PERSONNEL COMMITTEE - WORK PROGRAMME

Report Title	Brief summary of agenda item	For Decision or Information ?	Lead Officer	Report Autho
September 2012				
Revised Performance Management Procedure		Decision	M Toward	Gillian Elder
Quarterly sickness absence reporting (quarter 1)		Information	M Toward	Claire Gollin
Headcount figures and numbers of redundancies		Information	M Toward	TBC
Quarterly Progress Report	Review of performance (Apr – Jun).	Information	Various	
Facilities Management	Key Issues	Information	Kevin McKay	
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
Redundancies – title TBC			M Toward	
November 2012				
Quarterly sickness absence reporting (quarter 2)		Information	M Toward	Claire Gollin
Quarterly Progress Report	Review of performance (Jul - Sep).	Information	Various	
Schools Catering – key issues	Key Issues	Information	Kevin McKay	
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
January 2013				
Review of Pay Policy Statement and recommendations for consideration by full Council		Information and decision	M Toward	Claire Gollin

Report Title	Brief summary of agenda item	For Decision or Information ?	Lead Officer	Report Autho
in March				
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
March 2013				
Headcount figures and numbers of redundancies		Information	Information	TBC
Quarterly sickness absence reporting (quarter 3)		Information	M Toward	Claire Gollin
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon

Dates and Deadlines for Personnel Committee

Report deadline	Date of pre-agenda	Agenda publication	Date of Committee
24 May 2012	21 May 2012	1 June 2012*	13 June 2012
4 September 2012	10 September 2012 – 2pm	18 September 2012	26 September 2012
30 October 2012	5 November 2012 – 2pm	13 November 2012	21 November 2012
7 January 2013	Wednesday 9 January 2013 – 2pm	15 January 2013	23 January 2013
26 February 2013	4 March 2013 – 2pm	12 March 2013	20 March 2013

*Early due to Bank Holidays