

	A	B	C	D	E	F	G	H	I
1	<b>STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER</b>								
	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	<b>9 September 2024</b>								
4	Internal Communications and Employee Engagement Platforms – analysis	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		
5	Policies for People Update	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		Lesley Strachan	People & Citizen Services	Corporate Services	2.5, 2.7		
6	Corporate Health & Safety Quarterly Update	For period to 30 June 2024		Colin Leaver	Governance	Corporate Services	3.2		
7	<b>18 November 2024</b>								
8	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Citizen Services	Corporate Services	8.5		
9	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
10	Corporate Volunteering Policy	A Corporate Volunteering Policy will be presented to Staff Governance Committee for approval later in the year. In addition, guidance for managers will be developed to cover all aspects of volunteering arrangements		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
11	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		

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2	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	R	There are no amendments being made to the Policy that would require Committee approval, therefore it is recommended that this item is removed
12	Corporate Health & Safety Policy	To present the revised Health & Safety Policy (report will not be required if no changes are to be made)		Colin Leaver	Governance	Corporate Services	2.5	R	There are no amendments being made to the Policy that would require Committee approval, therefore it is recommended that this item is removed
13	Flexible Working Guidance and Policy	To present the policy for approval		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
14	Smarter Working			Isla Newcombe	People & Citizen Services	Corporate Services	TBC		
15	Corporate Health & Safety Quarterly Update	For period to 30 September 2024		Colin Leaver	Governance	Corporate Services	3.2		
16	<b>2025</b>								
17									

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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
18	Equality and Diversity Staffing Outcomes / 2025 Update on 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> <p>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</p>	March 2025	Sandie Scott	People & Citizen Services	Corporate Services	TBC		



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2									
27	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan		Sandie Scott	People & Citizen Services	Corporate Services	3.2 iii		
28	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	September 2025	Isla Newcombe	People & Citizen Services	Corporate Services	2.2		
29	Whistleblowing Policy and Procedure	The revised policy was approved at Committee in November 2023 - due for review November 2025	November 2025	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
30	<b>2026</b>								
31	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		
32	<b>REPORTING DATE TO BE CONFIRMED</b>								
33	Zero Tolerance Policy	SGC 22/04/24 - to instruct the Interim Chief Officer – People and Citizen Services to combine the three closely linked policies, procedures and approaches relating to Zero Tolerance, Violence and Aggression, and Unacceptable Actions into a single policy; with the exception of pupil behaviour in schools as this was governed by national policy and guidance; and report back to Committee for approval of the final policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
34	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
35	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		