

	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>25 August 2025</b>								
4	Mortuary Staff Move	To present an update to Committee following completion of the new mortuary at Aberdeen Royal Infirmary	Summer 2025	Lesley Strachan	People & Citizen Services	Corporate Services	2.2	D	The mortuary opening has been delayed and is now unlikely to open until end August/beginning of September. Officers consider that a report should wait until the mortuary has been completed and operational for a time, and therefore expect a report to either November 2025 SGC or the first meeting in 2026
5	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		
6	Employee Experience Survey 2025	To present the results and findings from the survey		Isla Newcombe / Martin Murchie	People & Citizen Services / HDRC	Corporate Services	2.7		
7	Whistleblowing Policy and Procedure	The revised policy was approved at Committee in November 2023 - due for review November 2025	Moved up from November 2025 meeting	Sharon Robb	People & Citizen Services	Corporate Services	2.5		

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2	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Sharon Robb	People & Citizen Services	Corporate Services	2.5	D	This report was put out for consultation, however due to the timing of the Committee it was not possible for teaching Unions to provide feedback during the consultation period. For this reason the report is moved by one cycle to allow time for proper input
8	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
9									
10	3 November 2025								
11	Bairns Hoose	To present an update to Committee		Lesley Strachan	People & Citizen Services	Corporate Services	2.2		
12	Corporate Health & Safety Quarterly Update	To present the quarterly update		Colin Leaver	Governance	Corporate Services	3.2		
13	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		
14	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		
15	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		
16	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		
17	2026								
18	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	Isla Newcombe	People & Citizen Services	Corporate Services	2.5		
19	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		

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2									
20	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	Noted at June 2025 meeting that the substantive employee trade union engagement required had not yet completed due to current business demands. Report now expected at first meeting in 2026	Sharon Robb	People & Citizen Services	Corporate Services	2.5		
21	Corporate Health & Safety Quarterly Update	For period to 31 December 2025	April 2026	Colin Leaver	Governance	Corporate Services	3.2		
22	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		
23	Cluster Risk Register	To present the risk register and assurance maps	June 2026	Isla Newcombe	People & Citizen Services	Corporate Services	GD 8.4		
24	Employee Mental Health Action Plan Annual Progress Update	To provide an update in relation to the employee mental health action plan	June 2026	Fiona Lindsay	People & Citizen Services	Corporate Services	3.2 iii		
25	<b>2027</b>								
26	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		
27	Fleet Driver Policy	To seek approval of the policy	Scheduled for review April 2027	Patric Bakhuizen	Operations	City Regeneration and Environment	2.5		
28	<b>REPORTING DATE TO BE CONFIRMED</b>								
29	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		

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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.		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		The draft Council Travel Plan (2025) was due to be presented to Net Zero, Environment and Transport Committee on 10 June 2025, and contained 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. Due to the large volume of business on the NZET agenda, this item was deferred to the September NZET meeting and therefore no date can be put against this report for SGC until it has been considered at NZET Committee in September
30									
31	People development policy / guidance	To seek approval of the policy		Isla Newcombe	People & Citizen Services	Corporate Services	2.5		