

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **5.30PM** on **WEDNESDAY, 1 JUNE 2011** in **COMMITTEE ROOM 1** IN THE TOWN HALL, CHURCH STREET, CLITHEROE.

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee members (Copy for information to all other members of the Council)  
Directors

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting – copy enclosed.
3. Declarations of interest (if any).
4. Public Participation.
5. Chairman's Introduction.
6. Verbal Overview of HR roles and areas of responsibility – Head of HR.
- ✓ 7. Staff Survey Results - presentation by C Barker and report of Principal Policy and Performance Officer – copy enclosed.
- ✓ 8. Default Retirement Age – report of Personnel Officer (LR) – copy enclosed.

- ✓ 9. Equalities Act Workforce Data – report of Head of HR – copy enclosed.
- ✓ 10. Annual Report on Health and Safety - report of Health and Safety Officer – copy enclosed

Part II – Items of business **not** to be discussed in public

- 11. Reports from representatives on outside bodies (if any).
- ✓ 12. Annual Report on Absence Management – report of Personnel Officer (JS) – copy enclosed
- ✓ 13. Annual Report on Staff Turnover – report of Personnel Officer (LR) – copy enclosed
- ✓ 14. Training Report – report of Personnel Officer (JS) – copy enclosed
- ✓ 15. Annual Report on Homeworking – report of Head of HR – copy enclosed
- ✓ 16. Appointments and Resignations – report of Personnel Officer (LR) – copy enclosed.