

# Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub- Group

Agenda and Reports

For consideration on

## Tuesday, 19th February 2008

In Committee Room 1, Town Hall, Chorley

At 6.30 pm



**PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS**

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Panel. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Panel.

Dear Councillor

11 February 2008

**CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL -  
ABSENCE MANAGEMENT SUB-GROUP - TUESDAY, 19TH FEBRUARY  
2008**

You are invited to attend a meeting of the Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub-Group to be held in Committee Room 1, Town Hall, Chorley on Tuesday, 19th February 2008 commencing at 6.30 pm.

**AGENDA**

1. **Welcome to the Executive Member for Resources**
2. **Apologies for absence**
3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

4. **Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of meeting of the Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub-Group held on 16th January 2008 (enclosed).

5. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the Panel. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

6. **Inquiry Documentation (Pages 5 - 12)**

The Sub-Group are asked to consider the enclosed scoping document, project plan, information checklist and witness checklist.

7. **Consideration of the draft Final Report**

To consider the draft Final Report of the Sub-Group (to follow).

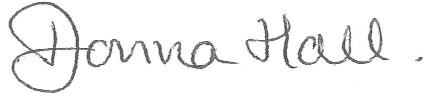
The report will be presented to the meeting of the Corporate and Customer Overview and Scrutiny Panel to be held on 11 March.

8. **Discussion with the Executive Member for Resources**

The Sub-Group will discuss the draft report and recommendations with the Executive Member for Resources (Councillor Alan Cullens).

9. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



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Chief Executive

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**Distribution**

1. Agenda and reports to all Members of the Corporate and Customer Overview and Scrutiny Panel – Absence Management Sub-Group (Councillor Mike Devaney (Chair) and Councillors Terry Brown, Mrs Doreen Dickinson, Daniel Gee, Pat Haughton, Hasina Khan, June Molyneaux, Geoffrey Russell, Joyce Snape and Mrs Stella Walsh) for attendance.
2. Agenda and reports to Lorraine Charlesworth (Director of Human Resources) and Ruth Hawes (Assistant Democratic Services Officer) for attendance.
3. Agenda and reports to Councillor Alan Cullens (Executive Member for Resources) for attendance.

**This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.**

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ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

کیجئے: