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**To: Members of the Personnel Sub-Committee – Councillors Wendy Brackenbury, Roger Glithero, Glenn Harwood, 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>	<b>Direct Dial</b>	<b>Our Ref.</b>	<b>Your Ref.</b>	<b>Date:</b>
James McLaughlin	01832 742113	JMcL/PSUB		31 May 2012

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 12 June 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 25 April 2012 (attached)**
  2. **Apologies for absence**  
*(If you are unable to attend this meeting please notify James McLaughlin)*
  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 [jmclaughlin@east-northamptonshire.gov.uk](mailto:jmclaughlin@east-northamptonshire.gov.uk) for a copy)
  5. **Workforce Statistics (attached)**
  6. **Vacant Posts Update (attached)**
  7. **Appointment of Sub-Committee Members to review:**
    - (a) **Pay & Reward Strategy**
    - (b) **Returning Officer's Fees**
  8. **Date of Future Meetings**
    - Tuesday 24 July 2012 at 2pm
    - Tuesday 4 September 2012 at 2pm
    - Tuesday 16 October 2012 at 2pm
    - Tuesday 27 November 2012 at 2pm
    - Tuesday 29 January 2013 at 2pm
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- Tuesday 19 March 2013 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.

9. **Shared Legal Services**  
(Report of the Head of Resources & Organisational Development - **to follow**)
10. **Council Car Scheme Review**  
(Report of the Human Resources Manager - **to follow**)

Yours sincerely

**DAVID OLIVER**

**Chief Executive**