

hEast Northamptonshire Council

Chief Executive and Clerk of the Council
David Oliver

Cedar Drive, THRAPSTON Northamptonshire NN14 4LZ
Tel: 01832 742000
Fax: 01832 734839 DX: 701611 Thrapston
Email: kwosborne@east-northamptonshire.gov.uk

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	Direct Dial	Our Ref.	Date
Keith Osborne	01832 742113	KWO	14 July 2009

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 21 July 2009**, at **2.00pm**.

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.

Agenda

- 1. Minutes of Meeting on 9 June 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. OD Policies - Workplace Drugs and Alcohol Policy and Procedure**
(Report of the Head of Organisational Development **attached**)
- 6. Approval of Recruitment to Vacant Posts**
(Report of Head of Organisational Development **attached**)

7. **Date of Next Meeting**
Tuesday 8 September 2009 at 2pm

Yours sincerely

DAVID OLIVER

Chief Executive