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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>
Rachel Reeds	01832 742198	RR/PSUB		10 March 2011

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 22 March 2011**, 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 1 February 2011 (attached)**
- 2. Apologies for absence**  
*(If you are unable to attend this meeting please notify Rachel Reeds)*
- 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 is given to the Chief Executive by 5pm on the working day preceding the meeting. (A form is available on 'Eunice', or email rreeds@east-northamptonshire.gov.uk for a copy)
- 5. Xchange. Minutes of the meeting of 18 January 2011 (attached).**
- 6. Workforce Statistics.** (Report of the Head of Resources and Organisational Development **attached**).
- 7. Establishment Update (savings).** (Report of the Head of Resources and Organisational Development **attached**).
- 8. National Pay Award Update.** (Verbal report).
- 9. Broadband Allowances.** (Report of the Head of Resources and Organisational Development **attached**).
- 10. Out of Hours Policy.** (Report of the Head of Resources and Organisational Development **attached**).

11. **Qualifications Payments.** (Report of the Head of Resources and Organisational Development **attached**).

12. **Creating ENC Apprenticeships.** (Report of the Head of Resources and Organisational Development **attached**).

**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.**

13. **Update on staff proposal from last meeting (SP2).** (Verbal report).

14. **Staff Proposal (SP3).** (Attached.)

15. **Staff Proposal (SP4).** (Attached.)

16. **Staff Proposal (SP5).** (Attached.)

**Yours sincerely**

**DAVID OLIVER**

**Chief Executive**

