

	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	27 January 2025								
4	Flexible Working Policy and Guidance Update	To present the policy for approval		Sheila Baird / Alison Paterson	People & Citizen Services	Corporate Services	2.5		
5	Volunteering Policy	To update Committee on the progress in relation to the Volunteer project and seek approval for a new Volunteers policy	Deferred from November 2024 meeting	Luci Camilli / Alison Paterson	People & Citizen Services	Corporate Services	2.5		
6	21 April 2025								
7	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>	<p>The scheduling of the Committee does not enable officers to come to SGC with an update in advance, and as per the Anti-Poverty and Inequality Committee Terms of Reference, the outcomes mainstreaming report must be presented there for approval.</p> <p>Therefore at the first earliest opportunity, the outcomes report will be shared with SGC, and include the revised Employer Outcomes for information and the updated EDI Action Plan for approval.</p>	Sandie Scott	People & Citizen Services	Corporate Services	2.6		

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2									
8	Equality and Diversity Policy	If required, to present an updated policy for approval - review date of approved policy is April 2025	April 2025	Sandie Scott	People & Citizen Services	Corporate Services	2.6	R	The report is only required to be presented if significant changes have been made to the policy. There are no changes made since the policy was last reported to SGC for approval and therefore there will be no requirement for a report to SGC
9	Employee Experience Survey 2025	To present the results and findings from the survey		Isla Newcombe	People & Citizen Services	Corporate Services	2.7		
10	Corporate Health & Safety Quarterly Update	For period to 31 December 2024		Colin Leaver	Governance	Corporate Services	3.2		
11	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		
12	16 June 2025								
13	Family Friendly Policies	SGC 24/06/24 - to instruct the Chief Officer – People and Citizen Services to report back to Staff Governance Committee in one year's time with updated policies and documentation for approval		Sharon Robb	People & Citizen Services	Corporate Services	2.5		
14	Cluster Risk Register	To present the risk register and assurance maps		Isla Newcombe	People & Citizen Services	Corporate Services	GD 8.4		
15	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan	June 2025	Sandie Scott	People & Citizen Services	Corporate Services	3.2 iii		

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2	Staff Travel Plan & Policy	NZET 27/03/24 - The Committee resolved:- (i)to replace recommendation 2.1 with "instruct the Chief Officers – Strategic Place Planning and People and Citizen Services, in consultation with the Chief Officer-Finance, to set up an internal officer working group to review and refresh the Council's Staff Travel Policy with the emphasis on walking and cycling"; (ii) to instruct the Chief Officer – Strategic Place Planning to update the Council's Travel Plan to align with any proposed changes to the Staff Travel Policy resulting from (i); (iii) to instruct the Chief Officers – Strategic Place Planning and People and Citizen Services to thereafter undertake consultation with Council staff and trade unions on any proposed changes to the Staff Travel Policy and/or the Council Travel Plan; and (iv) to instruct the Chief Officers – Strategic Place Planning and People and Citizen Services, following analysis of the consultation and finalisation of the documents, to report both the updated Staff Travel Policy and Council Travel Plan back to this Committee and / or other relevant committees by Summer 2025 for approval.	Summer 2025	Sandie Scott	People & Citizen Services	Corporate Services	2.5		
16									
17	25 August 2025								
18	Mortuary Staff Move	To present an update to Committee	Summer 2025	Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
19	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
20	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
21	3 November 2025								
22	Bairns Hoose	To present an update to Committee		Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
23	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Citizen Services	Corporate Services	GD 8.5		
24	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		

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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		Lesley Strachan	People & Citizen Services	Corporate Services	2.5, 2.7		
26	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		
27	Managing Substance Misuse Policy	The revised policy was approved at Committee in November 2023 - to be reviewed annually	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
28	Corporate Health & Safety Policy	To present the revised Health & Safety Policy	Report will not be required if there are no changes to be made	Colin Leaver	Governance	Corporate Services	2.5		
29	Whistleblowing Policy and Procedure	The revised policy was approved at Committee in November 2023 - due for review November 2025	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
30	2026								
31	Managing Performance Policy and Procedure	The revised policy was approved at Committee in January 2024 - due for review January 2026	Report will not be required if there are no changes to be made	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
32	REPORTING DATE TO BE CONFIRMED								
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		