

Appendix 1

Personnel Committee - draft work programme for consideration

Meeting date	Proposed Draft Agenda
9 th September 2019	<ul style="list-style-type: none">• Workforce Monitoring Data (to include sickness absence monitoring)• School budget setting / workforce actions• Annual equality in employment report• Gender pay gap report• Introduction of a Succession Planning Toolkit• National Pay Negotiations Update
21 st October 2019	PROPOSE CANCEL MEETING
2 nd December 2019	<ul style="list-style-type: none">• Workforce Monitoring Data (to include sickness absence monitoring)• Review of the Workforce Plan• Presentation of Robotics Process Automate / HR Chatbot• Introduction of Agile Working• Gender Equality Project Update• Sickness update report• National Pay Negotiations Update

Meeting date	Proposed Draft Agenda
13 th January 2020	PROPOSE CANCEL MEETING
24 th February 2020	<ul style="list-style-type: none"> • Workforce Monitoring Data (to include sickness absence monitoring) • Mental Health Strategy / Time to Change Wales Update • Update on Apprenticeship Schemes and Work Placements • Pay Policy Statement • National Pay Negotiations Update • VR / CR Update
6 th April 2020	PROPOSE CANCEL MEETING
11 TH May 2020	<ul style="list-style-type: none"> • Workforce Monitoring Data (to include sickness absence monitoring) • Social Care Wales Workforce Development Plan Update • Health & Safety Update • Agency Worker Usage • National Pay Negotiations Update • VR / CR Update