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).

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<th>Direct Dial</th>
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<tbody>
<tr>
<td>Keith Osborne</td>
<td>01832 742113</td>
<td>KWO/PSUB</td>
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<td>18 November 2011</td>
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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 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).


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