

	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 November 2022								
4	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to September 2022		Colin Leaver	Governance	Commissioning	3.3		
5	Workforce Strategy	To present the five year strategy		Isla Newcombe	People & Organisational Development	Customer	2.2	D	This is proposed to be delayed to January 2023 to allow feedback from the consultation with stakeholders to be fully analysed and incorporated into the final report
6	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2		
7	Menopause Support	To provide an update on support currently available for employees around menopause, highlight legislation changes in these areas that may mean changes to policy, guidance and practice; and seek approval from Committee to sign up to a pledge which will support this area of work		Darren Buck	People & Organisational Development	Customer	2.6 and 3		
8	Pregnancy Loss	To provide an update on work currently being undertaken for employees around pregnancy loss and seek approval from Committee to sign up to a pledge which will support this area of work		Darren Buck	People & Organisational Development	Customer	2.6 and 3		
9	30 January 2023								
10	Job Families / Capability Framework Report	To provide an update on the capability framework		Sandie Scott	People & Organisational Development	Customer	2.3		
11	Use of Locating Systems and Devices Policy	To seek approval of the policy		Kirsten Foley	People & Organisational Development	Customer	2.5		
12	13 March 2023								
13	Mental Health Action Plan Annual Update	To provide an update in relation to the employee mental health action plan		Kirsten Foley	People & Organisational Development	Customer	3.3		
14	Equality Outcomes Report Update	To present to committee following consideration of the Equality Outcomes at Anti Poverty and Inequality Committee in March		Darren Buck	People & Organisational Development	Customer	2.6		
15	Whistleblowing Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		

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2									
16	Corporate Health & Safety Quarterly Update	For period to 31 December 2022		Colin Leaver	Governance	Commissioning	3.3		
17	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	Customer	2.7		
18	15 May 2023								
19	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
20	Corporate Health & Safety Quarterly Update	For period to 31 March 2023		Colin Leaver	Governance	Commissioning	3.3		
21	26 June 2023								
22	Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
23	4 September 2023								
24	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.3		
25	Equality and Diversity Policy & Action Plan	To report back on the revised policy and update on the action plan		Isla Newcombe	People & Organisational Development	Customer	2.6		
26	Family Friendly Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
27	Special Leave Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
28	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	GD 8.5		
29	13 November 2023								
30	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
31	Leadership and Management Development Update	SGC 03/10/22 - to agree that an annual update on the refreshed approach to leadership and management development be presented to Committee		Sandie Scott	People & Organisational Development	Customer	2.4		
32	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
33	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.3		

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2									
34	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		
35	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2		
36	2024								
37	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
38	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
39	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		