

Personnel Committee Work Programme

Title	Summary	Decision or Information	Lead Officer	Report Author
6 November 2013				
Quarterly Sickness Absence update Q2 13/14	Update report	Information	Marje Toward	Claire Gollin
Workforce Planning– Work Experience and Learning (Inc. Apprenticeships)	Information	Information	Marje Toward	Claire Gollin
Workforce Information report 2013	Update report	Information	Marje Toward	Claire Gollin
Quarterly Vacancy Control update report (as at 31.8.13)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Business Support Centre Restructure	Proposals	Decision	Marje Toward	Sarah Stevenson
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay
29 January 2013				
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	Claire Gollin/Bev Cordon
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
12th March 2014				
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	Claire Gollin/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
21st May 2014				
Quarterly Sickness Absence update Q413/14	Update report	Information	Marje Toward	Claire Gollin
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
2 July 2014				
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