

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **6.30pm** on **WEDNESDAY, 5 JUNE 2013** 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 20 March 2013 – copy enclosed.
3. Declarations of interest (if any).
4. Public Participation (if any).
5. References from other Committees (if any).
6. Reports from Representatives on Outside Bodies (if any).
- ✓ 7. Employee Satisfaction Survey 2012 – report of Head of HR - copy enclosed.
- ✓ 8. Health and Safety Update – report of Health and Safety Advisor – copy enclosed.

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

- ✓ 9. References from Committee – Changes to Collection of Paper and Card Services – Staffing Implications – report of HR – copy enclosed.
- ✓ 10. North West Employer's Organisation Employer Intelligence Survey – report of Head of HR – copy enclosed
- ✓ 11. Annual Absence Management Update – report of Personnel Officer (JS) – copy enclosed.
- ✓ 12. Staff Turnover Analysis – report of Personnel Officer (LR) – copy enclosed.
- ✓ 13. Annual Review of Homeworking – report of Head of HR (MS) – copy enclosed.
- ✓ 14. Members and Staff Training Report – report of Personnel Officer (JS) – copy enclosed.
- ✓ 15. Appointments and Resignations – report of Personnel Officer (LR) – copy enclosed.