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 Direct Dial Date:
Paul Smith 01832 742175 8 September 2017

Dear Councillor,

A meeting of the Personnel Sub-Committee will be held in the Kasen Room, East Northamptonshire House, Cedar Drive, Thrapston, on Monday 18 September 2017 at 11.00am

*Please note the commencement time for this meeting.*

*A training event on mental health issues will be held following the meeting, commencing at 1.00pm in the Council Chamber. All Members of the Council are invited to attend.*

**AGENDA**

1. **Apologies for absence**  
   *(If you are unable to attend this meeting please notify Paul Smith)*

2. **Minutes of the meeting held on 10 July 2017 (attached)**  
   *If you have any queries in respect of the accuracy of the minutes, please notify Paul Smith prior to the meeting.*

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 the Council’ website or you can or email psmith@east-northamptonshire.gov.uk for a copy)

5. **Workforce Statistics** *(report of the Human Resources Manager – attached)*
6. Update on Vacant Posts Within the Environmental Protection Team, Environmental Services (report of the Environmental Protection Manager – attached)

7. Environmental Services – Licensing Projects Support (report of the Head of Environmental Services – attached)

8. Electoral Registration Canvass Rates of Pay (report of the Electoral Registration Officer – attached)

9. Counselling Service (report of the Human Resources Manager – attached)

10. Christmas Closure and Extra Annual Leave Proposal (report of the Chief Executive – 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.

11. Change to Environmental Services Officer Role (report of the Waste Services 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.