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**To: Members of the Personnel Sub-Committee – Councillors Wendy Brackenbury, Lisa Costello, Roger Glithero, Philip Hardcastle, Sylvia Hughes, Steven North.**

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

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<b>Please ask for</b>	<b>Direct Dial</b>	<b>Our Ref.</b>	<b>Your Ref.</b>	<b>Date:</b>
Keith Osborne	01832 742113	KWO		22 November 2010

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 30 November 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. Minutes of Meeting on 5 November 2010 (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. Terms of Reference.** To review the Sub-Committee's Term of Reference (**attached**).
- 6. Date of Next Scheduled Meeting**  
Tuesday 1 February 2010 at 2pm (although an earlier meeting may be necessary)

**The 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 paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.**

- 7. Staff Proposal (1).** (Report of the Chief Executive **attached**)
- 8. Staff Proposal (2).** (Report of the Head of Environmental Services **attached**).



**Yours sincerely**

**DAVID OLIVER**

**Chief Executive**

