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To: Members of the Personnel Sub-Committee - Councillors David Brackenbury, Wendy Brackenbury, Roger Glithero, Sylvia Hughes and Andy Mercer

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

Please ask for Keith Osborne	Direct Dial 01832 742113	Our Ref. KWO	Your Ref.	Date: 7 December 2009
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Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Monday 14 December 2009**, at **6.00pm**.

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 20 October 2009 (attached)**
- 2. Apologies for absence**
(If you are unable to attend this meeting please notify Keith Osborne)
- 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 Committee's terms of reference, provided that 72 hours notice is given to the Chief Executive. (A form is available on 'Eunice', or email kwosborne@east-northamptonshire.gov.uk for a copy)

- 5. Review of Employee Pay and Benefits**
(Verbal Report to be given by the Head of Organisational Development)
- 6. Vetting and Barring Scheme**
(Verbal Report to be given by the Head of Organisational Development)
- 7. Current outstanding staff vacancies**
(Report of Chief Finance Officer **attached**)
- 8. Xchange**
To receive the minutes of the meeting on 1 October 2009 (**attached**)

9. **Sickness Data and BUPA – Update**
(Head of Organisational Development to report – data **attached**)
10. **Date of Next Meeting**
Tuesday 2 February 2010 at 2pm

Yours sincerely

DAVID OLIVER

Chief Executive

