

Agenda

MUNICIPAL YEAR 2014-2015



HYNDBURN

The place to be
an excellent council

Management Review Committee

Wednesday, 30th July 2014 at conclusion of
2.00 p.m. Cabinet Meeting
Queen Elizabeth Room, Scaitcliffe House

Membership

Chair: Councillor Miles Parkinson

Councillors: Peter Britcliffe, Clare Cleary, Nick Collingridge, Clare Cleary and Joan Smith

AGENDA

1. Apologies for Absence, Substitutions, Declarations of Interest and Dispensations
2. Minutes of Last Meeting

To submit the [Minutes](#) of the last meeting of the Management Review Committee held on 25th March 2014 for approval as a correct record.

Recommended - That the Minutes be received and approved as a correct record.



3. Draft Attendance Management Procedure

To present a draft Attendance Management Procedure for approval.

[Report attached.](#)

[Appendix attached.](#)

- Recommended**
- (1) That the draft Attendance Management Procedure be approved;**
 - (2) That the Head of Human Resources be authorised to include a reference to the Employee Assistance Programme in the new policy, if it is agreed in September 2014 that this should be continued beyond the current 12 month pilot; and,**
 - (3) That the new procedure be implemented, following the required communication to all employees and training to all managers, with effect from 1st January 2015.**