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To: Members of the Personnel Sub-Committee – Councillors Wendy Brackenbury, Roger Glithero JP, Glenn Harwood MBE, 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:
James McLaughlin	01832 742113	JMcL/PSUB		14 September 2012

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 25 September 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 24 July 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 for a copy)
- 5. Workforce Statistics (attached)**
- 6. Vacant Posts Update (attached)**
- 7. Date of Future Meetings**
 - Tuesday 16 October 2012 at 2pm
 - Tuesday 27 November 2012 at 2pm
 - Tuesday 29 January 2013 at 2pm
 - 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 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

8. Staff Proposals

- (a) Staff Proposal 15 (Land Charges)** (Report of the Head of Customer and Community Services **attached**)
- (b) Staff Proposal 16 (Communications)** (Report of the Head of Customer and Community Services **attached**)

9. Legal Shared Service (verbal report)

(Report of the Head of Resources & Organisational Development **(verbal)**)

10. Council Car Scheme Review

(Report of the Human Resources Manager **attached**)

Yours sincerely

DAVID OLIVER

Chief Executive