

	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	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>16 June 2025</b>								
4	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	D	The substantive employee trade union engagement required is not yet completed due to current business demands.
5	Employee Experience Survey 2025	To present the results and findings from the survey		Lesley Strachan	People & Citizen Services	Corporate Services	2.7	D	Due to current business demands, analysis is still to be finalised.
6	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
7	Citizen Interaction 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		Lucy McKenzie	People & Citizen Services	Corporate Services	2.5		

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	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
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	Isla Newcombe	People & Citizen Services	Corporate Services	2.5	D	The draft Council Travel Plan (2025) is to be presented to Net Zero, Environment and Transport Committee on 10 June 2025, and it contains an instruction to the Chief Officer – Strategic Place Planning and Chief Officer - People and Citizen Services to update the Staff Travel Policy and report to the Staff Governance Committee within the next 12 months.
11									
12	25 August 2025								
13	Mortuary Staff Move	To present an update to Committee	Summer 2025	Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
14	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
15	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
16	3 November 2025								
17	Bairns Hoose	To present an update to Committee		Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
18	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
19	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		

