

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **6.30pm** on **WEDNESDAY, 20 January 2010** in **TOWN HALL, CHURCH STREET, CLITHEROE**. **Please note, prior to committee, there will be the first of our twice yearly meetings with the Union starting at 6pm.**

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. Training Report – report of Personnel Officer (JS) – copy enclosed.
- ✓ 6. Draft Gender Equality Scheme – report of HR Manager – copy enclosed.
- ✓ 7. Revised Health and Safety Policy – report of Health and Safety Officer – copy enclosed
- ✓ 8. Update on Staff Meetings – report of HR Manager – copy enclosed.

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

- ✓ 9. Annual Analysis of Exit Interviews – report of Personnel Officer (JS) – copy enclosed.
- ✓ 10. Annual Update on Fixed Term Contracts – report of Personnel Officer (LR) – copy enclosed
- 11. Reports from representatives on outside bodies.
- 12. Equal Pay Update – verbal report of HR Manager.
- ✓ 13. Appointments and Resignations – report of Personnel Officer (LR) – copy enclosed.