

## Personnel Committee Work Programme

Title	Summary	Decision or Information	Lead Officer	Report Author
<b>29 January 2013</b>				
Quarterly Headcount Report – update report ( 31.10.13)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Quarterly Vacancy Control Report ( update report as at 30.11.13)	Update report	Information	Marje Toward	Bev Cordon
Report on Agency Workers	New report	Information	Marje Toward	Gill Elder
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
<b>12<sup>th</sup> March 2014</b>				
Quarterly Sickness Absence update Q3 13/14	Update report	Information	Marje Toward	Claire Gollin
Quarterly Vacancy Control Report (update report as at 29.2.14)	Update report	Information	Marje Toward	Bev Cordon
Employee Headcount report quarterly update (31.1.14)	Update report	Information	Marje Toward	Claire Gollin/ Bev Cordon
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay
<b>21<sup>st</sup> May 2014</b>				

Quarterly Sickness Absence update Q413/14	Update report	Information	Marje Toward	Claire Gollin
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
<b>2 July 2014</b>				
Quarterly Vacancy Control Report ( update report as at 31.5.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Employee Headcount report quarterly update ( 30.4.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay