

PERSONNEL COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Auth</u>
January 2013				
Update on Job Evaluation for centrally employed and school based employees		Information	M Toward	Gill Elder
Review of Pay Policy Statement and recommendations for consideration by full Council in March		Information and decision	M Toward	Claire Gollin
Quarterly Progress Report	Review of performance (Oct - Dec).	Information	Various	
Facilities Management	Key Issues	Information	Kevin McKay	
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
Quarterly sickness absence reporting (quarter 3)		Information	M Toward	Claire Gollin
Work Force Monitoring Data		Information	M Toward	
Investors in People update		Information	M Toward	
March 2013				
Headcount figures and numbers of redundancies		Information	Information	TBC
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
Items for future meetings – dates to be confirmed				
Quarterly sickness absence reporting (quarter 4)		Information	M Toward	Claire Gollin

Dates and Deadlines for Personnel Committee

<u>Report deadline</u>	<u>Date of pre-agenda</u>	<u>Agenda publication</u>	<u>Date of Committee</u>
12 October 2012	17 October 2012 – 12.30 pm	30 October 2012	7 November 2012
7 January 2013	9 January 2013 – 2pm	15 January 2013	23 January 2013
26 February 2013	4 March 2013 – 2pm	12 March 2013	20 March 2013