

Report for: Staffing & Remuneration Committee, 31 March 2016

Item number: 14

Title: Forward Plan Reports from January 2016

Report authorised by : Jacquie McGeachie

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Ward(s) affected: None

**Report for Key/
Non Key Decision:** Non-key

1. Describe the issue under consideration

To inform the Committee of the reports detailed on the Forward Plan that are due to be submitted during the forthcoming municipal year.

2. Cabinet Member Introduction

Not applicable.

3. Recommendations

That the Forward Plan be noted

4. Reason for decision

Not applicable.

5. Alternative options considered

Not applicable.

6. Background information

Not applicable

7. Contribution to strategic outcomes

Each report detailed on the Forward Plan is linked to a strategic outcome.

**8. Statutory Officers' comments (Chief Finance Officer (including procurement),
Assistant Director of Corporate Governance, Equalities**

Not applicable, the report is for information only.

9. Use of Appendices

The Forward Plan is attached at Appendix 1.

10. Local Government (Access to Information) Act 1985

Not applicable.

Appendix 1: Forward Plan June 2016 – March 2017

Meeting Date Date of decision or period within which the decision is to be made	HR Service Area	Short Description	Key or Non-Key Decision	Decision Maker	Lead Officer	Report or Update	Public or private and statement of reasons why if private
June 2016 (date tbc)	Other	Update to No Smoking Policy	Non-key	Staffing & Remuneration Committee	Tamara Djuretic	Report by Public Health	Public
June 2016 (date tbc)	HR-Client Side	Reward Strategy - Rest of the workforce	Non-key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public
June 2016 (date tbc)	HR -Client Side	Performance Management Q4 (January - March 2016)	Non-key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public
June 2016 (date tbc)	HR-Client Side	Equality & Inclusion Review Progress Update (include Recruitment Process Update)	Non-key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public
September 2016 (date tbc)	HR -Client Side	Apprentices: Lessons Learnt & Next Steps	Non-key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	Update to Performance Appraisal & Capability Policy	Non-Key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	Update to Induction & Probation Policy	Non-Key	Staffing & Remuneration Committee	Jacquie McGeachie	Report	Public

September 2016 (date tbc)	HR - Client Side	Update to Grievance Policy	Non-Key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	Collective Disputes Procedure	Non-Key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	Update to Disclosure & Barring Service Policy	Non-key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	Update to Recruitment & Selection Policy	Non-key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	New Secondment Policy	Non-key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
September 2016 (date tbc)	HR - Client Side	New Additional Duties Policy	Non-key	Staffing & Remuneration Committee	Jacque McGeachie	Report	Public
January (date tbc)	HR-Client Side	Review of Children's Services Recruitment & Retention Offer	Non-key	Staffing & Remuneration Committee	Jon Abbey	Report	Public