

Date of issue: 4th September 2013

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Rasib (Chair), Plenty, Brooker, Chohan, Coad, Davis, A S Dhaliwal, S K Dhaliwal and Sharif)
DATE AND TIME:	THURSDAY, 12TH SEPTEMBER, 2013 AT 6.30 PM
VENUE:	MEETING ROOM 2, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	GREG O'BRIEN 01753 875013

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		
	CONSTITUTIONAL MATTERS		
1.	Declarations of Interest		

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All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2. Minutes of the Meeting held on 10th July 2013 1 - 4

SERVICE IMPLEMENTATION ISSUES

3. Reducing Sickness Absence - Performance Update 5 - 10
4. Temporary Agency Staff - progress on Implementation and Baseline Monitoring 11 - 16
5. Updated Health and Safety Policy 17 - 38
6. Settlement Agreements To Follow
7. Senior Management and Leadership Grades To Follow
8. Human Resources Statistics 39 - 42
9. Working with Trade Unions
To receive oral update.
10. Improving Performance Management Systems and Policies
To receive oral update.
11. Work Programme 2013/14 43 - 46
12. Attendance Record 47 - 48

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13. Date of Next Meeting
23rd January 2014

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.