

	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	26 June 2023								
4	Developing the Young Workforce Apprenticeship / Internship Update	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		
5	Microsoft Dynamics 365- People and Change Journey	To present an update on the D365 project		Lindsay MacInnes	People & Organisational Development	Customer	2.2		
6	Cluster Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
7	Corporate Health & Safety Quarterly Update	For period to 31 March 2023		Colin Leaver	Governance	Commissioning	3.2		
8	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan		Fiona Lindsay	People & Organisational Development	Customer	3.2 iii		
9	Aberdeen Scientific Lab	To present an update		Hazel Stevenson	Operations and Protective Services	Resources	2.2		
10	Equality, Diversity and Inclusion Update Report	To present the updated action plan		Darren Buck	People & Organisational Development	Customer	2.5		
11	Policies for People Update (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, 2.7		
12	4 September 2023								
13	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.2		
14	Equality and Diversity Policy	To report back on the revised policy		Darren Buck	People & Organisational Development	Customer	2.6	D	It is proposed to report this to a meeting in the first quarter of 2024. This will allow extensive feedback to be undertaken, following initial discussions with external organisations
15	Whistleblowing Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
16	Family Friendly Policy	To give an update on progress		Isla Newcombe	People & Organisational Development	Customer	2.5		

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2									
17	Special Leave Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
18	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	8.5	D	To be presented in November to allow all committees to have a full 12 months of data to report before these reports are presented
19	13 November 2023								
20	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		
21	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		
22	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
23	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.2		
24	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		
25	2024								
26	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	March 2024	Kirsten Foley	People & Organisational Development	Customer	2.7		
27	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
28	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
29	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
30	Family Friendly Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
31	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
32	REPORTING DATE TO BE CONFIRMED / 2024								

