

## Personnel Committee Work Programme

Title	Brief Summary of Agenda Item	Lead Officer	Report Author
<b>25 July 2018</b>			
Workforce Strategy	Approval of the Council's Workforce Strategy 2018-2021 and action plan	Marje Toward	Gill Elder
Workforce Planning	Report on workforce data to inform workforce planning and resourcing decisions	Marje Toward	Gill Elder
Review of external support arrangements for the Council's Business Management System (BMS)	Review and approval of future second tier BMS support arrangements	Marje Toward	Sarah Stevenson
Health and Safety at work week – programme of activity	Approval of a programme of activity on personal safety as part of national health and safety week.	Marje Toward	John Nilan
<b>26 September 2018</b>			
Employee Health and Wellbeing and Sickness Absence Performance (Quarter 1 - 2018/19)	Quarterly update and approval of actions	Marje Toward	Gill Elder
Workforce profile reporting	Annual report and approval of actions	Marje Toward	Gill Elder
Update on graduate development programme	Review of implementation of new scheme and approval of next steps	Marje Toward	Helen Richardson
Update on Leonard Cheshire Change 100 programme	Update and identification of learning from 2018 engagement with the programme to inform future activity.	Marje Toward	Helen Richardson
Update on review of flexible working	Update on progress of flexible working review and approval of next steps	Marje Toward	Gill Elder
Progress on Disability Confidence Accreditation	Update on progress and decision as to next phase	Marje Toward	Gill Elder
<b>28 November 2018</b>			
Apprenticeships - Update report	Update on completion of LGA self-assessment and approval of future actions	Marje Toward	Helen Richardson

Careers Outreach Events	Review and learning from previous events to inform future programme of activity	Marje Toward	Helen Richardson
Employee Health and Wellbeing and Sickness Absence Performance (Quarter 2 - 2018/19)	Quarterly update, review and approval of actions	Marje Toward	Gill Elder
Health and safety – six monthly report and approval of actions	Update on progress and approval of next steps	Marje Toward	John Nilan
Next phase of Business Services Centre savings	Approval of next phase of Business Services Centre savings	Marje Toward	Sarah Stevenson
<b>30 January 2019</b>			
Gender Pay Gap reporting – update on progress	Update on progress and approval of further actions to address pay gap	Marje Toward	Helen Richardson
Update on Guaranteed Minimum Pension Project	Update on project and use of Project Management Resource	Marje Toward	Sarah Stevenson
Next phase of savings in Business Support Services	Approval of next phase of Business Support savings	Marje Toward	Julie Forster
Update on implementation of Workplace Buddy Scheme and lessons learnt	Update on and approval of next stages of Workplace Buddy Scheme	Marje Toward	Gill Elder
<b>13 March 2019</b>			
Employee Health and Wellbeing and Sickness Absence Performance (Quarter 3 - 2018/19)	Quarterly update, review and approval of actions	Marje Toward	Gill Elder
Update on progress in relation to Disability Confident scheme	Update on outcome of self-assessment process and approval of next steps	Marje Toward	Gill Elder
<b>22 May 2019</b>			
Employee Health and Wellbeing and Sickness Absence Performance (Quarter 4 - 2018/19)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
<b>24 July 2019</b>			
Workforce Strategy – update report	Update on progress and approval of further actions	Marje Toward	Gill Elder