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

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

Please ask for	Direct Dial	Our Ref.	Your Ref.	Date:
Keith Osborne	01832 742113	KWO		27 May 2010

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 8 June 2010**, at **2pm**.

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**
- 2. Appointment of Vice-Chairman**
- 3. Minutes of Meeting on 9 April 2010 (attached)**
- 4. Apologies for absence**
(If you are unable to attend this meeting please notify Keith Osborne)
- 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 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)
- 7. Purchasing Annual Leave Policy and Procedure**
(Report of Head of Resources and Organisational Development **attached**)
- 8. Xchange Group Meetings**
To receive the minutes of 3 February and 13 April 2010 (**attached**)
- 9. Date of Next Meeting**
Tuesday 7 September 2010 at 2pm

Yours sincerely
DAVID OLIVER
Chief Executive

