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**To: 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).**

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**Please ask for**  
Paul Smith

**Direct Dial**  
01832 742175

**Date:**  
30 May 2014

Dear Councillor,

A meeting of the **Personnel Sub-Committee** will be held in the **Kasen Room**, East Northamptonshire House, Cedar Drive, Thrapston, on **Monday 9 June 2014** at **10.30 am**.

### **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 2014/15**
- 2. Appointment of Vice-Chairman for the year 2014/15**
- 3. Minutes of the meeting held on 14 April 2014 (attached)**  
*If you have any queries in respect of the accuracy of the minutes, please notify Paul Smith prior to the meeting.*
- 4. Apologies for absence**  
*(If you are unable to attend this meeting please notify Paul Smith)*
- 5. Declarations of Interest**
- 6. 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)

7. **Workforce Statistics (attached)**
8. **Vacant Posts Update (attached)**
9. **Recruitment and Training Policy (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.