

	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	13 March 2023								
4	Mental Health Action Plan Annual Update	To provide an update in relation to the employee mental health action plan		Fiona Lindsay	People & Organisational Development	Customer	3.3	D	This item is delayed by one cycle due to unforeseen circumstances
5	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		
6	Whistleblowing Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5	D	This item has been delayed due to long term sickness absence of a lead officer and a reallocation of the work - it is expected that this will now be available for the September meeting
7	Corporate Health & Safety Quarterly Update	For period to 31 December 2022		Colin Leaver	Governance	Commissioning	3.3		
8	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		
9	15 May 2023								
10	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	R	Due to the additional committee cycle, this report will fall too close to the annual report for data to be available, therefore it is recommended for removal with the next update due in November
11	Implementation of D365	To present an update on the D365 project		Lindsay MacInnes	People & Organisational Development	Customer	2.2		
12	Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
13	Corporate Health & Safety Quarterly Update	For period to 31 March 2023		Colin Leaver	Governance	Commissioning	3.3		

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2									
14	26 June 2023								
15	Developing Young Workforce / ABZ Works / Building Standards	To present an update - note, this will replace the planned Developing Young Workforce Update due to Committee in November		Lesley Strachan	People & Organisational Development	Customer	2.2		
16	Aberdeen Scientific Lab	To present an update		Hazel Stephenson / Lindsay MacInnes	People & Organisational Development	Customer	2.2		
17	Equality and Diversity Action Plan	To present the updated action plan		Darren Buck	People & Organisational Development	Customer	2.5		
18	Implementation of People Policies Review (to include mediation)	Following approval and implementation of core policies in 2021/22 to report back on the progress of implementation and to include a review of the use and uptake of mediation		Kirsten Foley	People & Organisational Development	Customer	2.5		
19	4 September 2023								
20	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.3		
21	Equality and Diversity Policy	To report back on the revised policy		Darren Buck	People & Organisational Development	Customer	2.6		
22	Family Friendly Policy	To give an update on progress		Isla Newcombe	People & Organisational Development	Customer	2.5		
23	Special Leave Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
24	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	GD 8.5		
25	13 November 2023								
26	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		
27	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		
28	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
29	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.3		
30	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		

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31	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2	R	To be removed, as will now be presented to the June Committee
32	2024								
33	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
34	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
35	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
36	Family Friendly Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
37	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		