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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		18 November 2011

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 29 November 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 17 November 2011 (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 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).**
- 7. Xchange. Minutes of the meeting of 29 September 2011 (attached).**
- 8. Council Car Scheme (Report of the Head of Resources and OD to follow)**
- 9. Date of Next Meeting**
Tuesday 31 January 2012 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 SP9 - Update** (report to follow)
11. **Section 151 Officer/Finance Manager – Medium/Long term Options**
(Report of the Executive Director to follow)

Yours sincerely

DAVID OLIVER

Chief Executive