

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: 1 June 2015

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, 10 JUNE 2015** 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 18 March 2015 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).
5. Reports from Representatives on Outside Bodies (if any).

DECISION ITEMS

None

INFORMATION ITEMS

- 6. Overview of HR – verbal report of Head of HR.
- ✓ 7. Employee Survey 2015 – report of Director of Resources – copy enclosed.
- ✓ 8. Staff Turnover – report of Director of Resources – copy enclosed.
- ✓ 9. Annual Health and Safety Update – report of Director of Resources – copy enclosed.
- ✓ 10. Equalities Act 2010 - Workforce Data – report of Director of Resources – copy enclosed.

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

DECISION ITEMS

- ✓ 11. Appointments and Resignations – report of Director of Resources - copy enclosed.

FOR INFORMATION

- ✓ 12. Annual Absence Management Update – report of Director of Resources - copy enclosed.
- ✓ 13. Training Report – report of Director of Resources – copy enclosed.
- ✓ 14. Annual Review of Homeworking – report of Director of Resources – copy enclosed.