Г	A	B	C	D	F	F	G	Н	1
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			16 Ju	ne 2025					
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 upudate		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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8	2025 Update on 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		Baldeep McGarry	People & Citizen Services	Corporate Services	2.6		Through consultation with employees and equalities groups expressed more time was needed to codevelop the action plan following the approval of the new outcomes at the end of March 2025. The report and accompanying action plan will be presented at the next reporting cycle to offer increased opportunities for employees and Trade Unions to provide their feedback, and address any priority areas of action identified as a result of the Employee Experience Survey
9	Cluster Risk Register	To present the risk register and assurance maps			People & Citizen Services	Corporate Services	GD 8.4		
10	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan		Fiona Lindsay	People & Citizen Services	Corporate Services	3.2 iii		

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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
	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				just 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 upudate		Colin Leaver	Governance	Corporate Services	3.2		
16			3 Nover	nber 2025					
<u> </u>	Bairns Hoose	To present an update to Committee	0 140761	Lesley	People & Citizen	Corporate	2.2		
17				Strachan	Services	Services			
18	Quarterly Update	To present the quarterly upudate		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		

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20	Management	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		
21	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		
22	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		
22		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		
24			2	026					
	Volunteers Policy	The revised policy was approved at Committee in January 2025 - due for annual review	Report will not be required if there are no changes to be made		People & Citizen Services	Corporate Services	2.5		
25	Corporate Health & Safety Quarterly Update	For period to 31 December 2025	April 2026	Colin Leaver	Governance	Corporate Services	3.2		
	EAS Annual Progress Update Occupational Health and Absence Annual Update	To present an annual report for the EAS/OH & Sickness Absence figures	April 2026	Sharon Robb	People & Citizen Services	Corporate Services	2.7		
28	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		
29			2	027					
	Flexible Working Policy	The revised policy was approved at Committee in January 2025 - due for review February 2027	Scheduled for review February 2027	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
30	Fleet Driver Policy	To seek approval of the policy	Scheduled for review April 2027	Patric Bakhuizen	Operations	City Regeneration and Environment	2.5		
32	REPORTING DATE TO BE CONFIRMED								
33		To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
34	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		