

	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	4 September 2023								
4	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.2		
5	Whistleblowing Policy and Procedure	To seek approval of the policy		Kirsten Foley	People & Organisational Development	Customer	2.5	D	Delayed to November meeting to allow further consultation with Trade Unions and to afford more time to the Risk Board to consider the policy
6	Family Friendly Policies Project Update	To give an update on progress		Darren Buck	People & Organisational Development	Customer	2.5		
7	Special Leave Policy	To seek approval of the policy		Lindsay MacInnes	People & Organisational Development	Customer	2.5	D	The planner lists as separate a review of our special leave policy for September. The reason for the timing of this was due to the Family Friendly Policy report coming to September and in recognition that the FF provisions are all covered in the Special Leave policy; thus, any changes to provisions will need to mirror within Special Leave as well. Our intention is therefore to present these in alignment within the overall report on Family Friendly policies to avoid duplication of information for Elected Members and to keep the links here as clear as possible.

	A	B	C	D	E	F	G	H	I
	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
2									
8	13 November 2023								
9	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		
10	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		
11	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
12	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	8.5		
13	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.2		
14	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		
15	2024								
16	Zero tolerance pledge	To update Committee on the work in relation to the zero tolerance pledge, including an action plan for approval	January / February 2024	Lindsay MacInnes	People & Organisational Development	Customer	TBC		
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	March 2024	Kirsten Foley	People & Organisational Development	Customer	2.7		
18	Equality and Diversity Policy	To report back on the revised policy	March 2024	Darren Buck	People & Organisational Development	Customer	2.6		
19	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
20	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
21	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
22	Family Friendly Policies	To seek approval of the policies		Isla Newcombe	People & Organisational Development	Customer	2.5		

	A	B	C	D	E	F	G	H	I
	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
2									
23	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
24	Cluster Risk Register	To present the annual risk register update	June 2024	Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
25	People Policy Data	SGC 26/06/23 - to instruct the Chief Officer - People and Organisational Development to report disciplinary, grievance and dignity and respect at work data to the Staff Governance Committee on an annual basis	June 2024	Kirsten Foley	People & Organisational Development	Customer	2.2		
26	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan	June 2024	Kirsten Foley	People & Organisational Development	Customer	3.2 iii		
27	Early Intervention and Prevention Training	Council Budget 01/03/23 - instruct the Chief Officer - People and Organisational Development in consultation with the Chief Officer - Early Intervention and Community and Empowerment and Chief Officer - Finance to develop a training programme for staff and elected members on early intervention and prevention and report on delivery progress to the Staff Governance Committee		Isla Newcombe	People & Organisational Development	Customer			
28	Disciplinary, Grievance and Dignity & Respect at Work Data	SGC 26/06/23 - to instruct the Chief Officer - People and Organisational Development to report disciplinary, grievance and dignity and respect at work data to the Staff Governance Committee on an annual basis.		Isla Newcombe	People & Organisational Development	Customer			
29	Equality, Diversity and Inclusion Action Plan	SGC 13/03/23 - to instruct the Chief Officer – People and Organisational Development to provide an update to Staff Governance Committee at a future meeting of the Committee on any impact this report has on the Equality, Diversity and Inclusion Action Plan as well as any changes, updates or new areas of focus based on the data and analysis SGC 26/06/23 - to instruct the Chief Officer – People and Organisational Development to report to Staff Governance Committee on progress to the Equality, Diversity and Inclusion Action Plan on an annual basis which will either be as part of Mainstreaming or Progress Report updates or as an independent report in years where there is not a Mainstreaming or Progress Report		Isla Newcombe	People & Organisational Development	Customer			
30	2025								

	A	B	C	D	E	F	G	H	I
	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
2									
31	Equality and Diversity Staffing Outcomes / 2025 Update on Equality, Diversity and Inclusion Action Plan	SGC 26/06/23 - to instruct the Chief Officer - People and Organisational Development to report to Staff Governance Committee in advance of the next Mainstreaming Report being presented to Anti-Poverty and Inequality Committee in March 2025 (dates to be confirmed) with an update on proposed staffing-related content and Outcomes. This will include the annual update on the Equality, Diversity and Inclusion Action Plan		Darren Buck	People & Organisational Development	Customer			