

REPORT OF THE PERSONNEL MANAGER

PLANNED PROGRAMME OF WORK

1. Purpose of Report

- 1.1 To provide members of the Employment Committee with an update on the work programme.

2. Recommendation

- 2.1 That Employment Committee notes the planned programme of work to review key policies.

3. Details of Report

- 3.1 The Council is committed to reviewing and developing key policies at appropriate time periods to react to changes in legislation, best practice and latest guidance.

The key areas activity areas are attached in the Timetable in **Appendix A**

4. Consultation

- 4.1 All changes are reviewed regularly with employee representatives through Employee Liaison Group (ELG).

5. Financial Implications

- 5.1 None Identified

6. Strategic Plan Implications

- 6.1 The Council's Corporate Code of Governance identifies the need to keep key policies under review.

7. Human Rights Issues

- 7.1 There are no direct implications.

8. Risk Management Issues

- 8.1 None Identified.

| Policy Area | Last Updated | Priority | Progress to date |
|-----------------------------------|----------------|----------|--|
| Smoking at Work | December 2005 | 2010 | General review |
| Equal Opportunities | August 2006 | 2010 | General review |
| Grievance | August 2006 | 2010 | General review |
| Violence at Work | September 2006 | 2010 | General review |
| Health & Safety | March 2009 | 2011 | On going |
| Pensions | April 2008 | 2012 | On going |
| Redundancy Discretionary Payment | January 2008 | 2012 | General review |
| Flexible retirement Policy | June 2008 | 2012 | General review |
| Development of Workforce Strategy | March 2009 | 2012 | Actions within the strategy will be monitored, considered, implemented in line with the Council resources/funding available. |