

**STAFFING PORTFOLIO HOLDER FORWARD PLAN**

17 <sup>th</sup> June 2008		16 <sup>th</sup> September 2008		20 <sup>th</sup> November 2008		January 2009	
<ul style="list-style-type: none"> <li>• Service Continuity arrangements Xmas</li> <li>• Employee Satisfaction Survey</li> <li>• Sickness Absence Apr-Mar 2008</li> <li>• Leavers Apr – Mar 2008</li> <li>• Overview of Training</li> <li>• Smoke Free Policy</li> </ul>	SGC SGC JM JM JM DR	<ul style="list-style-type: none"> <li>• Workforce Plan</li> <li>• Schools Work Experience programme</li> </ul>	SGC SGC	<ul style="list-style-type: none"> <li>• Payment of Candidate Interview Expenses</li> <li>• Investors in People update</li> <li>• Wellbeing Event</li> <li>• Pay &amp; Grading Review update</li> <li>• Interchange Programme</li> </ul>	SGC IC JM DB IC	<ul style="list-style-type: none"> <li>• Officer and Member relations</li> <li>• Succession Planning</li> <li>• Investors in People Update</li> </ul>	CD IC IC
February 2009		March 2009		April 2009		May 2009	
<ul style="list-style-type: none"> <li>• Flexible Working Practices</li> </ul>	MB	<ul style="list-style-type: none"> <li>• Sickness Absence April - Dec 2008</li> <li>• Management Development</li> <li>• Leavers April – Dec 2008</li> </ul>	JM JM JM	<ul style="list-style-type: none"> <li>• Leavers – Mar 2009</li> <li>• Car Allowances</li> <li>• Pay Award 2009/2010</li> <li>• Car Leases/Travel For Work</li> <li>• Absentee Action Plans</li> </ul>	JM JM SGC SGC JM	<ul style="list-style-type: none"> <li>• Sickness Absence – March 2009</li> <li>• Staff Satisfaction Update</li> </ul>	JM IC