

	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	28 September 2021								
4	EAS/OH/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Resources	2.7	D	As there were updates provided to Committee in April and June, there is nothing further to report at this stage and therefore officers have recommended that the report now be presented in November
5	re.cr.uit Scheme Update	SGC 01/10/19 - To instruct the Chief Officer - Organisational Development to submit an update report on the new approach to internal recruitment and internal movement of staff in one year's time	At its meeting in June 2021, the Committee received an update to advise that the report would be presented to the September meeting	Lesley Strachan	People & Organisational Development	Resources	2.2		
6	Platinum Jubilee Public Holiday	To seek approval of an additional public holiday to commemorate the Jubilee		Kirsten Foley	People & Organisational Development	Resources	1.2		
7	Corporate Health & Safety Quarterly Update	To present the quarterly update for April - June 2021		Colin Leaver	Governance	Commissioning	3.3		
8	Managing Grievances Policy	To seek approval of the policy		Keith Tennant	People & Organisational Development	Resources	2.5		
9	Dignity and Respect at Work Policy	To seek approval of the policy		Keith Tennant	People & Organisational Development	Resources	2.5		
10	23 November 2021								
11	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	Standing item	Isla Newcombe	People & Organisational Development	Resources	2.5		
12	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	People & Organisational Development	Resources	GD 8.5		
13	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to Sept 2021		Colin Leaver	Governance	Commissioning	3.3		

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2									
14	21 February 2022								
15	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	People & Organisational Development	Resources	GD 8.4		
16	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	Standing item	Isla Newcombe	People & Organisational Development	Resources	2.5		
17	27 June 2022								
18	Mental Health Action Plan - Annual Update	To provide an update in relation to the employee mental health action plan which was approved by Staff Governance Committee on 3 February 2020		Kirsten Foley	People & Organisational Development	Resources	3.3		
19	Corporate Health & Safety Quarterly Update	To present the quarterly update for October to December 2021		Colin Leaver	Governance	Commissioning	3.3		
20	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	Standing item	Isla Newcombe	People & Organisational Development	Resources	2.5		
21	03 October 2022								
22	Corporate Health & Safety Quarterly Update	To present the quarterly update for January to March 2022		Colin Leaver	Governance	Commissioning	3.3		
23	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	Standing item	Isla Newcombe	People & Organisational Development	Resources	2.5		
24	21 November 2022								
25	Corporate Health & Safety Quarterly Update	To present the quarterly update for April to June 2022		Colin Leaver	Governance	Commissioning	3.3		
26	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	Standing item	Isla Newcombe	People & Organisational Development	Resources	2.5		
27	DATE FOR REPORT BACK TO BE CONFIRMED								
28	Increase the Distribution of Naloxone - Test of Change	SGC 12/04/21 - (a) to instruct the Chief Officer, People and Organisational Development, to report back to Staff Governance Committee, following the test of change, to indicate the lessons learned and any plans for further work and/or roll out; and (b) to request that the Chief Officer – People and Organisational Development provide information in the report back to Committee on the number of occasions where Naloxone had been administered		Isla Newcombe	People & Organisational Development	Resources	TBC		