

	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	22 April 2024								
4	EAS Annual Progress Update Occupational Health and Absence Annual Update	To present an annual report for the EAS/OH & Sickness Absence figures		Sharon Robb	People & Citizen Services	Corporate Services	2.7		
5	Workforce Deep Dive – Approach to Workforce Capacity and Hard to Fill Roles	To set out the approach to workforce planning, in the context of challenges in building our workforce capacity		Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
6	Corporate Health & Safety Quarterly Update	For period to 31 December 2023		Colin Leaver	Governance	Corporate Services	3.2		
7	Zero Tolerance Update and Action Plan	To update Committee on the work in relation to the zero tolerance pledge, including an action plan for approval		Sandie Scott	People & Citizen Services	Corporate Services	2.5		
8	Equality and Diversity Policy	To report back on the revised policy		Sandie Scott	People & Citizen Services	Corporate Services	2.6		
9	24 June 2024								
10	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 & Citizen Services	Corporate Services	2.5		
11	Corporate Health & Safety Quarterly Update	For period to 31 March 2024		Colin Leaver	Governance	Corporate Services	3.2		
12	Sickness Absence - Operations	Net Zero, Environment & Transport Cttee 270324 - in light of the high sickness absence within the Environmental, Roads and Waste services, agree to instruct the Chief Officers – Operations and People and Citizen Services to bring back a report to the June Staff Governance Committee on why sickness absence is so high within those services and what the Council is doing to reduce such absence; and for future updates to be incorporated into the relevant sickness absence report to Staff Governance Committee		Mark Reilly / Isla Newcombe	Operations / People & Citizen Services	City Regeneration and Environment / Corporate Services	3.2		

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2									
13	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		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
14	Cluster Risk Register	To present the annual risk register update		Isla Newcombe	People & Citizen Services	Corporate Services	GD 8.4		
15	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		Isla Newcombe	People & Citizen Services	Corporate Services	2.2		
16	Developing the Young Workforce Apprenticeship / Internship Update	To present an update	June 2024 (based on reporting date in 2023)	Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
17	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan		Isla Newcombe	People & Citizen Services	Corporate Services	3.2 iii		
18	9 September 2024								
19	Interim Communication - Staff	SGC 22/01/24 - in respect of analysing the performance of current methods of internal communication to staff, to note that officers would report back to Committee on activity data from staff accessing Sharepoint and Open Forum, taking into consideration the recent public consultations which had also been promoted to staff;		Sandie Scott	People & Citizen Services	Corporate Services	2.4		
20	Corporate Health & Safety Quarterly Update	For period to 30 June 2024		Colin Leaver	Governance	Corporate Services	3.2		
21	18 November 2024								
22	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Citizen Services	Corporate Services	8.5		

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2	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
23	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 & Citizen Services	Corporate Services	2.4		
24	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 & Citizen Services	Corporate Services	2.5		
25	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Corporate Services	2.5		
26	Corporate Health & Safety Quarterly Update	For period to 30 September 2024		Colin Leaver	Governance	Corporate Services	3.2		
27									
28	2024 - Reporting dates to be confirmed								
29	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
30	Staff Travel Plan & Policy	For noting		Sandie Scott	People & Citizen Services	Corporate Services	2.5		
31	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		

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2	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 & Citizen Services	Corporate Services			
32									
33	2025								
34	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 & Citizen Services	Corporate Services	TBC		
35	Whistleblowing Policy and Procedure	The revised policy was approved at Committee in November 2023 - due for review November 2025		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
36	2026								
37	Managing Performance Policy and Procedure	The revised policy was approved at Committee in January 2024 - due for review January 2026		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		