

Cedar Drive Thrapston Northamptonshire NN14 4LZ
Telephone 01832 742000
Email kwosborne@east-northamptonshire.gov.uk
www.east-northamptonshire.gov.uk

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 Keith Osborne	Direct Dial 01832 742113	Our Ref. KWO/PSUB	Your Ref.	Date: 12 December 2011
--	------------------------------------	-----------------------------	------------------	----------------------------------

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **The Members Room**, East Northamptonshire House, Cedar Drive, Thrapston, on **Monday 19 December 2011**, at **11.30am**.

NOTE: A lunch will be provided at 12.30pm when there will be a meet and greet session with candidates for the Democratic Services Manager/Elections Manager post

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 29 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)
- 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.**
- 5. Chief Finance Officer Appointment**
(Report of the Chief Executive **to follow**)

Yours sincerely

DAVID OLIVER

Chief Executive

