

	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	21 February 2022								
4	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		
5	EAS Annual Progress Update Occupational Health and Absence Annual Update January 2021 – December 2021	To present an annual report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Resources	2.7		
6	Corporate Health & Safety Quarterly Update	To present the quarterly update for October to December 2021		Colin Leaver	Governance	Commissioning	3.3		
7	Workforce Plan Update	To provide an update on progress against the workforce plan which was approved by committee in 2019.		Isla Newcombe	People & Organisational Development	Resources	2.2	R	No decisions were required at this stage therefore a service update will be circulated instead to detail progress ahead of the Workforce Strategy being presented in June
8	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	R	There are no policies for review this cycle
9	27 June 2022								
10	Corporate Health & Safety Quarterly Update	To present the quarterly update for January to March 2022		Colin Leaver	Governance	Commissioning	3.3		
11	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	People & Organisational Development	Resources	GD 8.4		
12	Workforce Strategy	To present the five year strategy		Isla Newcombe	People & Organisational Development	Resources	2.2		
13	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		
14	03 October 2022								
15	Corporate Health & Safety Quarterly Update	To present the quarterly update for April to June 2022		Colin Leaver	Governance	Commissioning	3.3		
16	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		

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17									
18	21 November 2022								
19	Corporate Health & Safety Quarterly Update	To present the quarterly update		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	DATE FOR REPORT BACK TO BE CONFIRMED								
22	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		
23	Annual Committee Effectiveness Report	To present the annual SGC effectiveness report		Isla Newcombe	People & Organisational Development	Resources	TBC		