

	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 November 2023								
4	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		
5	Whistleblowing Policy and Procedure	To seek approval of the policy		Kirsten Foley	People & Organisational Development	Customer	2.5		
6	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		
7	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
8	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Steph Dunsmuir	Governance	Commissioning	8.5		
9	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.2		
10	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5	R	There are no changes to be made to the policy at this time, therefore no report to committee is required this year
11	24 January 2024								
12	Managing Performance Policy and Procedure	To seek approval of the policy		Kirsten Foley	People & Organisational Development	Customer	2.5		
13	Corporate Communications and Employee Engagement Update	For noting and assurance		Sandie Scott	People & Organisational Development	Customer	2.4		
14	Mental Health and Wellbeing Update	To provide an update on recent work which has been undertaken		Kirsten Foley	People & Organisational Development	Customer	2.7		
15	22 April 2024								
16	EAS Annual Progress Update Occupational Health and Absence Annual Update	To present an annual report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		

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2									
17	Corporate Health & Safety Quarterly Update	For period to 31 December 2023		Colin Leaver	Governance	Commissioning	3.2		
18	Zero tolerance pledge	To update Committee on the work in relation to the zero tolerance pledge, including an action plan for approval		Lindsay MacInnes	People & Organisational Development	Customer	TBC		
19	Equality and Diversity Policy	To report back on the revised policy		Darren Buck	People & Organisational Development	Customer	2.6		
20	24 June 2024								
21	Family Friendly Policies	SGC 04/09/23 - to instruct the Chief Officer – People and Organisational Development and Customer Experience to report back to Staff Governance Committee in June 2024 with updated policies and documentation for approval		Isla Newcombe	People & Organisational Development	Customer	2.5		
22	Corporate Health & Safety Quarterly Update	For period to 31 March 2024		Colin Leaver	Governance	Commissioning	3.2		
23	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			
24	Special Leave Policy	To seek approval of the policy		Lindsay MacInnes	People & Organisational Development	Customer	2.5		
25	Cluster Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
26	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		Kirsten Foley	People & Organisational Development	Customer	2.2		
27	Developing the Young Workforce Apprenticeship / Internship Update	To present an update	June 2024 (based on reporting date in 2023)	Lesley Strachan	People & Organisational Development	Customer	2.2		
28	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan		Kirsten Foley	People & Organisational Development	Customer	3.2 iii		
29	9 September 2024								

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2	Corporate Health & Safety Quarterly Update	For period to 30 June 2024		Colin Leaver	Governance	Commissioning	3.2		
30									
31	18 November 2024								
32	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Lindsay MacInnes	People & Organisational Development	Customer	8.5		
33	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		
34	Corporate Health & Safety Quarterly Update	For period to 30 September 2024		Colin Leaver	Governance	Commissioning	3.2		
35	2024 - Reporting dates to be confirmed								
36	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
37	Staff Travel Plan & Policy	For noting		Sandie Scott	People & Organisational Development	Customer	2.5		
38	People development policy / guidance	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		
40	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			

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2									
41	Equality, Diversity and Inclusion Action Plan	<p>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</p> <p>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</p>		Isla Newcombe	People & Organisational Development	Customer			
42	2025								
43	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			