

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

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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).**

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<b>Please ask for</b> Keith Osborne	<b>Direct Dial</b> 01832 742113	<b>Our Ref.</b> KWO/PSUB	<b>Your Ref.</b>	<b>Date:</b> 19 January 2012
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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 31 January 2012**, 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 19 December 2011 (attached)**
- 2. Apologies for absence (*If you can't 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 5 January 2012 (attached).**
- 8. Council Car Scheme Review Scope (Report of the HR Manager attached)**
- 9. Head of Planning Services vacancy (Report of the Executive Director attached)**
- 10. Date of Next Meeting - Tuesday 20 March 2012 at 2pm**

Yours sincerely

**DAVID OLIVER**

**Chief Executive**

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