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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 Paul Smith	Direct Dial 01832 742175	Our Ref. PS/PSUB	Date: 30 May 2013
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Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in the **Kasen Room (formally CHG2)**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 11 June 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. Appointment of Chairman for the year 2013/14**
- 2. Minutes of meeting on 23 April 2013 (attached)**
- 3. Apologies for absence**
(If you are unable to attend this meeting please notify Paul Smith)
- 4. Declarations of Interest**
- 5. 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)
- 6. Workforce Statistics (attached)**
- 7. Vacant Posts Update (attached)**
- 8. Xchange minutes – to receive**
 - a) The minutes of the meeting held on 5 February 2013**
and
 - b) The draft minutes of the meeting held on 30 April 2013**
(both attached)

9. **Extra Leave Proposal** (report of the Human Resources Manager –**attached**)
10. **Family and Work Life Balance Policy** (report of the Human Resources Manager –**attached**)
11. **Cost of Living Pay Rise for Chief Officers** (report of the Human Resources Manager–**attached**)

Yours sincerely

DAVID OLIVER
Chief Executive

FIRE/EMERGENCY EVACUATION

Please read the fire/emergency evacuation instructions before the meeting begins. These are displayed at the entrance to the meeting room.

If the emergency alarm sounds, you must evacuate the building immediately by the nearest signed fire exit and proceed to the main car park area as directed by the Democratic Services staff. Further instructions will then be given.