October 2019						
15	EAS Scheme / Occupational Health / Sickness Absence six monthly report	To present the EAS/OH/sickness absence six monthly report, to include comparator data with previous performance, and to request that officers investigate whether the data included on the average days absent per employee could be broken down further and ideally by cluster in future reports to identify where there might be greater areas of absence		Neil Yacamini	Organisational Development	Resources	5.2		
16	Workforce Development Plan	To be advised		Isla Newcombe	Organisational Development	Resources	TBC		
17	Performance Review & Development	To be advised		Isla Newcombe	Organisational Development	Resources	TBC		
18			10 December 2019						
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23			January 2020 onwards						
24	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	Organisational Development	Resources	GD 7.4		
25	Mental Health Action Plan	SGC 31/01/19 - To note that progress on the implementation of the actions would be reported to Committee in approximately a year's time		Keith Tennant / Mary Agnew	Organisational Development	Resources	1.3		

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