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To: Members of the Personnel Sub-Committee – Councillors Wendy Brackenbury, Roger Glithero, Philip Hardcastle, Steven North and Jeremy Taylor.

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

| Please ask for | Direct Dial | Our Ref. | Your Ref. | Date: |
|-----------------------|--------------------|-----------------|------------------|--------------|
| Rachel Reeds | 01832 742198 | RR/PSUB | | 26 May 2011 |

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **Room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 7 June 2011**, at **2pm**.

Agenda

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. Election of chairman.**
 - 2. Minutes of meeting on 22 March 2011 (attached)**
 - 3. Apologies for absence**
(If you are unable to attend this meeting please notify Rachel Reeds)
 - 4. Election of vice-chairman.**
 - 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 sub-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)
 - 7. Xchange.** Minutes of the meeting of 12 April 2011 (**attached**).
 - 8. Workforce Statistics.** (Report of the Head of Resources and Organisational Development **attached**).
 - 9. Vacant Posts Update.** (Report of the Head of Resources and Organisational Development **attached**).
 - 10. Policy Review.** (Report of the HR Manager **attached**).
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11. **Organisational Development Annual Review.** (Report of the Head of Resources and Organisational Development **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 paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

12. **Update on staff proposal 2 (SP2).** (Attached).
13. **Staff proposal 6 (SP6).** (Attached).
14. **Staff proposal 7 (SP7).** (Attached)

Yours sincerely

DAVID OLIVER

Chief Executive

