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To: Members of the Personnel Sub-Committee – Councillors Wendy Brackenbury, Roger Glithero, Philip Hardcastle, Steven North and Jeremy Taylor.

cc: The Chairman and other members of the council (for information only).

Please ask for	Direct Dial	Our Ref.	Your Ref.	Date:
Keith Osborne	01832 742113	KWO/PSUB		16 September 2011

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 27 September 2011**, at **2pm**.

Agenda

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 2 August 2011 (attached without appendix)**
- 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 sub-committee's terms of reference, provided that is given to the Chief Executive by 5pm on the working day preceding the meeting. (A form is available on 'Eunice', or email kwosborne@east-northamptonshire.gov.uk for a copy)
- 5. Workforce Statistics. (attached).**
- 6. Vacant Posts Update. (attached).**

Policies/Procedures

- 7. To consider the following policies/procedures:-**
 - (a) Maternity and Paternity Leave Policy and Procedure (Draft **attached**).
 - (b) Home Working Policy (Draft **attached**).
 - (c) Work experience and interns policy (Draft **attached**).



8. **Process for vacant posts** (The Head of Resources and Organisational Development will report at the meeting)
9. **Date of Next Meeting**
Tuesday 29 November 2011 at 2pm

The sub-committee shall resolve to exclude the public and press from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

10. **Staff proposal SP8 – Update (attached).**
11. **Staff proposal SP9 (attached)**
12. **Staff proposal SP3 – Update (to follow)**
13. **Staff proposal SP10 – Update (to follow)**

Yours sincerely

DAVID OLIVER

Chief Executive

