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**To: Councillors Wendy Brackenbury, Roger Glithero JP, Glenn Harwood MBE,
Steven North and Sarah Peacock.**

cc: The Chairman and other members of the Council (for information only).

Please ask for
Paul Smith

Direct Dial
01832 742175

Date:
10 July 2015

Dear Councillor,

A meeting of the **Personnel Sub-Committee** will be held in the **Kasen Room**, East Northamptonshire House, Cedar Drive, Thrapston, on **Monday 20 July 2015 at 10.30am**

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 2015/16 Municipal Year**
- 2. Appointment of Vice-Chairman for the 2015/16 Municipal Year**
- 3. Apologies for absence**
(If you are unable to attend this meeting please notify Paul Smith)
- 4. Minutes of the meeting held on 23 March 2015 (attached)**
If you have any queries in respect of the accuracy of the minutes, please notify Paul Smith prior to the meeting.
- 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. **Family and Work/life Balance Policy Update** (report of the Human Resources Manager – attached)
10. **Staff Benefits Policy** (report of the Human Resources Manager – **attached**)
11. **Revenues and Benefits Services Apprentice** (report of the Benefits Manager – **attached**)

The Sub-Committee shall resolve to exclude the public and press from the meeting during consideration of the following item 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.

12. **Permanent Extension of Hours Request – Environmental Services** (report of the Waste Services Manager – **attached**)
13. **Flexible Retirement Request** (report of the Executive Director – **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.