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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.	Date:
Paul Smith	01832 742175	PS/PSUB	17 January 2013

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 29 January 2013**, 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 27 November 2012 (attached)**
- 2. Apologies for absence**
(If you are unable to attend this meeting please notify Paul Smith)
- 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 notice is given to the Chief Executive by 5pm on the working day preceding the meeting. (A form is available on 'Eunice', or email psmith@east-northamptonshire.gov.uk for a copy)
- 5. Workforce Statistics (attached)**
- 6. Vacant Posts Update (attached)**
- 7. Pay Policy Statement 2013-14 (attached)**

8. Special Leave Policy Amendment – Elections (report of the Human Resources Manager – attached)

Yours sincerely

DAVID OLIVER
Chief Executive