

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **6.30PM** on **WEDNESDAY, 7 SEPTEMBER 2011 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. References from Overview and Scrutiny Committee – 21 June 2011.
- ✓ 6. Annual Review of Recruitment Advertising – report of Personnel Officer (LR) – copy enclosed.
- ✓ 7. Equalities Act Workforce Data – report of Head of HR – copy enclosed.

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

8. Reports from representatives on outside bodies (if any).

- ✓ 9. Staff Establishment Update – report of Head of HR – copy enclosed.
- ✓ 10. Training Report – report of Personnel Officer (JS) – copy enclosed.
- ✓ 11. Appointments and Resignations – report of Personnel Officer (LR) – copy enclosed.