

	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 June 2019								
4	Corporate Health & Safety Quarterly Update	To provide the quarterly update for January to March 2019		Colin Leaver	Governance	Governance	4.2		
5	Asbestos Incident - Bridge of Don Academy	SGC 18/03/19 - To instruct the Chief Officer - Corporate Landlord to (a) provide a service update on the actions taken, and implemented, since this incident and further to the action plan reported to this Committee in January 2019; and (b) report back to Committee in June 2019 on actions taken to ensure the safety, in so far as is reasonably practicable, of all Council personnel, contractors and members of the public when work involving asbestos is carried out on any Council property.		Stephen Booth	Corporate Landlord	Resources	Purpose 7		
6	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Isla Newcombe / Steve Whyte	Organisational Development	Resources	GD 7.4		
7	Employee Assistance Scheme Annual Report	To present the annual Employee Assistance Programme Annual report		Neil Yacamini	Organisational Development	Resources	4.2		
8	Workforce Plan	To report on an organisational capability framework, skills development plan, organisational workforce plan and revised performance review proposals. Will also incorporate the Young Person's Strategy which was originally to be a separate report		Isla Newcombe	Organisational Development	Resources	2.1		
9	1 October 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	Will be presented to Audit, Risk & Scrutiny Committee in June 2019. To avoid having to wait until October for the report, it is suggested that the report be provided in the form of a service update directly after consideration at Audit Risk & Scrutiny	Neil Yacamini	Organisational Development	Resources	3.2		

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11	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	4.2		
12	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles - for this Committee there will be a report on the Driving at Work Policy		Keith Tennant	Organisational Development	Resources	3.1		
13			10 December 2019						
14	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles		Isla Newcombe	Organisational Development	Resources	3.1		
15	Violence Against Employees 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. SGC 18/03/19 - to note that there was general interest in a safe leave policy for staff which would offer employees time off to access help and support without it affecting their finances or using annual leave, and to request that officers investigate this as part of the work being undertaken on the Policy and include it in the report back to Committee later in the year		Keith Tennant	Organisational Development	Resources	1.3 and 3.1		Officers have requested that this be reported in December rather than October due to other policy development work which is ongoing on in respect of IR 35 guidance, Driving at Work and Redeployment.
16	Terms and Conditions	Council Budget 05/03/2019 - to instruct the Chief Officer - Organisational Development to begin negotiations with the Trade Unions relating to locally agreed changes to terms and conditions of employment and to review related policies and procedures and report the proposed changes to the Staff Governance Committee		Isla Newcombe	Organisational Development	Resources	Purpose 3		

