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**To: Members of the Personnel Sub-Committee - Councillors David Brackenbury, Wendy Brackenbury, Roger Glithero, Sylvia Hughes and Andy Mercer**

**cc: The Chairman and other Members of the Council (for information only)**

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<b>Please ask for</b> Keith Osborne	<b>Direct Dial</b> 01832 742113	<b>Our Ref.</b> KWO	<b>Your Ref.</b>	<b>Date:</b> 1 September 2009
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Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 8 September 2009**, at **2.00pm**.

*A period of not more than 15 minutes will be allowed to enable members of the public, who have notified their intention to speak, to address the meeting.*

- 1. Minutes of Meeting on 21 July 2009 (attached)**
- 2. Apologies for absence**  
*(If you are unable to attend this meeting please notify Keith Osborne)*
- 3. Declarations of Interest**
- 4. Questions from Members under Council Procedure Rule 10.3 (if any)**

Members of the Sub-Committee have the right to ask the Chairman a question on any matter which the Council has powers or duties, or which affects East Northamptonshire and falls within the Committee's terms of reference, provided that 72 hours notice is given to the Chief Executive. (A form is available on 'Eunice', or email kwosborne@east-northamptonshire.gov.uk for a copy)

- 5. Current outstanding staff vacancies**  
(Verbal Report to be given by the Head of Organisational Development)
- 6. XChange**  
To receive the Minutes of the first meeting of XChange, held on 13 August 2009 **attached**)
- 7. Consultation on Staff Benefits - update**  
(Verbal update from Head of Organisational Development)



8. **Workplace Drugs and Alcohol Policy – outcome of staff consultation**  
(Verbal report from Head of Organisational Development)
9. **Date of Next Meeting**  
Tuesday 20 October 2009 at 2pm

**Yours sincerely**

**DAVID OLIVER**

**Chief Executive**

