

## **PERSONNEL COMMITTEE - WORK PROGRAMME**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>For Decision or Information ?</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Auth</u></b>
<b>November 2012</b>				
Quarterly sickness absence reporting (quarter 2)		Information	M Toward	Claire Gollin
Quarterly Progress Report	Review of performance (Jul - Sep).	Information	Various	
Violence and Aggression Policy		Decision	M Toward	Pete Roddis
Schools Catering – key issues	Key Issues	Information	Kevin McKay	
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
<b>January 2013</b>				
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
<b>March 2013</b>				
Headcount figures and numbers of redundancies		Information	Information	TBC
Quarterly sickness absence reporting (quarter 4)		Information	M Toward	Claire Gollin
Summary of senior officer		Information	M Toward	Bev Cordon

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redundancies (if required)				

**Dates and Deadlines for Personnel Committee**

<b><u>Report deadline</u></b>	<b><u>Date of pre-agenda</u></b>	<b><u>Agenda publication</u></b>	<b><u>Date of Committee</u></b>
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