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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		22 July 2011

Dear Councillor

A meeting of the **Personnel Sub-Committee** will be held in **room CHG2**, East Northamptonshire House, Cedar Drive, Thrapston, on **Tuesday 2 August 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. Minutes of meeting on 7 June 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 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)
- 5. Xchange. Minutes of the meeting of July 2011 (attached).**
- 6. Workforce Statistics. (attached).**
- 7. Vacant Posts Update. (attached).**
- 8. Absence Management Policy. (Draft policy 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.

9. **Staff proposal 7a (SP7a).** (Attached).
10. **Staff proposal 8 (SP8).** (Attached)

Yours sincerely

DAVID OLIVER

Chief Executive

