

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: MICHELLE SMITH
direct line: 01200 414402
e-mail: michelle.smith@ribblevalley.gov.uk
my ref: MS/EL
your ref:
date: 10 March 2014

Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Switchboard: 01200 425111
Fax: 01200 414488
www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **6.30pm** on **WEDNESDAY, 19 MARCH 2014** 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 held on 22 January 2014 – copy enclosed.
3. Declarations of interest (if any).
4. Public Participation (if any).
5. Reports from Representatives on Outside Bodies (if any).
- ✓ 6. Annual analysis of Staff Training – report of Personnel Officer (JS) – copy enclosed.
- ✓ 7. Annual Staff Profile – report of Personnel Officer (LR) – copy enclosed.

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

- ✓ 8. Request for Unpaid Leave – report of Head of Revenues and Benefits – copy enclosed.
- ✓ 9. Ill-Health Retirement – report of Personnel Officer (JS) – copy enclosed.
- ✓ 10. Training Report – report of Personnel Officer (JS) – copy enclosed.
- ✓ 11. Appointments and Resignations – report of Personnel Officer (LR) – copy enclosed.