

| | 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 | 24 January 2024 | | | | | | | | |
| 4 | Managing Performance Policy and Procedure | To seek approval of the policy | | Kirsten Foley | People & Organisational Development | Customer | 2.5 | | |
| 5 | Internal Communications and Employee Engagement - update | For noting and assurance | | Sandie Scott | People & Organisational Development | Customer | 2.4 | | |
| 6 | Mental Health and Wellbeing Update | To provide an update on recent work which has been undertaken SGC 13/11/23 - to request that officers include data in this report on Seasonal Affective Disorder and information on investigations and those who may have raised issues through any of the Policies for People | | Kirsten Foley | People & Organisational Development | Customer | 2.7 | | |
| 7 | 22 April 2024 | | | | | | | | |
| 8 | 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 | | |
| 9 | Corporate Health & Safety Quarterly Update | For period to 31 December 2023 | | Colin Leaver | Governance | Commissioning | 3.2 | | |
| 10 | 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 | | |
| 11 | Equality and Diversity Policy | To report back on the revised policy | | Darren Buck | People & Organisational Development | Customer | 2.6 | | |
| 12 | 24 June 2024 | | | | | | | | |
| 13 | 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 | | |
| 14 | Corporate Health & Safety Quarterly Update | For period to 31 March 2024 | | Colin Leaver | Governance | Commissioning | 3.2 | | |

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| 2 | Special Leave Policy | To seek approval of the policy It was agreed at Staff Governance Committee in September 2023 that the Special Leave Policy would be delayed to June 2024 to allow all such policies to be aligned with the overall report on the Family Friendly Policies and to avoid duplication of effort | | Lindsay MacInnes | People & Organisational Development | Customer | 2.5 | | |
| 15 | Cluster Risk Register | To present the annual risk register update | | Isla Newcombe | People & Organisational Development | Customer | GD 8.4 | | |
| 16 | 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 | | |
| 17 | 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 | | |
| 18 | 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 | | |
| 19 | 9 September 2024 | | | | | | | | |
| 20 | Corporate Health & Safety Quarterly Update | For period to 30 June 2024 | | Colin Leaver | Governance | Commissioning | 3.2 | | |
| 21 | 18 November 2024 | | | | | | | | |
| 22 | Staff Governance Committee Effectiveness Report | To present the annual effectiveness report | | Lindsay MacInnes | People & Organisational Development | Customer | 8.5 | | |
| 23 | Supporting Attendance and Wellbeing Policy | To seek approval of the policy | | Isla Newcombe | People & Organisational Development | Customer | 2.5 | | |
| 24 | 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 | | |
| 25 | | | | | | | | | |

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| 2 | | | | | | | | | |
| 26 | Managing Substance Misuse Policy | The revised policy was approved at Committee in November 2023 - to be reviewed annually (report will not be required if no changes are to be made) | | Isla Newcombe | People & Organisational Development | Customer | 2.5 | | |
| 27 | Corporate Health & Safety Policy | To present the revised Health & Safety Policy, subject to approval being required | | Colin Leaver | Governance | Commissioning | 2.5 | | |
| 28 | Corporate Health & Safety Quarterly Update | For period to 30 September 2024 | | Colin Leaver | Governance | Commissioning | 3.2 | | |
| 29 | 2024 - Reporting dates to be confirmed | | | | | | | | |
| 30 | Employee Code of Conduct | To present an update on the Employee Code of Conduct | | Isla Newcombe | People & Organisational Development | Customer | 2.5 | | |
| 31 | Staff Travel Plan & Policy | For noting | | Sandie Scott | People & Organisational Development | Customer | 2.5 | | |
| 32 | People development policy / guidance | To seek approval of the policy | | Isla Newcombe | People & Organisational Development | Customer | 2.5 | | |
| 33 | 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 | | | |
| 34 | 2025 | | | | | | | | |
| 35 | 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 | TBC | | |

