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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		8 March 2012

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 20 March 2012**, at **4pm**.

(Members of the Sub-Committee are reminded that the recruitment for the Head of Finance will commence at 9am)

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 31 January 2012 (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. Head of Service Appointments**
 - (a) Head of Finance**
(Oral report of the Chief Executive)
 - (b) Head of Planning Services**
(Oral report of the Head of Resources and OD)
 - 6. Workforce Statistics. (attached).**
 - 7. Vacant Posts Update. (attached).**
 - 8. Council Car Scheme Review - Update (Report of the HR Manager attached)**
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9. Policies

(a) Pay Policy (Report of the Head of Resources & OD **attached**)

(b) References Policy (Draft policy **attached**)

10. Date of Next Meetings

- Need for meeting in late April/early May
- Tuesday 12 June 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 paragraphs 1 & 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

11. Staff Proposal SP12

(Report of the Head of Environmental Services **attached**)

12. Car Review Staff Implications - Staff Proposal SP11

(Report of the Head of Resources & OD **attached**)

Yours sincerely

DAVID OLIVER

Chief Executive