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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	15 April 2013

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in the **Council Chamber**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 23 April 2013** at **2pm**.

Please note that due to room booking commitments for Elections work, the usual venue for the meeting has needed to be changed for this meeting.

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 29 January 2013 (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. Xchange minutes** – to receive the last set of approved minutes of the Xchange Group for the meeting held on 13 November 2012 **(attached)**

8. **Council Car Scheme Review Final Update** (report of the Human Resources Manager – attached)
9. **Equal Pay Audit** (report of the Human Resources Manager –attached)
10. **Cost of Living Pay Rise** (report of the Chief Executive – attached)
11. **Returning Officer Fees and Expenses** (report of the Head of Resources and Organisational Development - attached)

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 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

12. **Democratic and Electoral Services – Proposals for Revised Structure and Consultation Responses** - report of the Democratic and Electoral Services Manager-attached)
13. **Staff Proposal 22 – Employment of the Head of the Joint Planning Unit** (report of the Executive Director – attached)
14. **Staff Proposal 23 - Councillor Update re Employment Tribunal** (report of the Head of Resources and Organisational Development – attached)

Yours sincerely

**DAVID OLIVER
Chief Executive**