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 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

Council for the District of East Northamptonshire